

# Parent and Student Handbook 2021-2022

## Grant Elementary School

1300 North 34<sup>th</sup> Avenue  
Melrose Park, Illinois 60160  
Telephone: 708-410-3400  
Fax: 708-345-2515  
1<sup>st</sup> – 5<sup>th</sup> Grade



## Grant Primary School

1801 North 36<sup>th</sup> Avenue  
Stone Park, Illinois 60165  
Telephone: 708-410-3301  
Fax: 708-544-0062  
Kindergarten



Mr. Carlos Delgado, Principal  
Dr. Martha Zurita, Assistant Principal

**PLEASE NOTE THE FOLLOWING:**

1. This 2021-2022 Parent/Student handbook is tentative and subject to change depending on the COVID-19 pandemic in our community.
2. Click on the [Parents link](#) on the district website for additional details on the 2021-2022 Reopening or Click here to see [District's 88 Reopening Guide](#).

## **Bellwood School District 88**

Administrative Building  
640 Eastern Avenue  
Bellwood, IL 60104  
(708) 410-3000

### **Members of the Board of Education**

Sondra McClendon, President  
Lindsley Griffin, Vice President  
Dorothy Clark-Smith, Secretary  
Madalyn Arredondo, Member  
Tony Morton, Member  
Maria Perez, Member  
Constance Riales, Member  
Mark Holder, Ed.S., Superintendent

The Board of Education is the controlling body of the school district. They consist of seven members, each of whom is elected by the voters.

The Board of Education establishes policies and determines the direction the district should be taking. School board meetings are open to the public, held on the 1st Monday of each month and begin promptly at 6:00 p.m. Committee meetings are held on the 3rd Monday of each month and begin promptly at 6:00 p.m. Both meetings are held at the District 88 Administration Center located 640 Eastern Avenue, Bellwood, IL.

### **District 88 Administration**

Mr. Mark Holder, Ed.S., Superintendent  
Ms. Karen Mitchell, Director of Assessments & Innovation  
Mrs. Jeninne Rusike, Director of Human Resources  
Dr. Victoria Hansen, Assistant Superintendent of Curriculum & Instruction  
Mrs. Charlotte Larson, Director of Special Education & Student Services  
Ms. Jan Baptist, Director of Finance  
Mr. Harold Daniels, Director of Technology  
Mr. Tyreese Stafford, Director of Transportation  
Ms. Karen Slater, District Nurse  
Mr. Joseph Burdi, Director of Buildings & Grounds

Administration and District Administration is responsible for the interpretation and administration of Board policies.

## **Bellwood School District 88**

### **Mission Statement**

The mission of Bellwood School District 88 is to provide students with applicable educational experiences that contribute in their achievement of competency in all academic areas and aptitude to employ these abilities to actual life endeavors. While working within the multicultural school/community environment, we drive ambition to empower individuals personally and socially, to achieve their maximum potential using higher order thinking skills that prepare them for the constantly changing challenges of our global society.

## **Grant Elementary & Grant Primary Schools**

### **Mission Statement (Why do we exist?):**

Our mission at Grant Elementary/Primary is to develop 21st century literacy skills and knowledge in our students to prepare them for middle school and beyond.

### **Vision Statement (Where are we going?)**

We envision every student at Grant Elementary/Primary excelling academically from K-5 and beyond. We will:

1. Achieve a 90 percent or better attendance rate
2. Achieve transparent communication between home and school
3. Achieve a 90 percent or better success/growth rate on state standards

### **Grant's PBIS Pledge:**

#### **TEACHING AND LEARNING HAPPENS WHEN...**

- I am RESPECTFUL!
- I am RESPONSIBLE!
- I am READY to LEARN!
- I am SAFE!

**The staff at Grant School expects student behavior to reflect standards of good citizenship. When those expected behaviors are not displayed, the district discipline policy will be utilized and enforced.**



## Grant Elementary & Grant Primary Schools

Dear Grant Parents/Guardians:

Welcome back!

We are excited to be welcoming back our students to in-person learning on August 23, 2021. After the year with the COVID-19 epidemic, our teachers, staff, and school administration are looking forward with great anticipation and joy to the return of our students.

Hopefully, you and your student(s) had the opportunity to enjoy the summer vacation and the normal day to day activities that many of us had taken for granted before the pandemic. Whether that was doing something simple like going to the park, hanging out with friends or visiting a loved one.

