

# **Fry Elementary School Parent Handbook**

## **FRY MISSION**

The Fry Elementary School Community will engage all learners and inspire them to surpass expectations

## **Office Contact**

Attendance Phone: 630-428-7400 x2944  
Main Office Phone: 630-428-7400  
Nurse's Office Phone: 630-428-7404

District Website: [www.ipdsd.org](http://www.ipdsd.org)  
Fry Home page: [fry.ipdsd.org](http://fry.ipdsd.org)

## **Building Hours**

Main Office 7:45 AM-4:15 PM

Students are allowed to enter the building at 8:50am (9:00 on Wednesdays) and proceed to a supervised location unless they are participating in before school clubs or activities.

**Please note: you may notice this handbook is slightly shorter than in previous years. We have removed most sections which already appear in the district Parent – Student Handbook, which may be accessed online at**

**<http://ipdsdweb.ipdsd.org/Uploads/1617/ParentStudentHandbook1617.pdf>**

## **Attendance/Absences**

### **Attendance Line: (630) 428-7400 x2944**

Attendance is maintained in the eSchool student information system. Student absences should be reported to the office by 9:10 a.m. The school office will contact families of a student absence which has not been reported. The administration monitors attendance regularly. The Regional Office Guidelines state that 5% or more is considered truant.

Fry's educational programming is based on the premise that regular attendance and punctuality are vital to a student's success in school. The student who is frequently absent misses direct instruction and classroom discussion that cannot be duplicated. Each day that a student is absent from school or in the case of a prolonged absence of more than one week, a parental call must be made to the Fry Attendance Line at (630) 428-7400 x2944. You are asked to provide the following information:

- Child's name
- Classroom teacher
- Date of the absence
- Reason for the absence

A student will be marked absent for one-half day if the student is out of school for more than 1.5 hours but less than 4 hours; a student will be marked absent for a whole day if the student is out of school for more than 4 hours.

### **Prolonged Absence due to Illness**

A student who has been absent from school for five (5) days or more, or who has had a communicable disease must present a physician's release before being readmitted to school. A student who has been absent for less than five (5) days may be readmitted to class with a written excuse from his/her parents or guardians.

If a student is absent due to illness for more than ten (10) consecutive days, arrangements can be requested for an alternative education program.

If the illness is interpreted as being contagious, readmission to school will only be made through a physician's note.

Children shall be readmitted to school according to the isolation/exclusion requirements in Rules and Regulations for the Control of Communicable Diseases, published by the Illinois Department of Public Health.

However, if the child is well enough to attend school, the child should be well enough to participate in the normal daily activities of the class such as gym and recess.

In the event that your child is recovering from an illness or injury you may request in writing that they be excused from PE participation for up to three (3) days with a parent note. After the third day a physician's note is required. No excused absence from PE participation will affect the child's PE grade.

### **Prolonged Absence due to Family Vacations**

When an absence occurs due to a vacation, students will not be given homework in advance. Alternative assignments such as keeping a journal and assigning some reading may be given when appropriate. Upon returning to school the child will be given make-up work to be completed in a reasonable amount of time.

### **Allergies**

If your child suffers from a food allergy you are asked to:

- Notify the school nurse and classroom and specials teachers.
- Work with the school to accommodate your child's needs.
- Educate your child in self-management of the allergy and the importance of never sharing food or snacks with other children.

To provide all students with a safe and healthy learning environment, please note the following:

- Nutritious daily snacks are encouraged.
- Edible treats on birthdays and special occasions are not allowed except for PTA scheduled events.
- Please speak to your child about the importance of **NEVER** sharing any food or snacks with other children.

### **Bicycles / Roller Blades / Skateboards & Scooters**

Students may ride bicycles to and from school. We ask that bicycle riders, when arriving on school property, get off their bicycle and walk it to the bike rack. During dismissal we ask students to wait to mount their bicycle until they are off of school property. Bike racks are provided and located behind the southeast corner of the building. *The school assumes no financial responsibility if the bicycle is lost or stolen while the student is at school.*

Due to our inability to store and secure them, roller blades, hee-lies, hover boards and skateboards are not permitted at school.

