KIRBY SCHOOL DISTRICT 140

John A. Bannes Elementary School

Daniel Callaghan, Principal

This Parent Information Book contains information that you will find useful during the 2019-2020 school year. The guidelines are set for the safety of the students. Please read the handbook with your children so that you are aware of the school guidelines. If you have any questions, please feel free to contact me for information.

Cooperation and communication between home and school are essential. Please communicate frequently with your child's teacher. We are willing to assist you in any way we can. If you are returning, we're glad you're back. If you are a new student, welcome to Bannes School.

Mr. Daniel Callaghan,
Bannes School Principal

BANNES SCHOOL HOURS FOR THE 2019-2020 SCHOOL YEAR

OFFICE	**7:30-3:30**
TEACHING STAFF	**7:40-2:40**
STUDENTS (K-5)	**7:55-2:25**
½ DAY KINDERGARTEN	**7:55-11:10**
AM EARLY CHILDHOOD	**7:55-10:30 AM.**
PM EARLY CHILDHOOD	**11:50 AM-2:25 PM.**

HALF-DAY INSERVICE

All K-5 (Including ½ Day Kindergarten) 7:55-11:10
AM. Early Childhood: 7:55-9:20 a.m.
PM. Early Childhood: 9:45-11:10 a.m.

IMPORTANT PHONE NUMBERS

BANNES SCHOOL	**532-6466**
DISTRICT OFFICE	**532-6462**
TRANSPORTATION	**532-8539**

BELL TIMES

7:45	**Students may arrive to school**
7:50	**Students Enter Building**
7:55	**School Day Begins-students must enter through front door.**
8:00	**Tardy Bell **Parents/Guardian must physically sign their child in after the bell rings.**

Attendance and Student Absences

- Please call the Bannes office between 7:15 and 8:20 a.m. on the day of the absence. If you fail to contact the office, we will call to verify your child's absence.

Arrival and Dismissal Procedures

Arrival

- Students should not arrive before 7:50 a.m. Staff on duty will begin to bring students into the school at 7:50.
- Car Riders and front door walkers will enter through the North doors.
- Bus Riders and back door walkers will enter through the South doors.
- Students entering after 7:55 must enter through the front doors.
- Students arriving after the 8:00 bell will be marked tardy and must be signed in by parent or guardian.
- Car rider parents: Please pull up to the stopped car in front of you to let your child out.

Dismissal

- Ivy League (after school care) and car riders will be dismissed first at 2:17.
- Car riders will be dismissed through the north door.
- Bus riders will be dismissed through the South doors beginning with Kindergarten and First Grade at approximately 2:20.
- Walkers will be dismissed when all cars and busses have left school property through the north and south doors at 2:25.

Car riders

- If you drive to school, we ask for your cooperation when dropping off and picking up your children.
- Drive slowly and remain alert.
- Please proceed ahead as far as you can up to the next car ahead of you when dropping off your student.
- Please do not get out of your car to assist your child/children.
- Children should exit their car on the **PASSENGER** side, closest to the sidewalk.
- Parents are asked not to exit their car to assist students' arrival. This causes a delay for those behind you.
- Parents who choose to park on the street and walk their child to school should be conscious of the "No Parking" zones at the corner of 169th Place and Odell. This will assist with optimum visibility by oncoming cars.
- Remember that the area at the corner of 169th Place & Odell is a crosswalk.

In the interest of safety for all our students, please do not call your child back to your car once they have exited in the morning or entered the car in the afternoon. Our patrol has been advised not to let students back into the car lanes. At arrival, if your child has left something in the car, please call one of the adults over or park in our parking lot and bring the item into school. At dismissal, if your child needs to return to the building, please park and wait until the bus riders and walkers have left the school grounds. As always, thank you for your cooperation.

******Illinois law states that cell phone use is prohibited by individuals driving cars in school zones when students are present.**

Picture Day***

Lifetouch Studios will take individual student pictures. These pictures are prepaid. Payment is due on Picture Day. **Picture Day is Wednesday, September 11, 2019.**

After School Activities

- Students may remain after school if they are attending a function sponsored by Bannes School.
- Students who choose to remain after school will need written permission from their parents or guardian stating reason, time limits, and method of transportation for the return home.
- Students attending interscholastic events must leave at dismissal and must be accompanied by a parent/guardian upon return.