We know that the past year has been challenging for parents, teachers, and administrators alike. The pandemic affected everyone. It has been especially challenging for our students academically, socially, and emotionally. As Principal/leader of the school, I realize that we have a lot of work to do and many academic gaps to bridge as the result of students being away from their in-person teachers for such a long time.

Please know that our dedicated teachers are up for the challenge. They will prepare our students with the skills and knowledge they will need as they advance to their next grade level. They will do everything in their power to try to close any learning gaps.

I would like to THANK each of you for assisting our students get through this most difficult period of their lives and working with our school and teachers. The work is not over however. I ask that you continue to work with us this academic school year, a year of transition back to in-person learning, to help our students get through this extraordinary period of time in history.

Please join me. Please join us. Together we can do this.

I look forward to meeting each of you in the weeks to come.

Sincerely,

*Carlos Delgado*

Principal

Grant Elementary/Primary

[cdelgado@sd88.org](mailto:cdelgado@sd88.org)

**Please take a few minutes to read this handbook in its entirety and become familiar with our policies and procedures. As always, if you have additional questions or concerns about the content of this handbook, feel free to contact the main office at (708) 410-3401. Please return the bottom portion of the page to your school with your signature.**

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**ACKNOWLEDGEMENT OF HANDBOOK RECEIPT**

I have received a copy of the Student-Parent Handbook.

I have read and understand its contents and agree to abide by the policies and procedures herein.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Dress Code:** Students are to wear their uniform every day as directed by school board policy. There are only two exceptions to this rule: Fridays and special occasions as set forth by the principal. Every Friday students may wear a **red Grant School t-shirt** with navy blue or black pants or skirts. Order forms for Grant School t-shirts and gym wear are available for purchase in the main office. Students are allowed to wear them on gym days and School Spirit Days (Fridays) ONLY.

All students are expected to wear **white shirts with a collar**, and **navy blue or black uniform pants** (or skirts for girls). All clothing is expected to fit the child properly without being too loose or too tight. Students should wear solid black or white gym shoes.

**Inappropriate Dress:**

Students <b>may not</b> wear items of clothing or jewelry that may advertise:	Students must <b>not</b> wear:
<ul style="list-style-type: none"> <li>● Tobacco</li> <li>● Alcohol</li> <li>● Crude pictures</li> <li>● Gang or drug activities</li> <li>● Profanity or inappropriate language</li> </ul>	<ul style="list-style-type: none"> <li>● Large jewelry</li> <li>● Clothing that could reveal the stomach, undergarments or legs above the mid-thigh</li> <li>● Spaghetti strap clothes</li> <li>● Shorts, pants or skirts with large colorful logos or stripes</li> <li>● Open-toe shoes, such as sandals</li> <li>● Pajamas</li> <li>● Cutoff shirts</li> <li>● Tank, halter or crop tops</li> </ul>
<ul style="list-style-type: none"> <li>● <i>Male students are expected to come to school without earrings, regardless of when the ear was pierced.</i></li> <li>● <i>Parents may be required to bring appropriate clothing to replace above-mentioned items. Refusal to comply with these requirements may result in further disciplinary action.</i></li> </ul>	

**Items from home:** Students are to leave **all** toys, balls, trading cards, radios, CD players, cell phones, laser light pointers, video games, candy and gum at home. If a student brings any of these items to school, a staff member may keep them until a parent can retrieve them. These standards are set to ensure the safety and well being of each student. Please assist us by helping your child understand the need for such standards and expectations. The expectations above can be defined further through the district and uniform code.

**GRANT SCHOOL'S DISCIPLINE POLICY**

Discipline is necessary in order to maintain a safe and positive learning environment. It is our goal to promote responsibility and self-discipline among our students. The students of Grant School need these skills to become productive members of society. In order to achieve our goals, it is imperative that students, parents, teachers, and administrators work cooperatively to promote a school climate that is conducive to teaching and learning.

Our discipline policy is based on a set of uniform expectations for the building hallways, classrooms, playground and lunchroom. This set of expectations will be reviewed with all children. These expectations do not in any way replace the district policies relating to discipline and student behavior.

