

# **Frederick Funston Elementary School**



## **Parent Handbook**

**2015-2016**

**[www.funston.cps.edu](http://www.funston.cps.edu)**

*\*Please note: This is a working draft and the school reserves the right to add or update any new information as deemed necessary.*

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## **Principal Introduction**

Welcome all to Funston Elementary School and the 2015-2016 school year! I sincerely hope you enjoyed your summer break along with your family and friends. I encourage you and your child to read this handbook and discuss it with the hopes that it will bring you awareness of our school life. It is the first step toward ensuring a successful and productive school year.

### Welcome our new Assistant Principal, Mr. Matthew P. Glanzman

I would like to give an official welcome and introduce you to Mr. Matthew P. Glanzman, our new Assistant Principal. Mr. Glanzman joined our Funston family back in April. He strongly believes that all students can learn and is excited about working with families and the community as a whole. I am delighted to present to you Mr. Matthew Glanzman. His office is located in Room 311. He looks forward to your visit.

### Parents/Guardians

Teachers and staff pushed themselves and participated in a multitude of professional learning opportunities. I am very proud of their efforts to engage their students and their families. This being said, I would like to celebrate the Parent Mentor Program which, this fall, celebrated its 20<sup>th</sup> Year Anniversary. Additionally, over 600 parent mentors graduated this spring at the city and state wide graduation. We are certainly very proud of our Funston Parent Mentors. We are grateful for their commitment to their children's education and the valuable service they provide to the entire community. We are proud of all the work everyone is putting forth and are excited to a new year of continued growth for all.

### Students

Looking back, I am amazed at the number of programs and supports that our students participated in. From our Special Olympics Preschool Event, to our Funston Orchestra Concerts, to our 8<sup>th</sup> grade trip to Washington D.C. and let us not forget everything in between. All these opportunities created memories that will last a lifetime. Students in all grade levels benefited from many socio-emotional, academic, and enrichment activities such as; the G.R.E.A.T Program, Operation BOOF: Banking On Our Future, Junior Achievement, Free Eye Glasses Program, & Life Skills Program to name a few. Students also participated in many College and Career programs such as College Day, College Fieldtrips (UIC and Northwestern University), and High School Heroes. All of these activities provided great opportunities to students to be better prepare for college, career, and for life in general.

### Community

At Funston, the staff and I strongly believe that the school is the hub of the community. Our goal is to provide opportunities for both children and adults to engage in activities that will set the tone for success in life. We partner with community members and agencies that are also committed to this work of improving lives. We are also grateful to the businesses who support our school efforts and families every time a call is made. We are thankful for the many partners we have and the services they bring to our school community. Services related to adult learning, social services, academic, and enrichment have been provided to hundreds of families each year. We are very proud of our community center and the great impact this group has on the Funston families. We look forward to another great year of growth and success for all.

Best Wishes and Much Success to All



## **ABSENCES & ILLNESS**

Please keep your child at home if he/she is running a temperature, develops a rash, vomits, has lice, a bad cough, cold, and other communicable diseases. We understand sick children need to be at home to protect everyone from exposure to their illness and for the child to recover. Conditions such as pinkeye, rashes, strep throat, or headache need to be reported to the office immediately. State law requires students and families to be notified that this condition exists.

Kindly call the school office before the start of the school day to report your child's absence. Please inform us of the illness. This will allow us to notify other parents to be on the watch for a specific illness. A written note is expected after an absence. If we do not receive a note, the absence is recorded as "truant" in the Attendance Book.

Children who become sick during school hours will remain in the office and parents will be called to pick the child up. It is most important to have a direct line to you so you will be aware of the illness and pick up your child immediately.

## **AFTER-SCHOOL PROGRAMS**

Funston participates in a program called After-School-All-Stars (ASAS). There is no cost and enrollment is highly recommended. Letters usually are distributed in early October for the 1<sup>st</sup> semester and in February for the 2<sup>nd</sup> semester. Each semester is 10 weeks in length. We look forward to having your child in ASAS.

## **ARRIVAL**

School doors are open at 8:40 a.m. Please do not send students prior to 8:30 a.m. as there is no supervision. This is for the safety of your child. Breakfast is served at 8:40 a.m.

The first bell rings at 8:40 a.m. which signals students to line up at their designated area and be ready to proceed to their classroom. The second bell rings at 8:45 a.m. which signals students to walk to their classroom.

