

## Back to School Helpful Information

### SCHOOL HOURS

Each morning, students can begin entering the building at **8:25 am**. We need your help in making sure our students are Here & Ready each day! The school day officially starts at 8:30 A.M. and ends at 3:00 P.M. for students who attend full day kindergarten through sixth grade. Half-day kindergarten begins at 8:30 and ends at 11:45. As a reminder, school is dismissed at 2:15pm every Wednesday. **Please make sure you have arranged plans for this early dismissal schedule.**

### BEFORE & AFTER SCHOOL EXPECTATIONS

- Students dropped off before the 8:25 am bell without parent or guardian supervision must line up outside in their grade level lines. Please remind the students they may **not** be in the park without a guardian at this time.
- Any student who enters the building after 8:30 must check in at the office by a guardian and will be marked tardy.
- Please help us keep everyone safe by using the crosswalks to cross the street.
- At the end of the day, it is our expectation that students are heading home, unless parents have communicated differently with the office or classroom teacher. **For the safety of our students, they are expected to go directly home and check in with a parent/guardian before heading back to the park.**

### DROP OFF & PICK UP PROCEDURES

As a reminder, we **close** off a small portion of 7<sup>th</sup> Avenue directly in front of the building before (8:15 – 8:30) and after school (2:45 – 3:10 or until the bus leaves the loading area). No cars are allowed to park in this area. This is only re-enforcing the two signs posted on the east side of the street.



Here are your options for dropping off or picking up your child:

- Parents can park on 7<sup>th</sup> Avenue outside of this restricted area and wait for staff to remove the safety barricades.
- 49<sup>th</sup> street is open & it is strongly recommended that parents that have to immediately leave after drop-off or pick up park here.
- The 600 block of 7<sup>th</sup> Avenue is open, and we have a staff member and student patrol posted on the corner each day to help children cross 49<sup>th</sup> street safely.
- 8<sup>th</sup> Avenue is open at all times of the school day.

### Safety Reminders:

- Do not block the buses that travel on 7<sup>th</sup> Avenue before and after school. Use 49<sup>th</sup> Street if you do not want to wait for the barricades to be removed.
- Do not let your children run/walk through the staff parking lot. Use the sidewalks that go around the parking lot.
- Keep in mind that our local police are visible and supportive during arrival and dismissal. They do issue tickets for use of cell phone in a school zone, not obeying car seat and seat belt laws, and other traffic violations. This is to ensure the safety of the students.

## MAIN OFFICE INFORMATION



The Seventh Avenue School telephone number is 708-482-2730. Mrs. Kathy McHugh is our Administrative Assistant. Mrs. Jen Pigman is our Clerical Aide. Both Mrs. McHugh and Mrs. Pigman receive incoming phone calls and will be happy to assist you. Please keep any messages you wish to send to your children on an emergency basis only. Messages will be delivered to students in a way to minimize interruptions to student learning. During any time when our phone system may be disabled, we can always call out and you can reach us on our office cell phone number, 708-721-2704.

## ABSENCES

Please be sure to call school (482-2730) by 8:30 A.M. on any day your child will not be at school. If we have not heard from you, we are required to call you to verify that your child is at home and ask the reason of your child's absence. If you wish to call early in the morning, you may leave a message on our answering machine stating your name, the name of your child and his/her teacher, and the reason your child will not be at school. If your family will be going out of town during the school year, and your child will miss school, please send a note with this information to your child's teacher. The teacher will make sure that the office receives this information.

## VISITORS AT SCHOOL



For the safety of our children, it is important that we know who is in the building at all times. All visitors must report to the school office upon entering the school building, present identification, and receive a visitor's badge. In order to provide consistent instruction for all students, social visits to students, teachers, or classes during regular school hours are discouraged. Parents wishing to observe their child's class are welcome to do so, but should make arrangements, in advance, with their child's teacher.

Adults who have appointments with teachers, are here to volunteer, or have other reasons to be at school, must have authorization from the school office before proceeding to any section of the building. If you wish to speak to a teacher during the school day, please call the main number at school and we will transfer you to the teacher's voice mail. You may also contact your child's teacher by sending him/her an email.