<b><u>Building Expectations</u></b>	<b><u>Classroom Expectations</u></b>
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<ol style="list-style-type: none"> <li>1. Enter the building only under the direction of a staff member.</li> <li>2. Walk quietly in the hallways.</li> <li>3. Remain under an adult’s supervision at all times.</li> <li>4. Destruction or defacing of school property is not allowed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Raise a hand to be recognized.</li> <li>2. Follow all directions.</li> <li>3. Complete all tasks on time.</li> <li>4. Keep hands, feet and unkind words to oneself.</li> </ol>
<p><b><u>Playground Expectations</u></b></p> <ol style="list-style-type: none"> <li>1. Use school equipment properly and safely.</li> <li>2. Keep hands, feet, and unkind words to oneself.</li> <li>3. Play only in designated areas.</li> <li>4. Follow directions from an adult supervisor.</li> </ol>	<p><b><u>Lunchroom Expectations</u></b></p> <ol style="list-style-type: none"> <li>1. Follow directions from lunch supervisors.</li> <li>2. Maintain a clean eating space.</li> <li>3. Remain seated and raise a hand for help.</li> <li>4. Talk quietly (using “inside voices”) with classmates.</li> <li>5. Keep hands, feet, and unkind words to oneself.</li> </ol>
<p><b><u>CONSEQUENCES</u></b></p> <p><b>If a student does not comply with building, classroom, playground or lunchroom expectations one or more of the following consequences may occur:</b></p> <ol style="list-style-type: none"> <li>1. Verbal warning</li> <li>2. Time-out from an activity or task</li> <li>3. Parent contact</li> <li>4. Conference with the Principal or Assistant Principal</li> <li>5. Detention, suspension or other consequence as defined in the district discipline policy</li> </ol>	

### **GENERAL INFORMATION**

**Accident at School:** In case of a significant accident at school, first aid will be administered. The parent or person designated on the student’s emergency card will be contacted to come and pick up your child at school. It is very important that you provide the main office with all updated contact information. If the parent or emergency contact cannot be reached and medical attention is urgent, the district nurse and/or paramedics will be summoned. The nurse and/or the principal will then accompany the student to the hospital.

**After School Program:** The Title 1 after school program will be made available for all students who qualify. Contact school for additional information.

**Attendance/Absences:** Grant’s School hours for all grades are from 8:15 a.m. - 3:00 p.m. To ensure the academic success of your children, one of the most important responsibilities of parents is to make sure that your children attend school regularly. Students must have a valid cause for absences. Absence for any other reason is not considered a valid cause and is subject to the truancy policy.

**Arrival:** Students are expected to be on the playground by 8:15am. All 1<sup>st</sup>-2<sup>nd</sup> grade students will line up on the 35<sup>th</sup> playground entrance, and all 3<sup>rd</sup>-5<sup>th</sup> will line up on the 34<sup>th</sup> playground entrance. If weather permits, students will line up on the playground with their assigned class and line number. In the event of inclement weather, students must enter the building through their designated playground entrance and proceed to the hallway outside of their classroom. Teachers will pick their class up from those two areas.

**Arrival Kindergarten:** Parents will drop off students at the main school entrance (36th and Lemoyne) by 8:15a.m. Teachers will pick up students at 8:15 a.m. at the main entrance and walk them to their classrooms. *Due to Covid, we ask that parents stay outside during drop off.* Students that come for breakfast will wait in the cafeteria until their teachers pick them up.

**Valid Cause:** If a child is absent for illness, observance of a religious holiday, or death in the immediate family, please adhere to the following procedures:

1. Parents are **required** to call the school at (708) 410-3400 (Grant Elementary) or (708) 410-3300 (Grant Primary) between 7:30 and 9:00 a.m. on **each day** of an absence. When your child returns to school, a written excuse in English or Spanish **MUST** be given to the teacher. If your child is absent for **3 or more consecutive school days, a doctor's note is required** upon returning to class.
2. If the school does not receive a call, the secretary will attempt to contact you. Remember that it is important to have updated phone numbers and addresses for each student in cases where the school needs to contact the parent. District 88 also calls parents of absent students, even if the parent has called or the school secretary has communicated with the parent.
3. Any student who has been absent from school shall not participate in a school activity for that day. Parents are not allowed to drop them off.

**Invalid Cause:** In accordance with The School Code of Illinois, Chapter 122, a truant is defined as a student who is absent without valid cause. A chronic truant is defined as a student who is absent without valid cause from attendance for 5% or more of the regular attendance days in a regular school year. **As a result, the student may not be promoted to the next grade at the end of the year, and the parent may face legal action** under the provisions of Chapter 122, Article 26, Section 1 to 11 of The School Code of Illinois.