Children who arrive after 8:45 a.m. will be marked tardy and will need to obtain a tardy pass from security. Being on time is important. The student learns the importance of punctuality. Instruction begins immediately. Late students disrupt the class and miss valuable learning time.

## **ATTENDANCE**

Daily attendance is expected. The attendance days for each quarter are as follows:

- 1<sup>st</sup> Quarter – 46 days
- 2<sup>nd</sup> Quarter – 44 days
- 3<sup>rd</sup> Quarter – 43 days
- 4<sup>th</sup> Quarter – 45 days

## **AUXILIARY CLASSES**

Art, Gym, Virtual Library, and Music are auxiliary classes. Questions, concerns, etc. are to be handled by those teachers. Please direct comments and questions to the appropriate staff member.

## **CALENDAR**

Our school calendar is sent out at the beginning of each month. The calendar contains important dates and special events. Please post and use as reference.

## **CELL PHONES**

Funston staff is not responsible for the safe keeping of cell phones. All phones must be turned off and kept in the book bag. Disciplinary action will be taken if the policy is violated.

## **CHANGES OF INFORMATION**

Parents need to notify the school immediately of any changes of address, telephone numbers, medical, or domestic updates and other information. This is for your child's SAFETY!

## **COMMUNICATION**

A monthly newsletter is sent out on the first Friday of the month by the principal. The newsletter contains important school information and school updates. Please read it carefully. You may also visit our website [www.funston.cps.edu](http://www.funston.cps.edu) for additional school information.

Teachers often send out classroom letters to communicate class updates, request for special event volunteers, and inform student progress. Please remind your child to bring home and share all school communication.

## **COMPUTERS**

Students attend virtual library at least once a week for 60 minutes. Students are engaged in games, programs, and special projects (research, videos, PowerPoint, etc.). Our computers are used strictly for school purposes, not personal use. Disciplinary action will be taken for students who violate use of computers (Facebook, inappropriate websites, etc.).

## **CONFERENCES**

Parents wishing a conference with the classroom teacher must assume responsibility for contacting the office or a specific teacher for an appointment. Conferences occur during the teacher's office hours within the school day. Regular scheduled conferences are held the first marking period (November) and at the third marking period (April).

## **CULTURAL CELEBRATIONS**

We celebrate many of the cultures represented in our school throughout the year. There are several committees that spearhead cultural events which include but not limited to Hispanic Heritage (September) and Black History Month (February). Information is sent out closer to event dates.

## **CURRICULUM**

Funston has vertically aligned curricula for grades Kindergarten through 8<sup>th</sup>.

## **DISCIPLINE/BEHAVIOR EXPECTATIONS**

Students are expected to be on their best behavior in school. They should conduct themselves in a professional manner and understand that they are a representation of their family. We believe that success in the future is dependent upon skills such as self-discipline, self-assessment, and making good choices which show good judgment. Our goal is that students learn that they are in control of their choices. When these choices result in positive outcomes, we help them to understand why those were good choices. On the other hand, when these choices result in undesirable outcomes, we work individually with students so they can plan a course of action that will result in better outcomes.

The CPS Student Code of Conduct (SCC) is distributed the first week of school. The SCC outlines behavior expectations as well as disciplinary actions for inappropriate behaviors. Please review the SCC with your child. The SCC is also available online at: <http://www.cps.edu/Pages/StudentResourcesStudentCodeofConduct.aspx>. School rules are discussed and practiced beginning on the first day of class.

## **DISMISSAL**

Students are dismissed at 3:45 p.m.

## **DRESS CODE**

This dress code is to promote safety throughout the building during our busy and active days. It also serves to lessen the amount of distractions to the students as they go about learning. Please read this together with your children so everyone is aware of the policy. If it is determined that a child is not complying with the dress code, parents will be called to come pick up their child or bring appropriate clothing. Your cooperation in helping our students focus on learning is appreciated.

Students at Funston should wear a solid navy blue top and bottom. Please note that these items should be free of writing and logos. As always, a Gym uniform is acceptable on days when students have gym.