If you need to pick up your child while school is still in session, please report to the school office. All students who leave during the school day must be signed out by a parent or guardian. As you sign out your child, we will call his/her class and ask your child to come to the office. A note to your child's teacher at the beginning of the school day is a good way to let us know that your child will be leaving school early. This helps us make sure that your child will be ready to leave in a timely manner with the materials he/she will need for home or the next school day.

## LUNCH INFORMATION



### PROCEDURES FOR PURCHASING HOT LUNCHES & MILK

Students are issued a photo ID card which serves as their lunch debit card. Each morning, students purchasing a lunch or milk for that day will give their card to their teacher. Each classroom has a procedure for students to follow to indicate that they wish to have a hot lunch that day and teachers will go over this process with their students.

The price of a hot lunch is \$3.55. The price of a carton of milk is 34 cents.

Please note that the free and reduced hot lunch program as determined by the state only covers one hot lunch (which includes one milk with each meal) each day. If a student on the free and reduced program only wishes to get milk or would like an additional milk with their hot lunch, they must pay for it. This is according to the program's rules.

Our lunch program is pre-pay. Parents are encouraged to **prepay** \$50.00 if their child will be ordering a hot lunch on a regular basis. A lesser amount can be prepaid if the student will only be purchasing milk. Parents are asked to monitor their student's lunch account throughout the year and send money in to apply to their student's card as funds run low. Parents who do not have a computer can call the school office for an update on their students' lunch balance.

Parents may add money to their child's lunch account on any day of the week. Parents may send checks (made out to School District 105) or cash to the office when their students' lunch balances fall low. Once the money is received in the office it will be credited to the account immediately. Parents also have the option of paying online. To pay online with a credit or debit card log on to your Power School account. Please note that the office cannot accept credit cards, only cash or checks. Please check your student's lunch account when you have sent in money to be sure that they have turned payment in to the office. As with so many things, lunch payments can be forgotten in folders, backpacks, and lockers. When paying with cash, please send your student with the exact amount you wish to be applied to their lunch account. The office cannot make change.

Parents whose students' lunch balances fall in arrears by \$5.00 or more will receive a reminder letter and those with a balance more than \$12.50 will receive automated phone calls from the district office until the negative balance is paid. In addition, lunch balances appear on progress reports and report cards. You may check the balance on your child's account by logging into your PowerSchool account.

### BEHAVIOR EXPECTATIONS

Seventh Avenue students are expected to *Be Respectful, Be Safe, Be Here & Ready* each day. The staff spends time all year teaching, modeling, and then expecting our students to follow the 3 Bs. This is a perfect time to talk about these expectations and ask children to reflect on what they can do this school year to ensure they are truly living our 3B's across all school settings. You will be asked to review our behavior matrix and behavior consequences with your child around Parent-Teacher Conference time.



Also, it is important to review **The Parent Student Handbook** on the district website that describes the district's policy of appropriate dress, procedures for in-school and out-of-school suspensions, and other

important information for your child and you to discuss. This handbook is an important resource for parents and students.



## HOMEWORK ASSIGNMENTS

If a student is expected to be absent from school for a number of days, you may call the office in the morning to request homework. The classroom teacher will arrange for assignments to be sent to the school office for you to pick up at the end of the day. If your child is only going to be absent for one day, he/she can receive any missed assignments upon the return of school.

### **Seventh Avenue Homework Policy (3<sup>rd</sup> – 6<sup>th</sup> grade):**

- When a student is missing their first homework assignment the classroom teacher will write a note home as a reminder.
- After a second missed assignment a phone call home will be made by the teacher in hopes of discussing any issues you may be having at home with assignments.
- When a child has a third missing assignment they will be asked to stay after school that day from 3:00 – 4:00 pm except for Wednesdays due to early dismissal. On Wednesdays students will miss recess to complete their third missing assignment. Students will stay after school for each missing assignment after the third one in that grading period.

With each new grading period the process will start over giving students a *fresh start*. I would ask that you reach out to your child's teacher if you have concerns about homework during the school year.

## TECHNOLOGY

Kindergarten: iPads 1:1

Grades 1-8: Chromebooks 1:1



### **Students in Grades K-3**

Devices are for school use only and not intended to be used outside of school. Devices are assigned to individual students for an at-school 1:1 program. Devices are not taken home in grades K-3, unless authorized by school or district.