### **Birthdays**

The school honors children celebrating their birthdays in a public manner by announcing students' names as part of the daily all school announcements. The students are then invited to come to the main office and receive their "Birthday Pencil." Those students celebrating a birthday during the summer months are recognized in the same manner on their "Half Birthday."

Please do not expect school staff (office or teacher) to distribute items such as balloons, flowers or personal birthday party invitations. Due to confidentiality reasons please do not ask classroom teachers or school personnel to provide specific addresses and phone numbers. However, such information is available through the all-school directory provided by the Fry PTA.

### **Classroom Parties**

PTA sponsored room parties and “special” events are considered valuable experiences for children and are encouraged. However, parties and events shall not consume an unusual amount of instructional time.

PTA sponsored room parties and events are discretionary activities that are established and approved by the building principal in collaboration with the building faculty and the PTA Executive Board. The participation in such activities is voluntary. Alternative activities will be provided in school for those students whose parents have requested they not participate.

### **Curriculum**

Our elementary curriculum stresses skills in reading, language arts, mathematics, science, social studies, physical education and the fine arts. Within the first few weeks of the school year we will hold our annual “Curriculum Night” at which time grade level teams will present specific curricular activities and related items that are relevant for the upcoming school year. Besides the regular daily classroom instruction the following “specials” occur:

Art	50 minutes once per week
Music	25 minutes 2x per week
PE	25 minutes 3x per week

In the event that your child is recovering from an illness or injury you may request in writing that they be excused from PE participation for up to three (3) days with a parent note. After the third day a physician’s note is required. No excused absence from PE participation will affect the child’s PE grade.

### **Day Care Provider**

If your child is to be transported to and from school by a private day care provider, it is necessary for you to provide the school with written notification stating your child’s name, the name and telephone number of the day care provider, and what days the child will be transported by said provider. When there is a change in these arrangements you must notify the school and day care provider.

### **Field Trips**

All student field trips require a signed permission slip from a parent or guardian. Any cost for the field trip should be returned to school with your child in a sealed envelope marked your child’s first and last name, classroom teacher and “Field Trip.” Any parent that chooses not to have their child participate must notify the classroom teacher in writing.

### **Food Snacks**

The items listed below are considered to be appropriate food snacks for students. The provision of such snacks is the responsibility of the parent and not the school. A “snack time” is provided to students on a daily basis to help them get through their day. This time is designated by the classroom teacher and does not interrupt instructional time. The school in no way is promoting any specific item on the list below, but rather is providing you with items that we consider appropriate:

Fruit-fresh, canned or dried  
Vegetables  
Cold Cuts  
Cheese sticks  
Yogurt (don't forget a spoon)

### **Heat Plan for Non-Air-Conditioned Buildings**

The district monitors internal/room temperatures in non-air-conditioned schools throughout hot days. When the temperature exceeds the recommended guidelines of safety, which is when the Effective Temperature calculation (ET) reaches 85 degrees, we recommend the following early dismissal plan for students be implemented at the non-air-conditioned buildings.

Two examples of the Effective Temperature calculation (ET) follow:

- when the inside temperature is 92 °F with 70% relative humidity which results in an ET of 85°F
- when the inside temperature is 100°F with 30% relative humidity which results in an ET of 85°F.

The decision to have early dismissal will be made by the superintendent by 12 noon.

- It will apply to all non-air-conditioned buildings.
- Parents will be notified via the Connect ED emergency phone system.
- Dismissal will be at 1 p.m.

Principals will maintain a routine for relief on hot days that includes rotating classes through air conditioned rooms, utilizing the gym for second floor classes, and moving outside when appropriate.

### **Homework**

The following information supports District 204's Homework Policy 725.03, current research, and the philosophy and practices of elementary school educators.