**Tardies:** In addition to ensuring that students attend school every day, it is also the parent's responsibility to make sure students arrive at school on time. Students are to arrive at school no earlier than 7:45a.m. Breakfast begins at 7:45 a.m. Instruction begins promptly at 8:20 a.m.; arriving late results in missed instruction and disruption of class. **Students who are tardy do not have perfect attendance.** Excessive tardies will result in a parent conference; 5 or more tardies will result in a ½ hour detention.

**Bicycle Riding, Skateboarding, Roller Skating and Bikes:** Skateboarding, roller skating and bike riding are **not** allowed at Grant School due to safety concerns.

**Bloodborne Pathogens HIV/AIDS/Universal Precautions:** The district has a plan for bloodborne pathogens. It provides:

1. Annual in-service to all staff members on bloodborne pathogens.
2. The practice of universal precautions to prevent the spread of Hepatitis B, HIV/AIDS and other bloodborne pathogens.
  - Rubber gloves are available to and worn by personnel in cleaning up blood and body fluid spills.
  - Good handwashing, using soap and running water, after exposure to body fluids (including use of the toilet) are taught and observed.
  - If possible, open lesions on students and staff are covered.
  - Soiled surfaces are promptly cleaned with approved disinfectants.

- All disposable materials, including gloves, are disposed of in a sealed plastic bag. Body fluids may be disposed of through the normal sewage system.

**Breakfast/School Meals:** We will continue to provide school meals (breakfast/lunch), available for all students. Distribution times and days will be available on our district website.

**Expectations on the bus:** The safety of the students riding the bus is very important to us. Therefore, it is mandatory that students follow the rules while on the bus. At Grant Schools we take the behavior of students who ride the bus very seriously.

Students are expected to:

- Board the bus at the designated stop.
- They sit and remain in their assigned seats.
- Talk quietly with your seatmates.
- Listen and follow the driver's instructions.
- Keep your hands, feet, and unkind words to yourself.
- Do not eat anything on the bus.
- Get off the bus at the assigned stop.

### **Celebrations:**

We know that birthdays are very special and for that reason we ask that instead of sweet treats, please consider birthday pencils and notebooks or a book donated to the classroom library, as examples.

**Child Abuse:** It is the legal responsibility of school personnel to report instances of **suspected** child abuse and/or neglect. Failure to comply with this requirement may result in prosecution. All suspected cases at Grant Schools are reported to the proper authorities.

**Communication:** When attempting to call a staff member, parents may call the school at any time and leave a message with the secretaries and/or on the voice mail system. Staff members will make every effort to return calls as soon as possible. If your call is urgent or time sensitive, please leave a message with the school secretaries during school hours. There is also another way to communicate with teachers, electronic mail (e-mail). The email address of each of the members of this school is the following, the first initial of the name followed by the last name and @sd88.org.

**Computers and Technology:** Our school promotes the safe and appropriate use of technology in the learning process for students. Students are expected to follow the district/school guidelines for the use of computers. Acceptable use of computers includes, but is not limited to:

- All hardware and software should be handled with care and properly licensed
- Proper network etiquette should be used at all times
- Users shall respect the rights of others
- Students must follow the directions given by the staff member
- Acceptable use of the Internet

**Crossing Guard:** For the safety of our children, a crossing guard is located at the corner of 34<sup>th</sup> and Thomas before and after school.

**Dismissal:** All students will be dismissed on the playground. They will line up with their class until a parent or parent designee arrives. When students are not picked up in a timely manner, the classroom teacher will contact the caretaker and stay with your student(s) until the caregiver arrives at school.

**Kindergarten Dismissal:** Students will be picked up by parents at the 2:50 p.m. dismissal time. Teachers will dismiss students from the main entrance located at 36th and Lemoyne. *Due to Covid, we ask that parents stay outside during pick up.*

**Detentions:** Students may be required to serve a detention for one hour as a consequence for repeated and/or significantly inappropriate behavior. Parental notification is made prior to the detention being assigned so that parents can make appropriate transportation arrangements.

**Early Dismissal:** Students shall not be allowed to leave the school before 3:00 p.m. except in case of illness or at the request of the parent. Early dismissal for the purpose of doctor/dentist appointments are not recognized by The School Code of Illinois as valid causes for absence. **Whenever possible, please attempt to schedule such appointments after school.** This will keep your child from missing valuable instructional time.