### **Students in Grades 4-5**

Devices are for school use only. Devices are assigned to individual students for an at-school 1:1 program. Devices are stored in the classroom in a secure technology cart. These devices may be brought home for specific homework needs as assigned by a teacher. A charger and bag will be checked out overnight, and the student is responsible for returning the device to school the next school day fully charged. When bringing the devices to and from school, students must carry the devices in a district issued case that must be worn across the body to avoid damage to the device.

### **Students in Grades 6-8**

Devices are for school use only. Devices are assigned to students in a take-home 1:1 program. Students are responsible for bringing the device to and from school each day, charged, and ready to use. Students must carry bags across the body to avoid damage to the device.

## **Terms of Device Loan**

Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student/Parent Handbook as well as the Student Acceptable Use Policy.

Student devices will be subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using District 105 electronic information resources including the contents of computer files or communication undertaken by way of the district computers and/or network. Teachers and/or D105 administration may conduct an individual search of a student's computer, files, music, video, e-mail, or other related items if there is suspicion that D105 policies or guidelines have been violated.

## **Technology Supplies Charge**

School District 105 will provide each student in kindergarten-eighth grades a device. There is an additional cost of \$15 for a district issued case. Students must use the case provided by the school district.

## **Damage, Loss, or Theft**

- The student or parent/guardian is required to file a police report within 48 hours on their own if the device is lost or damaged as result of a larceny or any other type of criminal conduct. They are then required to bring a copy of that report to the school office.
- If no police report is filed with the school, the parent/guardian will be responsible for the full replacement cost of the device.
- If the device is damaged or destroyed during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost of repair or replacement, whichever is less. Prices for parts or replacement range from \$7 to \$370 depending on the current market value at the time of the damage.
- If the device is simply lost, left unattended in a classroom or misplaced, the student or parent/guardian is responsible for reporting the loss to the Library Learning Center (LLC). In this case, the student or parent/guardian is responsible for fair market value of the device.
- Failure to report stolen property will result in compensation for the fair market value of the device.
- Repeated damage/neglect of the device and or failing to pay fees for repair due to damage/neglect will result in the student becoming a day-only user for at least the remainder of the school year.

La Grange School District 105 reserves the right to repossess the device at any time if the student does not fully comply with all terms of this agreement. Noncompliance with Chromebook policies may result in a range of consequences up to and including complete loss of Chromebook privileges. Refer to the Technology/AUP Violation Rubric for more detail.

## Absence Reporting/Sent Home Guide for Parents:

**COVID UPDATE:** For the 2023-2024 school year we will be **ONLY** recommending to test for Covid if symptoms are present. We will **NOT** be testing at school nor requiring a Covid test to return to school. If a student does test Covid+ a 5-day quarantine at home will remain a requirement. If that changes during this school year I will update parents.

**Covid symptoms:** if student has **ANY** of the symptoms listed below we *recommend* to TEST AT HOME or have student TESTED BY PHYSICIAN and inform the school nurse of results (if POSITIVE keep student home and wait for further instructions). If student has tested Covid+ within the last 90 days testing is NOT necessary.

- **Covid Symptoms include:** Fever or Chills, Cough, Sore Throat, Congestion or Runny Nose, Shortness of Breath or Difficulty Breathing, Fatigue, Muscle or Body Aches, Headache, New loss of Taste or Smell, Nausea/Vomiting or Diarrhea.

**Fever/Vomiting/Diarrhea:** please keep student home until resolved >24hrs without the use of medication. Please inform the school of temperature reading.

**Pink Eye:** please keep student home until resolved (no drainage from either eye) and antibiotic drops have been given for >24hrs.

**Strep Throat:** please keep student home until symptoms resolving/resolved & student has taken antibiotics for >24hrs.

**If Prescribed Antibiotics:** please keep student home until symptoms resolving/resolved & student has taken antibiotics for >24hrs.

**Rash:** please keep student home until type of rash is diagnosed by Physician. If contagious, please keep home until cleared and deemed not contagious (CLEARANCE NOTE REQUIRED FOR RETURN).

**Other Symptoms:** contact school/school nurse with symptoms and student may return when symptoms resolving/resolved.

**Absent 4 school days or more:** student needs MD/office visit note to return to school.

\*Please remember to **CALL THE MAIN OFFICE** to report any student absence & update student health status\*

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