Classroom Parties

- Three major classroom parties are held: Halloween (grades K-5); Christmas Party (grades K-5); and Valentine's Day (grades K-4).
- Food items are no longer allowed. Parents may supply small trinkets as favors.
- Siblings are not allowed at parties.

Parent Teacher Organization (PTO)

- This organization has a long history of high involvement and wonderful support for the learning environment at Bannes.
- Parents are encouraged to actively participate.
- PTO sponsors several fund-raising projects.
- PTO also sponsors our weekly hot lunch program, and assemblies.

Volunteers

- Parents are welcome and needed as volunteers in many areas.
- The parent teacher organization (PTO) sponsors many functions that require parent participation.
- There are opportunities to assist in individual classrooms from time to time.
- If you wish to volunteer, make arrangements with the teacher.
- All volunteers must sign in at the office. Dist. 140 uses a check-in system called ***Hall Pass.*** Visitors must have a valid license, state ID, military ID or passport. A visitor's pass will be issued to you using one of these forms of identification.

All volunteers will be asked to complete a "Volunteer Acknowledgement Agreement of Non-Criminal Background" prior to working with our students. We will need a copy of your driver's license along with this form.

Dress Code

- **PLEASE NOTE**: In the interest of student safety and to allow all students to fully participate in physical education activities, our PE staff has established the following guidelines for shoes to be worn in PE class.

  *****Gym shoes should: Support the feet.
  Cover the top and back of the foot.
  Have laces or Velcro closures.

  *Gym shoes should **NOT**:
  Have platform soles.
  Have zippers or any metal decorations.
  Have wheels

- All of our students deserve to be respected. Any clothing that disrespects a particular race, religion, creed or nationality, or that contains language that may be deemed offensive, will not be allowed.

- Clothing such as tank tops and shirts with spaghetti straps or that expose the midsection are not allowed. Skirts and shorts should be an appropriate length.
- Students should wear appropriate footwear to school. Flip-flops and backless sandals present a health and safety concern, especially when the children run around at recess.

Homework and Classroom Procedures

Homework assignments vary depending on the grade level of your student. Check with the teacher early in the year to understand expectations and class procedures.

Vacations-AVOID SCHEDULING ANY VACATIONS DURING THE SCHOOL YEAR. If you are planning a trip, please let the office and the classroom teacher know at least ONE WEEK prior to the trip. Student's absences will be marked as unexcused during this time. Work missed during this time is neither eligible to be graded nor factored into the student's final grade.

DISTRICT 140 GRADING SCALE
2019-2020

Grades 3-5

A+	100-98	**A**	97-93	**A-**	92-90
B+	89-88	**B**	87-83	**B-**	82-80
C+	79-78	**C**	77-73	**C-**	72-70
D+	69-68	**D**	67-63	**D-**	62-60
F	59-0				

Grades K-2

B D S

Conferences

- Parent-Teacher conferences take place on November 25 and November 26, 2019.
- This is an important time to meet with the teachers and work together to meet your child's needs.
- If you have special concerns, do not hesitate to contact your child's teacher to make an appointment for a conference at anytime during the school year.

Behavior Policies

- As citizens, students have certain rights and responsibilities.
- Classroom teachers, along with students, develop classroom rules that are clearly stated and fair.
- Likewise, consequences for breaking rules will also be clearly defined.

Disciplinary Action

- Rules and regulations within a school community are for the well being of all. If a student disobeys classroom rules the teacher will conference with the student and review agreed upon classroom rules and consequences.
- If a student consistently disobeys school and/or classroom rules, or violates the rights of others, disciplinary action will be considered.
- The first course of action takes place between the student, teacher, and parent.
- If misbehavior continues, or is of great magnitude, the student may be suspended from school for a period of time.
- Every attempt will be made to counsel, guide, or advise all parties to a fair solution. Parent cooperation is necessary and appreciated.
- Privileges such as field trips and other special activities can be withheld as a consequence as needed.

Please refer to the district handbook provided within the district calendar for more in-depth information concerning policy and procedures on discipline, behavior management plans, detention and suspension.

Lost and Found

- Lost and found items are located in the school commons. **Please label clothing and belongings**. Feel free to visit the office to retrieve lost items.