- The “Ten Minute Rule” should be applied as a general rule for homework assignments; ten minutes multiplied by the grade level per night (up to 10x1 for kindergarten, 10x1 for first grade, 10x5 for fifth, etc.) These minutes represent the total expectation from all teachers with which a child works but do not include independent reading. The time requirements and the frequency of

homework will vary according to each student's abilities, grade level, and the subject matter; however, if a child is consistently devoting time beyond the "Ten Minute Rule", parents should contact the classroom teacher. Workload adjustments, time management improvements, and/or motivation strategies are examples of ways to address such issues.

- Nightly study to include homework assignments should occur on weeknights only. Weekends and vacation periods will be avoided for specific assignments unless students are making up work previously assigned. Independent reading is encouraged on a routine basis, including over the weekend and vacation periods.
- It is appropriate for parents to answer occasional questions or provide guidance regarding an assignment. It is not appropriate for parents to do most of the assignment for their child. It is not appropriate for an assignment to require a parent to be the primary instructor. If parents feel that their child is particularly struggling with an assignment or is confused, parents should contact the classroom teacher.

#### Make Up Work:

- Make up work is determined by the teacher involved. Considerations include length of absence and nature of absence.
- When a student has been absent for three or more days, teachers will provide homework as appropriate given adequate time to prepare. A teacher might advise alternative assignments such as keeping a journal and assigning some reading when appropriate. Parents are asked to keep in mind that much of what happens in class (direct instruction, discussions, activities, informal assessing, group work, etc.) cannot be made up by sending paper/pencil work home.
- Upon return from an absence, students will submit make-up work in a timely fashion, generally within one to two days for every day absent.

Please check your child's assignment notebook on a daily basis for the listing of all assignments and possible notification of missing work. Should your child forget to bring his/her materials home to complete his/her homework he/she may return to school prior to the office closing time of 4:15 pm. If the classroom teacher is on premises the student will be allowed back into the classroom. Students may also arrive to school at 8:30 am to retrieve and/or complete their homework. Students should report to the office when entering/exiting the building and the office staff will assist them with their request.

#### **Illness or Injury at School**

In the event of illness (fever, vomiting or other severe symptoms) or injury to your child the following procedures will be followed:

- Contact the school nurse
- Provide immediate first aid/care as needed
- Contact or attempt to contact the parent
- If parent is not available, the school will contact the person listed as "emergency contact" on health card

- Contact family physician, if both the parent and emergency contacts cannot be reached
- As appropriate contact 911

Please be sure to update the school office throughout the school year when changes are made in phone numbers (work & cell) or in the designated contact person. This is very important for the welfare of your child.

### **Lunch/Recess**

Grades K-5 are provided with a 35-minute recess/lunch period daily which is broken into two segments: 15 minutes recess / 20 minutes lunch

Students are expected to bring a lunch with them to school or order a hot lunch at the start of the school day. If a parent chooses to bring their child's lunch to school after school starts, the lunch **MUST** be in the school office **PRIOR** to the start of the child's lunch period. Students who do not have a lunch at their lunch time will use their hot lunch card to purchase a lunch.

#### **Hot Lunch**

Students have the option of participating in the District 204 "Hot Lunch" program provided by Aramark Corporation. All students have an established debit account that can be used once advanced payments have been received.

Payments can be made on a student's lunch account by sending cash or check (payable: IPSD 204) to the school office, or on-line at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). The District encourages all families to register at *no charge* on [www.mypaymentsplus.com](http://www.mypaymentsplus.com) where you can sign up for *automatic alerts* and *view your student's lunch account*. For a small processing fee payments can also be made directly on their account.

If you choose to pay by cash or check, please submit payment in a sealed envelope with your student's name, grade and teachers name. Payments are not processed on site, so please be sure to secure your payment. Please be aware that it may take up to 72 hours to process your payment.

#### **Lunchroom Expectations**

All students are expected to sit in a safe and appropriate manner throughout the lunch period. Students should get their food items, pick up a milk and straw if needed, and proceed to the table and begin eating with their peers. Students who require assistance with food items should raise their hand, and a lunchroom supervisor will assist them. During lunch, students are not allowed to leave the lunchroom without permission. Should a student need to use the restroom, he/she should get approval from the supervisor prior to leaving. Children may wash their hands or bring an individual sized hand sanitizer to use during the lunch hour. At the end of the lunch period, all trash is to be gathered and discarded by the individual students.