Students will only be released from Grant School with a parent, legal guardian or designee listed on the emergency card. The parent must come to the office and sign the child out of school. **When students leave during the school day, it may result in a full or half-day absence.**

**Early Release Day (ERD):** All students are expected to be in attendance during Early Release Days. Students must have a VALID cause for being absent; absenteeism during an ERD day will count as a **full day's absence.**

**Electronic Devices:** Student use of personal electronic equipment including but not limited to student's paging devices, games, cellular phones while in school is prohibited. Possession or use of laser pointers and shocking devices while in school is prohibited at all times. Student's use of audio listening devices while at school is restricted to listening to instructional material during class time or under the direction of the teacher. The school will not be responsible for damage or loss of such items.

### **Face Covering/Masks:**

Face Covering/Mask Guidelines

- Appropriate face coverings are to be worn at all times by all students, per ISBE's guidelines.
- This includes entering and exiting Grant Elementary/Grant Primary and walking in common areas, hallways, and walkways, including bathrooms.
- Students are asked to bring two masks to school with them daily.
- The district will supply students with disposable masks if needed.

**Fees:** Students in grades K-5 are required to pay a \$60.00 registration fee (money order or credit card). The fees are due **at the start of the school year**, or the day the child enters school. There are times when additional fees may be charged by individual teachers to support classroom activities. The classroom teacher will notify parents of these minimal fees for extracurricular activities as needed.

**Field Trips:** (Subject to change due to COVID-19) Classroom teachers plan field trips in order to enrich and extend learning beyond the classroom. Each trip may involve a fee in which students (parents) will be responsible for paying. A permission slip must be signed by a parent for every trip that a student participates in. Appropriate behavior is expected while on the field trip. **Any inappropriate behavior may result in disciplinary action and possible exclusion from future field trips or a parent may be required to attend any future trips with their child.** Students who miss the trip for any reason will not be reimbursed. Parents that volunteer to chaperone on a field trip must have an approved background check form on file with the office.

**Fire and Disaster Drills:** Announced and unannounced fire and disaster drills are held at various intervals throughout the school year. Fire and disaster drill plans are posted in each classroom and teachers periodically review these plans with students.

**Homework:** Homework is a necessary part of the District's instructional program. The teachers at Grant School will assign homework on a regular basis. The purpose of homework is to practice and reinforce the skills that are learned in school. Students are expected to complete all homework assignments carefully and accurately by the due date. Parents should also monitor that the homework is being done and review the corrected homework returned by the teacher. The principal shall provide guidance to ensure that homework is used to reinforce and apply previously covered concepts and prerequisite skills.

**Illness:** Grant School follows district and state guidelines in regards to diseases that may be contagious. If the school determines that a student may be contagious, a parent or the parent designated emergency phone contact will be notified and the child will be sent home. **Parents may be advised to take the student to the doctor and a physician's statement may be required before the child is allowed to return to school.**

If a child becomes ill or injured at school, the school will make all reasonable efforts to notify the parent's designated emergency phone contact before removing the child from school. In the event that your child requires emergency medical attention, the school nurse or authorized staff member will call 911 for an ambulance.

Please remember the sick child should be kept home and the well child should be in school. The child who has a fever, vomiting, or diarrhea should be kept at home for 24 hours after the symptoms subside. **A student who sustains a serious injury or illness that requires an absence for 3 or more consecutive days will need a physician statement in order to be readmitted to school.**

### **Isolation of Symptomatic Cases at School:**

- Staff will notify the health office when sending a student with COVID-19 symptoms.
- The nurse will place the student in our isolation room (Room 207-A at GE, Principal's Office at GP) and perform a health symptom check. If a student/staff member has 2 or more symptoms of COVID-19 they will stay in an isolation room until picked up by family members.
- Siblings of students who are present with symptoms of COVID-19 will be called down to the health office and placed in an isolation room with siblings.
- If a sibling is at RMS that nurse will be notified and the sibling will be placed in an isolation room until the family picks them up. A symptom check will be taken of all siblings.
- When a family picks up the isolated student(s), the custodian will clean the isolation room per protocol.
- The nurse will begin contact tracing of student(s). The nurse will be in contact with families/IDPH for testing results.