The following is a list of what students may NOT wear during the instructional day at Funston Elementary School:

1. Due to the active nature of our school day (recess, physical education, and going up and down stairs multiple times a day), students should not wear flip-flops or other open heel or toe shoes.
2. Tee shirts displaying profane, suggestive, or inappropriate statements and/or pictures are not allowed.
3. Halter, tank, midriff tops or shirts with revealing necklines are not permitted.
4. Leotards or leggings unless covered by a long shirt or skirt are not permitted.
5. Students are not allowed to wear short shorts, short skirts, or low-rise jeans to school at any time. Fingertips should touch the hemline of the skirt or shorts when the arm is fully extended.
6. Underwear should not be seen.
7. Hats or bandanas in the school building are prohibited unless a student has a medical problem or for religious reasons.
8. Students shall not wear excessive make-up.
9. Students will be asked to remove noisy jewelry (bangles, bells, etc.). Teachers cannot be held responsible for misplaced jewelry.
10. Any form of dress and grooming that can be interpreted as a gang symbol or is disruptive to the instructional process is not allowed, such as earrings worn by boys, different colored shoe strings, pants rolled up on one side, etc.

\*\* The school reserves the right to determine what is acceptable or not acceptable. Thank you for your cooperation in helping us to keep our focus on academics.

## **EMERGENCY PLAN**

Evacuation, Lockdown, Shelter-in-Place and All Clear (ELSA) are the codes that CPS uses to alert schools in emergency situations. We schedule practice drills which include fire and bus evacuation, lockdown, and shelter-in-place throughout the school year.

## **ENTRY**

We ask parents and all guests to sign in at the security desk at the Armitage entrance upon entering the school building and to proceed to the office to obtain a guest name tag. Please do not enter classrooms without permission or a pass. This is for the safety of all of our children. Students who are tardy must enter through the Armitage Street door entrance and proceed to the office for a Tardy Pass.

## **FIRST AID**

In the case of an accident on the school grounds, first aid will be administered. In the case of a serious injury or a bus accident, a parent or person designated by the parent will be contacted and the children will be taken to a hospital by ambulance. CURRENT EMERGENCY NUMBERS are necessary to properly administer this program. School staff cannot administer medication without doctor's orders and the necessary forms on file with the school nurse.

## **GRADEBOOK**

1<sup>st</sup> through 8<sup>th</sup> grade parents may access student grades on-line using the CPS GradeBook via the Parent Portal. You will need to obtain a letter from the office indicating your sign-in password and instructions.

If a concern/problem arises regarding grades, parents should encourage students to communicate with their teacher before intervening. This helps teach student's self-advocacy, a necessary skill for their future.

It is also important to note that a student's grade can change significantly with one grade entry. Parents should be looking for trends among grades, especially taking notice of trends at the beginning of a marking period. For example, a positive trend would show all work completed on time and grades reflecting that student's ability level. A student's quarter grade is not complete until the very end of the quarter.

Parents and students should recognize categories placed in GradeBook and their weights. Some categories are weighted higher than others. For example, assessment categories will always be larger than practice categories. Practice is done in class or at home and is work that will help students excel on assessments. Assessments come in many forms. Some examples are tests taken in class, take home-tests, or long term projects. Assessments always take place after instruction and practice.

Students should always strive to get the best grades they can, including if they need to do improvement work to help them. Sometimes students and parents believe if the grade doesn't change in GradeBook, students should not bother with improvement work. However, one item can change a grade in GradeBook significantly. Therefore, ALL work, no matter how small it seems, should be done to the best of the student's ability. The quality and the process is important in student learning, not just the final grade.

Parents and students should be aware that grading student materials takes time and therefore will not be uploaded immediately into GradeBook. Depending upon the assignment, work can take two minutes or up to forty minutes to grade. Teachers grade and enter materials into GradeBook as quickly as possible. Look for new grades in GradeBook approximately every two weeks. Note that GradeBook is always done in percentages. The cumulative grade for the year is the average of the final percentages for each of the four quarters.

The grading system Kindergarten is as follows:

- 90%-100%      *W-well developed*
- 70%-89%      *P-partially developed*
- 0%-69%      *B-beginning to be developed*

The grading system for 1<sup>st</sup> through 8<sup>th</sup> grade is as follows:

- 90%-100%      *A - Substantially exceeding the standard.*
- 80%-89%      *B - Exceeding the standard.*
- 70%-79%      *C - Meeting the standard.*
- 60%-69%      *D - Less than acceptable progress on standard.*
- Below 60%      *F -Does not meet the standard.*

## **HOMEWORK**

Homework is given daily. The guide to the Chicago Board of Education Homework Policy is as follows:

<b>GRADE LEVEL</b>	<b>TIME ALLOCATION</b>	<b>ADDITIONAL PARENTAL SUGGESTED ACTIVITIES</b>
Kindergarten	15 minutes per day	15 minutes per day parent reading to child and providing additional home activities reinforcing skills learned at school
Grades 1, 2, & 3	30 minutes per day	30 minutes per day of parent-led reading, writing, math, and listening activities.
Grades 4, 5 & 6	45 minutes per day	60 minutes per week of parent involvement activities (suggestions include public library and museum visits, assisting with special long term projects such as science & history fair, book reports, etc.)
Grades 7 & 8	60 minutes per day	60 minutes per week of parent involvement activities in projects which include research, writing, science & history fair, etc.