Please remind your child that while socializing is an expected part of the lunch period, it is imperative that he/she allow sufficient time to eat his/her lunch.

### **Recess Conditions**

A student who is well enough to attend school is well enough to go outside for recess. All students are expected to go outside for recess unless otherwise indicated by weather conditions. Students will be going outside provided the temperature/wind chill is above 5 degrees. Decisions are made based on the information provided by the local weather service. It is not uncommon for these conditions to change during a recess/lunch period. When such changes occur an administrative decision will be made. It is important that students come prepared to go outside for recess each day. Appropriate clothing items are needed and are expected. If a student wears a particular garment to school it is expected that said item would also be worn for recess.

### **Lost and Found**

Please clearly mark your child's personal articles with his/her first and last name. Specific items to label include coats, gloves, lunch bags, backpacks, and art smocks. The Lost and Found container is located in the Multi-Purpose Room (Cafeteria). Items that are not claimed will be donated twice a year in December and June.

### **Money and Valuables**

Students should not bring valuable personal items to school. Often a great deal of time and effort can be spent investigating incidents related to lost or damaged items that actually are inappropriate to bring to school in the first place. Your help in this matter is greatly appreciated.

Any money sent to school for hot lunch, field trips, book orders, etc. should be placed in a sealed envelope, marked with the child's name, the classroom teacher and the purpose for bringing the money to school along with the exact amount enclosed.

### **Pets**

Pets, of any kind, may not be brought into school without prior administrative approval. We strongly discourage families from bringing pets onto school property. However, if parents do bring dogs to school during drop off/pick up, they must be leashed and kept away from sidewalk areas, entry/exit doors, congested areas/routine walking routes, and the playground. In summary, no student should have to walk past your pet as they arrive to or exit school.

### **PTA**

The Fry PTA, an affiliate of both the Illinois and National PTA, actively seeks parent membership and support in many projects, events, and activities throughout the school year. Membership and volunteer opportunities will be made available to you. General membership meetings of the PTA are held on a monthly basis. Fry School is also represented on the District 204 Indian Prairie Parent Council (IPPC), which works for the betterment of the entire school district.

### **Relocation of Families**

If your family is moving, please advise the main office as soon as possible. The office will need a minimum of 10 working days in order to get your child's academic files updated for release to the new school. Official school records can only be sent upon receipt of a formal written request from the new school.

### **Report Cards**

Report cards are posted via the Home Access Center at the end of every nine-week grading period (quarter). Specific dates for each period are determined by District 204's calendar.

### **Student Behavior**

#### **Philosophy**

Students are responsible for their own behavior. The Fry staff will establish and maintain the conditions that enhance student academic and behavioral success. Student behavior is the shared concern of staff, students and parents.

#### **Expectations**

At Fry School we follow the "FRY FAB FOUR". We expect all students to:

- Respect Yourself
- Respect Others
- Respect Property
- Be Here and Be Ready

#### **Behavior Interventions**

Positive behavior interventions could include, but are not limited to, the following:

- Verbal praise from staff
- Written praise (letters, notes, certificates)
- Recognition through the daily announcements
- School incentives

Negative behavior interventions could include, but are not limited to, the following:

- Verbal redirection from staff
- Loss of student privilege (i.e., loss of recess)
- Movement within the classroom per request of classroom teacher/staff
- Phone conversation between staff and parent
- Written notification to be sent home

Any behavior deemed not conducive to the well being of others or to a healthy school environment will be addressed by the administration and/or staff. Administration will assign consequences as appropriate.

### **Student Pick Up Line**

Fry School has implemented a numeric system to better serve the needs of our car riders, and staff that assist them. Each family has been assigned a number that will be used to identify your vehicle for arrival and/or dismissal. The numbers are assigned with the intent that each family receives one number to identify their vehicle. A number has been assigned whether your family is a frequent user or uses the pick up line only occasionally.