**Library Policy:** Students will check out a book each week from the school library. Library books should be returned the following week. When library books are not returned by the due date, fines will be assessed. The cost per day is 10 cents.

**Lost and Found:** A formal lost and found is not maintained in the school. Please label as much clothing and as many articles as you can. After school dismisses in June, all remaining items left behind will be given to a non for profit organization.

## **Lunch Procedures**

1. Students will follow the directions given by the lunch supervisors.
2. Drinks in glass containers and gum are not allowed in school.
3. Food items with **excessively large portions are not allowed** (example: bags of chips that exceed 1 ounce).
4. **Students are to eat their own lunch and refrain from sharing with others.** This will assist us in making sure students with food allergies are not eating inappropriate items.
5. Free and reduced lunch application forms are available at the school office. Federal guidelines are applied to determine eligibility for free or reduced lunch.
6. Each student will stay in line, receive his/her lunch, and walk to the assigned table. During lunch, each student will stay seated, raise their hand for help and talk quietly to their classmates.
7. **No food is to be taken from the eating area,** unless it is inside a child's sealed lunch bag/box and brought home the same day.
8. Students are not allowed to stay in for recess for more than one day without a doctor's note.

**Medication:** Due to the liability factors involved with dispensing any type of medication and district policy, we are **UNABLE to comply with any request to administer medication to children unless both the parent and the physician have completed the proper form.** This form includes:

- The physician's written order for medication and
- The parent's request to administer medication at school.

The form is available in the school office. Students are **not to have medication in their possession during the school day.** All medicines, properly labeled by the pharmacy, must be brought to the school nurse and it will be secured. Medications are defined as over-the-counter and registered prescription drugs. This includes but is not limited to: cough suppressants/drops, cold/flu medicines, allergy medicines, vitamins, aspirin, etc.

**Money:** When sending money to school for field trips, activities or other designated events; please place it in an envelope with the student's name, teacher's name, and the amount.

**Morning Snack:** (Will be suspended due to Covid-19 restrictions until further notice) Students are encouraged to bring a healthy snack to school. Students will be allowed to eat their snacks in the morning during a brief break to keep their minds alert and thinking! Your child should be able to open and handle all food products themselves without teacher assistance. **Please keep in mind that the healthy morning snack that you provide is not intended to be your child's complete breakfast or lunch.** Also, food is not to be stored in your child's locker or desk. Any remaining snacks will be discarded daily.

<b>The following are some recommendations for a healthy morning snack:</b>	
<ul style="list-style-type: none"><li>• Banana</li><li>• granola bar</li><li>• ½ of a bagel</li><li>• small bag of grapes</li></ul>	<ul style="list-style-type: none"><li>• dried fruit</li><li>• cereal bar</li><li>• single serving of peanut butter crackers</li></ul>

**News (School News):** Login to the school website at [sd88.org](http://sd88.org) for updates on School News. The school website may include important information for the upcoming month, student friendly websites to navigate at home, and/or a calendar of events. Please feel free to contact the school to learn about upcoming events.

**Nurse:** A nurse is assigned to Grant School certain days of the week to confer with students, teachers and parents regarding health issues and records. A nurse is always on call for any emergency situation.

**Parent Conference:** Parent/Teacher conferences are scheduled two times each year. Students' academic and behavior progress are discussed during this conference. Parents are encouraged to bring their child with them. It is expected that **all** parents have conferences with their child's teacher. Parents or teachers may schedule additional conferences throughout the year. **Please do not stop by the teacher's room without notice.** The teacher has duties related to all of the children and cannot give you the attention that you need during instruction time. Teachers may need time to gather materials and appreciate a scheduled time to sit quietly with you to share information.

**Parent Supervision:** Students must be supervised by a parent when attending events after school hours or on weekends. This includes, but is not limited to, musical concerts, curriculum nights, family reading nights, etc. Parent supervision during evening events is essential for maintaining safety within our school.

**Pets:** **NO** pets are allowed on school grounds at arrival, during the school day, or at dismissal.

**Phone Numbers/Email addresses:** Parents are required to keep the school informed with current working home phone numbers, emergency phone numbers, and/or work phone numbers, if applicable. This includes email addresses. Please notify the school immediately of changes so we may communicate more effectively. This is extremely important when dealing with student illnesses, accidents and other emergencies.