### **Study Habits/Tips**

Students should have a designated time and place to work quietly at home on their homework. They should not have television/radio/computers/cell phones nearby to distract them. All homework should be recorded daily in the assignment notebook. Parents should check the assignment notebook and the completed work daily. Students will have homework in almost every subject every night.

### **INJURIES**

Students recuperating from an injury can return to school with a doctor's note. Students on crutches, with casts, slings, wraps, etc. can request accommodations such as exemption from recess or gym, and other academic considerations only with a doctor's note specifying the length of recuperation and what temporary accommodations are needed.

### **LOCAL SCHOOL COUNCIL**

The Frederick Funston Local School Council plays an important role in making decisions at the school level. The meetings are held every third Wednesday of the month at 4:00 p.m. The Local School Council representatives are as follows:

- *Principal: Nilma Osiecki*
- *Teacher and Staff representatives: Rosa Cantu (Secretary), Jossie Rivera & Carlos Rosario*
- *Parent Representatives: Gloria Alfaro (Chairperson), (Vice-Chair), Saturnino Alvarenga, Rosa Guerra, Vianey Garcia, Herminia Lopez, Reyna Covarrubias, David Villegas*

### **LUNCH**

Students have a 20 minute lunch followed by a 25 minute recess period. The lunch schedule is as follows:

- *Kindergarten, 1<sup>st</sup>, & 2<sup>nd</sup> Grade: 11:00 – 11:45 a.m.*
- *3<sup>rd</sup>, and 4<sup>th</sup> Grade: 11:55 – 12:15 p.m.*
- *6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade: 11:55 – 12:40 p.m.*
- *5<sup>th</sup> Grad: 1:10 p.m. – 1:30 p.m.*

Students are supervised by an aide. Students who bring their lunch should be able to open all containers by themselves. Lunches should be nutritious. Glass or breakable containers are not permitted. The school lunch menu is posted in the cafeteria or near the classroom door as soon as it is available. Menus are usually sent home with students at the beginning of each month

***Please complete the federal lunch forms that you will be receiving at the beginning of the school year. Each form must be signed. If your family income exceeds listed guidelines, mark the form N.A. (not applicable), sign and send form to school.***

### **MAIN OFFICE**

Office hours are 8:30 a.m. – 9:00 a.m. and 3:45 p.m. – 4:00 p.m. or by appointment. The office accepts phone calls. The phone number is 773-534-4125. The clerk is available to take brief messages. It is recommended that communication to teachers be sent via note.

## **MEDICAL CONDITIONS**

A form will be sent home with students to be filled out by parents to inform the school of any allergies or medical conditions the school should be aware of. It is very important to complete these forms or inform the school when a condition presents itself. All information is confidential. The school seeks to work with the student so that there is no interruption in their education.

## **MEDICATIONS**

Medications may only be brought to school if you have completed the necessary paperwork with the school nurse.

## **MONEY**

Children do not need money at school unless they it is being requested for a trip or special project. When parents do send money to school: the money should be the exact amount asked for. Money needs to be in a sealed envelope with child's name clearly marked, and purpose of money (*Example: John Smith \$40 for student fee*). Money to cover other fees larger than \$20 should be brought by parent/s. Any amount over \$10 needs to be receipted by the office and should be brought to the office.

## **PARTIES**

Classroom parties and celebrations are planned and carried out by the parents. We enjoyed many wonderful events in past years to celebrate our American heritage and culture. Parent volunteers are the ones who make it happen and we do enjoy it! Notes are sent home by teacher for specific dates of party. Please inform teacher if you are interested in spearheading the party. Please note that all party food and drinks must be store purchased and wrapped. This is a Board of Education policy.

### **2015-2016 Bilingual Advisory Committee (BAC)**

- Principal: Nilma Osiecki
- President: Gabriela Hernandez
- Vice President: Vianey Garcia
- Secretary: Emilene Rivera
- Representative: Fernanda Morales

## **PHYSICAL EDUCATION**

Students need to wear gym shoes on Gym days or they will not be able to participate. Shorts, slacks, tee shirts, or sweatshirts are acceptable gym wear. Funston tees, shorts, and sweats are available for sale in the fall should you be interested in ordering.