STUDENT INFORMATION

Emergency Information

Each student is required to have the following information on file:

- Parent(s)/guardian(s) name
- Complete and up-to-date address
- Home, work and cell phone if available
- Emergency number of a friend or relative in the local area
- Physician's name and phone number
- Medical alert information (if applicable)

***Please help us maintain up-to-date information by notifying the school immediately with address and telephone number changes*.**

Emergency Procedures

Emergency Drills

- Evacuation procedures are posted in each classroom. We will conduct drills on a regular basis.

Emergency Evacuation

- In the event of an emergency, students will be evacuated according to practiced drill procedures.
- If we cannot return to the building, our alternate evacuation site is Grissom School at 170th and Grissom Drive. Students will be dismissed from there at the end of the normal school day. In the event of a prolonged evacuation, students will be evacuated to an off-site holding area.

Emergency Weather Warning

- Students will not be dismissed from school during a Civil Defense or National Weather Service Warning. If a warning overlaps our dismissal time, dismissal will be delayed.

First Aide/School Nurse

- We have the services of a full-time registered nurse. In her absence, the office staff will oversee the health office.
- First aid is administered as necessary.
- In the event of a serious injury, the parents are contacted immediately. If the situation warrants, paramedics will be called; the ambulance cost will be the parent's responsibility.
- ***Emergency information must be up-to-date***.

  ****PLEASE NOTE***: Any student with a fever of 100 degrees or more will be sent home. The student must be fever free for 24 hours without fever reducing medication before returning to school. If a child has vomited, the child should remain home until there has been no more vomiting for 24 hours.

Medication

- The school nurse or designated office personnel administer medication. Students may not carry medication at any time with the exception of an inhaler with a parent request. (Ask the nurse if you would like your child to carry their inhaler for asthma.)
- Students who require medication at school must have two letters on file in our office. Please see the nurse for these forms.
- We cannot administer aspirin, cough medicine, or other medicines. All medication must be brought to school by the parent. Children may not bring medicine to school. Please see the nurse to make arrangements to drop off medication.

Lunch

- All students carry their lunches to school. Please help your child be responsible for this on a daily basis.
- **Label lunch boxes/bags with your child's name and room number visible on the OUTSIDE.**

Playground/Recess

- Safety is the determining factor for playground behavior. Students must remain in the playground area at all times during recess. Games such as tackle football, wrestling, etc., are not allowed. If the staff member supervising recess concludes that any activities are too rough or may cause injury, they may limit that behavior. Equipment has been provided for each grade level. After recess, it should be collected and returned to the appropriate grade level bag.
- Students are not allowed to trade cards of any variety at recess. This tends to promote ill feeling towards peers.

Outdoor Recess

- Students will go out for recess at lunch whenever possible. Weather conditions occasionally force us to stay indoors. The following district guidelines will be practiced when considering outside temperature:

Temperature or Wind Chill	
25° and Above	Students go outside
20°- 24°	Students can go outside for a shortened period
Below 20°	Students stay inside
Heat Index	
100° and below	Students go outside

Communication

Newsletter and Calendar

- Information will be available on our website at KSD140.org. Click on the Bannes link.
- A Bannes Elementary School and PTO Facebook page will be available for the communication of district and school news as well.
- Email is encouraged as the main vehicle for communication between home and school. Responses will be made whenever possible by staff, but more likely at the end of the day.

KIRBY SCHOOL DISTRICT 140
Tinley Park, Illinois

PERSONAL TECHNOLOGY DEVICES

Kirby School District 140 is pleased to allow students access in school to their personal technology devices (i.e. Kindles, Nooks, iPads, etc.) as a means to enhance learning opportunities. **Students who choose to bring such devices to school are responsible for their personal equipment and are expected to comply with District standards. Tech support will not be provided on any student owned equipment. Personal devices brought to school will NOT have access to KSD 140's network which is filtered and protected by multiple firewalls. Therefore, it is important that you realize that any mobile broadband Internet access by a student's personal technology device will NOT be filtered.**

Students will be expected to only use their Internet access as directed by a teacher in support of academic activities. Students must use such devices appropriately or they will be subject to disciplinary measures. Staff may review students' use to ensure that users are acting in an appropriate, responsible manner.

This does not allow the use of cell phones on school property during school hours which is prohibited by Board of Education Policy 500.36 in compliance with Illinois School Code.