**Physical Education/Recess Exclusion:** Students are expected to participate in physical education classes and recess. If a student is to be excused from P.E. or recess for more than a day, a doctor's excuse and/or parent explanation is required. Students with casts and/or stitches may **not** participate in P.E. or recess until casts and/or stitches are removed.

**Physical Examinations/Immunizations:** In compliance with Illinois State Law, physical exams including up-to-date immunizations are required for all students entering school for the first time, kindergarten students, fifth grade students and all transfer students. All medical forms and dates of shots must be signed by the attending physician. The physical examination and all immunization are due at the time of registration. In addition, all kindergarten and second grade students must have a dental exam submitted to the school health office.

### **Personal Protective Equipment (PPE)**

All students, staff, and visitors must wear a mask throughout the course of the school day in all areas of the building. All students and staff will be reminded of the proper way to wear a mask with it securely covering the nose and mouth. Building administrators are responsible for making sure "Masks are Required" signs are clearly posted on entry doors as well as throughout the building. In classrooms, everyone must keep their mask on unless eating lunch or snacks, then return to wearing it.

### **Recess Expectations:**

- Students are expected to listen to the supervisor and ask the supervisor for help if a problem arises.
- Students are expected to walk to the recess area and line up at the end of recess in an orderly manner.
- Students are not to reenter the building without a supervisor's permission.
- Students are not allowed to return to the classroom without appropriate supervision and permission.

- Students are expected to behave in a non-aggressive manner. Fighting, dangerous/rough play, karate moves, and kicking are not permissible. Appropriate language at school and on the playground area is expected at all times.
- Students are expected to play with equipment in a proper manner. Equipment should be used for games or group play. The school will furnish playground equipment; therefore, **students should not bring play equipment from home.**
- Children are expected to enter the building with their teacher or lunch supervisor.
- Students are not allowed to bring items from home to use in the playground or quiet zone.

**Lack of cooperation, frequent or significant misbehaviors will result in parental notification, loss of recess, and/or possible further disciplinary action.**

**Religious Objections:** Particular religious beliefs sometimes conflict with state or school policies and procedures. Please let us know in writing if your child's not able to participate in a school activity or celebration because of religious beliefs.

**Report Cards and Conferences:** Report cards are issued four times a year. Progress reports will be sent home for parent signature midway between each grading period. Parent/teacher conferences are scheduled twice each year at the time of the first and third report cards. Parents and/or teachers can request an additional conference at other times.

**Retention:** The decision to retain a child should take place only after careful consideration has been given to those factors related to growth and development, alternative programs or placement, and as a result of appropriate communication among parent, teacher and principal. Students in our elementary school (grades K-5) will be required to meet the district grade level expectations in Language Arts and Mathematics. If a student does not meet these expectations, notification of your child's performance will be sent to you and a plan will be developed to document specific interventions made by the teacher and the student's response to the interventions. The plan will also include suggestions for you to work with your child at home.

**Rights Reserved Statement:** The administration of Grant School reserves the right to modify, revoke, or add to any or all regulations in this handbook at any time.

**Rule Jurisdiction:** The jurisdiction of the school for students conduct includes all of the following: the transportation of students to and from school, whether by bus, by other vehicle, or by walking; the presence and actions of students on campus during the school day and after school activities, and the school sanctioned activities that occur both on and off campus. The school staff will manage and supervise student conduct in all programs.

**Security Procedures:** Grant School welcomes all parents and visitors, however, proper procedures must be followed by everyone in order for us to provide a safe atmosphere for all students:

1. Grant School doors will be locked at all times.
2. **All parents and visitors must enter the building through the main entrance** between 7:30 a.m. and 3:30 p.m. All visitors should ring the bell and identify themselves.
3. After being buzzed into the building, **all visitors must report to the office, show a photo ID, sign in, and wear an identifying name tag at all times while on school property.**
4. The playground is considered to be school property. Therefore, all visitors must first report to the office even if their destination is the playground.
5. Parents should **NOT** enter the building in the morning with their children.
6. Parent volunteers must report to the office every time they volunteer, sign in, pick up a visitor's pass, and report to their destination only.