## **PROGRESS REPORTS**

Progress reports are sent home each mid quarter as follows:

- Mid 1<sup>st</sup> quarter – October 9, 2015
- Mid 2<sup>nd</sup> quarter –January 8, 2016
- Mid 3<sup>rd</sup> quarter – March 11, 2016
- Mid 4<sup>th</sup> quarter –May 20, 2016

Teachers will also write notes and place telephone calls as necessary.

## **PROMOTION POLICY**

In order to be promoted to the next grade level, students must meet or exceed the following requirements:

- Reading and Math District Wide Assessments must be at or above the 25<sup>th</sup> percentile.
- Must have no more than nine unexcused absences.
- Cumulative report card grade must be a "C" or above in Reading and Mathematics.

## **READING LOGS**

Children are much more likely to become readers if they see it is an enjoyable and useful part of their parents' lives. There is no substitute (TV and videos included) for an adult who reads good stories with their child. It whets the appetite of children for reading and provides a model of skillful oral reading. Read to your child 20 minutes daily. This investment will pay wonderful dividends now and later on.



## RECESS

Students are given a 25 minute recess period and are supervised by a recess supervisor. Students have designated outdoor and indoor recess areas. We recommend students dress in rubber shoes daily as they will be engaged in gross motor activities. During inclement weather, recess is held indoors in the classroom, library, or gym.

## REPORT CARDS

Report cards are issued four times yearly as follows:

- 1st Quarter to be issued on November 18, 2015 during Parent Teacher Conferences
- 2<sup>nd</sup> Quarter report card to be sent home with child on February 11, 2016
- 3<sup>rd</sup> Quarter report cards to be issued on April 13, 2016 during Parent Teacher Conferences
- 4<sup>th</sup> Quarter report cards to be sent home with child on June 21, 2016

**\*Please see GradeBook for more information regarding the grading system.**

## 8th Grade and Graduation Costs

The eighth graders will have costs associated with their experience this year above the student fee. Please keep in mind that costs are tentative and may fluctuate one way or the other due to unforeseen circumstances.

T-shirts	\$10.00
Dance	\$10.00
Graduation Fees	\$75.00
(cap and gown, diploma cover, autograph book, misc.)	

## SUPPLY LIST

It is the parent's responsibility to make certain a child has necessary supplies throughout the year. A supply list is sent home and will also be available on our school's website.

## TESTING

District Wide Assessments (DWA) are administered throughout the year. The assessments include written work, observations, and class participation. A parent report is sent home indicating your child's performance and ways to support learning at home. The schedule of DWA are as follows:

DISTRICT WIDE ASSESSMENT	GRADE LEVEL	SCHEDULE
REACH Performance Tasks	Kindergarten – 8 <sup>th</sup> grade	September 2015 & May 2016
mClass (TRC, DIBELS Next, Math)	Kindergarten & 1 <sup>st</sup> grade	September 2015, January 2016, May 2016
NWEA/MAP	Kindergarten– 8 <sup>th</sup> grade	September 2015, January 2016, May 2016
PARCC	3 <sup>rd</sup> through 8 <sup>th</sup>	TBD
ACCESS for ELLs	K – 8 <sup>th</sup> grade ELL students	January 22, 2016 – March 22, 2016

*mClass* assessments include DIBELS (Dynamic Indicators of Basic Early Learning Skills), TRC (Text Reading Comprehension), and Math. *NWEA/MAP* (Northwest Evaluation Association/Measures of Academic Progress) is a computer-based testing system for grades Kindergarten through 8<sup>th</sup>. The assessment is adaptive and is based on the student's responses. *ACCESS* is an assessment that measures English proficiency for English Language Learners.

**Check out our school website for more information:**

**[www.funston.cps.edu](http://www.funston.cps.edu)**

**Frederick Funston Elementary School  
Parent Handbook  
Acknowledgement Form**

I, \_\_\_\_\_, (parent's name) and  
I, \_\_\_\_\_ (student's name) have received and read  
the 2015-2016 Frederick Funston Elementary School Handbook.

\_\_\_\_\_  
Signature (parent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (student)

\_\_\_\_\_  
Date

**Please note:** Students will receive written communication from Funston on a monthly basis. Please set-up a system with your child to ensure that you are receiving the weekly information which is being sent home.