The numbering system assists us in the following ways:

1. During inclement weather, when students are held in the building for dismissal, staff members will be able to identify cars by the number and load students more quickly and efficiently.
2. Putting a system in place allows for more consistency among various staff members who assist with pick up line duty.
3. The flow of traffic during Arrival/Dismissal will become smoother and timelier for families and staff.

How can you help make this procedure an easy process?

1. Talk with your child about the process and help them memorize the number. Please attach your child's number to their backpack so it is visible to staff assisting in the line.
2. Please place the number on the **right side** of your vehicle on the dashboard/window, in a manner that is visible to staff.
3. If your child participates in a carpool, he/she will need to know the number of each of the vehicles they may ride in.

The Student Pick Up Line, described above, is available for parents who wish to drop off and pick up their children each day. The drop off circle is located on the North side of the school off Grassmere Road. If you plan to use this option, please follow the procedures listed:

Only the outside lane of this loop, closest to the building, will be open for drop off and pick up services. Beginning at 8:50 am and 3:30 pm students will be unloaded and loaded under Fry staff supervision. Students should wait until they are in the unloading zone before exiting the vehicle.

Cars will be moved into the loading/unloading zone and all cars in the zone will be unloaded/loaded at the same time. When the cars in the zone have completed loading/unloading they will be signaled by a Fry staff member to move on.

The inside loop (closest to the staff parking lot) is not to be used for pick-up or drop-off. The staff parking lot will be closed and is not to be used during arrival and dismissal.

All traffic entering the pick up line must enter from the West. This means getting in the pick up line on Tall Grass Drive and proceeding North to Grassmere, turning East (right) onto Grassmere.

Cars will then enter the pick up line from the right.  
All traffic exiting the pick up line must turn East (right) onto Grassmere.  
To ensure safety for all pedestrians and drivers, all cars must wait in line and follow all procedures when dropping off and picking up students.

If your student will be arriving to school on crutches, please contact the school nurse at this phone number 630-428-7404 so a plan can be put in place.

### **Visitors**

All entrances to the school building are locked during regular school hours. All visitors, including parents and parent volunteers, must enter the building through the main entrance (Door #1) and go directly to the main office. The entrance is secured via a video monitoring and buzzer system.

We ask for your cooperation in presenting your valid Illinois ID or Driver's License when entering school. Visitors' IDs will be returned when they leave the building. The school staff will physically hold all visitors' IDs, so in an emergency, first responders can quickly know who is in the building. If you are attending a school event during school hours, please arrive a few minutes early in order to allow for time to have your ID scanned and an ID badge printed.

All persons are required to make arrangements 24 hours in advance, as per District policy, before visiting a teacher and/or classroom. Class instruction and/or activities are not to be interrupted for individual parent concerns. Please stop in the office and request a conference with the teacher and/or principal if you have concerns or need assistance.

### **Digital Citizenship**

Digital Citizenship is defined as the norms of appropriate, responsible technology use. (Mike Ribble, Digital Citizenship Institute)

We want students to practice, and families to model, appropriate Digital Citizenship. Please be thoughtful of what you post online in relation to other students and parents, if you have permission to post, and how that post may affect others.

Your family can explore and pledge to be good Digital Citizens through the following links: <http://www.digitalcitizenship.net/uploads/ParentContract.pdf> and <http://www.digitalcitizenship.net/uploads/KidPledge1.pdf>

For more information, please see Board Policies 7:180 and 7:190 which address student behavior, including cyber-bullying, and the District 204 Parent/Student Handbook under the Student Behavior section.

Here are some additional resources:

- To help decipher digital jargon, abbreviations, and acronyms: <https://www.common sense media.org/educators/digital-glossary>

- Parent Concerns: <https://www.commonsensemedia.org/parent-concerns>
- Topics surrounding Social Media:  
<https://www.commonsensemedia.org/social-media>