7. Students will be released only to people whose names appear on the child's emergency card or crisis information.

**School Closings:** Severe weather can present unusual problems for everyone. When District 88 closes school due to inclement weather, there will not be anyone at Grant School to receive your child. Therefore, it is very important for parents to observe the following:

1. Listen to the local radio and television stations for announcements concerning school. The District website may also be checked.
2. Listen for "Bellwood School District 88 or Cook County District 88". Grant School is a part of Cook County District 88.
3. DO NOT CALL THE SCHOOL TO ASK IF SCHOOL IS CLOSED. LISTEN TO THE RADIO AND TELEVISION ANNOUNCEMENTS. We need all phone lines open for emergencies.
4. The district may send out an automated message using the phone number that we have in the system. **It is important to have all phone numbers updated in our system in case of any emergency.**
5. Grant School will ordinarily remain in session until 3:00 p.m. regardless of weather.

**SCC( Student Code of Conduct):** Click on [link](#) using student device.

**Telephone:** The Grant Elementary School phone number is 708-410-3400. The Grant Primary School phone number is 708-410-3300. Instruction time will not be interrupted for students and teachers. **Students may use the office telephone for emergency calls only.** If you would like to speak with a teacher, the secretary will give that teacher a message.

**Textbooks and Supplies:** Basic textbooks, supplementary books, library books, and technology devices where applicable are provided to each student by the school district. Students are expected to be responsible for the proper care of the books and materials that are issued, and will be assessed for lost or damaged books and/or technological devices. The district finance office will determine the cost of a replacement.

**Transfers from Grant School:** When a child is moving to a new school, the parent must notify the school at least two days in advance. The parent must sign a release form for all records to be sent to the new school. Within the state of Illinois, a good standing letter must accompany the records.

**Trespassing:** All school doors are kept locked to prevent intruders from entering the building. This is done for the safety of all children. Police will be notified in the event of any intruders.

### **Visitors on Campus:**

At the start of the SY21 - 22 school year, visitors or volunteers will be allowed on school campuses, as long as they follow the building and district safety protocols. Parents/guardians will report to the main office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to be restricted in their access to our school buildings. All non-essential meetings will be postponed or will occur via an appropriate online format.

Parents/guardians who are bringing their children to school after the school day begins will bring them to the main office where they will sign them in. Students only will be allowed into the main office where they will be greeted by the secretary and assisted to their classroom.

Parents/guardians picking their children up from school during the school day will arrive at the main office and await their child at this location. Parents will sign them out in the main office and depart from the school.

Parents/guardians who are dropping off items for their child after the school day begins will arrive at the main office and leave the items in the designated location in the main office. Building Office staff will be sure your child receives the item you have left for them.

Visitors must follow all safety protocols as designated for the school building.

**Volunteers: (Will be suspended due to Covid-19 restrictions until further notice)**

Grant School welcomes and encourages volunteers where parents and/or community members participate in school related activities. We recognize the importance of volunteers in providing support and enrichment experiences for our students. Some possibilities include field trip chaperones, crossing guards, reading tutors, and guest readers. Again, a proper security check must be done in advance. Please speak to your child's teacher for more details.

All volunteers, including field trip chaperones, need to **complete and clear a criminal background check prior to serving as a volunteer at any school event**. The criminal background check form is located in the main office. The required background check is by no means to discourage your participation in your child's school activities, but to ensure the safety of our children in all school related activities.

\* Due to the COVID-19 pandemic, in order to maintain social distancing guidelines, volunteers will not be allowed at this time.

**Water bottles:** Parents are encouraged to send water bottles for their students to drink throughout the day. Students will be given a reusable water bottle at the start of the school year. Please ensure that your child comes to school with a full water bottle every day.

## **Bell Schedule 2021-2022**

### **Morning Bells**

Teacher's arrival bell at 8:00 a.m.

Teachers are on duty at 8:15 a.m.

7:45 a.m.	Student breakfast	
8:15 a.m.	Student line-up bell	
8:20 a.m.	Classes begin/Tardy bell	
<b><u>Lunch/Recess Bells</u></b>		
Kindergarten	Lunch: 11:30 – 12:00 p.m.	Recess: 12:00 – 12:30 p.m.
Grades 1, 2	Lunch: 11:30 – 12:00 p.m.	Recess: 12:00 – 12:30 p.m.
Grades 3, 4	Lunch: 12:00 – 12:30 p.m.	Recess: 11:30 – 12:00 p.m.
Grade 5	Lunch: 12:30 – 1:00 p.m.	Recess: 1:00 – 1:30 p.m.
3:00 p.m.	<b>Dismissal Bell</b>	
<b>➤ Early Release Days: 11:30 a.m. Dismissal</b>		