

Decatur Classical School

Parent Handbook

2017-18

Dear Decatur Parents & Family,

We are thrilled to welcome you to the 2017-18 school year. There are so many ways for us to work together. We hope that this handbook will serve as a guide for your family. Please take a moment to read through and feel free to contact us with any questions.

Sincerely,

Yolanda Luna-Mroz & Chelsea Branch

Morning Procedures & Information:

What time can I drop my child off in the morning?

- Early drop off begins at 7:30am on the playground. If you arrive before 7:30am, please stay with your child.
- You are welcome to stay with your child on the playground until the bell rings at 7:45 am.
- Teachers will pick up students at their assigned spots on the playground at 7:45am. (see **Map 2: Morning Line-Up Locations**)
- In the event of rain, heavy snow, or if the temperature is below 40 degrees, students should enter the building through door #4.

Where can I drop off my child in the morning? What are my options?

(see **Map 1: Kiss & Go Drop-Off**)

- **Kiss & Go:**
 1. Begins by the 'Kiss & Go Drop Off' sign near the playground, past the bus lane.
 2. Cars must pull up to the drop off lane (heading south) and put the car in park.
 3. Children will be greeted by a staff member/volunteer in a vest who will open the door on the passenger side.
 4. *Parents should not get out of the car.* Kiss your child goodbye in your vehicle.
 5. **Children are to exit on the passenger side of the vehicle only.**
Exiting on the driver's side results in the child being exposed to moving vehicles on the street.
 6. Once the staff member/volunteer closes the car door, parents can carefully pull away from the drop off lane.

- Parking: Families can find parking in the neighborhood and walk together to the playground.
 - Parking is not allowed in front of our school or in the parking lot.
 - There is no parking on either side of Sacramento between Lunt & Estes.
- Busing: Buses park and drop off students in front of the school on Sacramento. The bus lane is reserved strictly for buses. Do not park in the bus lane.
- Additional Guidelines:
 - Please do not drop children off at the parking lot entrance or in the parking lot.
 - Do not park, pull over, or drop off on Sacramento (aside from using Kiss & Go). It causes serious congestion and puts students walking or crossing the street at risk.
 - Remember that we want to be good neighbors in our community. Be considerate and do not park or block driveways or alleys.
- Safety is the most important thing. Help us keep one another safe by following the procedures outlined above.

My child(ren) will take the bus to school. What do I need to know?

- All children requiring bus transportation will be assigned pick-up and drop-off sites, bus numbers and times, by the Chicago Board of Education.
- Please refer to this number when communicating with the school or bus company, Decatur will provide you with this information.

- Children will only be allowed to board the bus to which they have been assigned. The bus drivers are not allowed to drop off or pick up children who are not assigned to their routes, nor pick up or drop off at unassigned locations. Please do not make special requests of the drivers, specifically, special pick-up or drop-off sites.
- At dismissal, your child will be picked up in his/her classroom by a staff member and escorted to their assigned bus.
- If you have questions about bus schedules or routes, please email Mr. Murray at jpmurray2@cps.edu

Dismissal Procedures:

What do I if my child needs an early dismissal?

- If you pick up your child before 2:45pm, you must go to the main office and sign your child out of school.
- Students who leave before 1:30pm are considered a half day absent.

Who do I contact if my dismissal plans change?

- Parents should communicate with their classroom teacher by email by 1:30 pm with any changes related to their child. *This includes changes such as:*
 - Your child is no longer taking the bus home (please cc jpmurray2@cps.edu on that teacher email)
 - Someone other than you is picking up your child from the playground.
 - Your child unexpectedly needs to attend an after school program such as J at school
 - You need your child to walk home

- At the beginning of the year, teachers will ask you to share your child's dismissal schedule as a guide.
- We completely understand that things happen and plans change. We just ask that you communicate proactively with your child's teacher.

Where do I pick up my child after school? (see **map 3: Dismissal/Pick-UP**)

- Students who do not take the bus will be dismissed on the playground at 2:45pm.
- All parents picking up their child(ren) must park in the neighborhood of the school. Please give yourself some time to park, walk, and meet your child on the playground by 2:45pm.
- Children not in an after school program or who are not riding the bus will be dismissed by their teachers.
- Please meet your child *on the playground* at the following locations:
 - Kindergarten- Door #6
 - Grades 1-2: South Door #4
 - Grades 3-4: Middle Door #7
 - Grades 5-6: North Door #8
- Children not picked up by 2:55 p.m. will be brought to the main office where they will wait for parents/guardians.
- If you'd like your child to walk home, please communicate with your classroom teacher.
- Additional Guidelines:
 - Please do not meet your child at the parking lot entrance or in the parking lot.

- Do not park, pull over, or drop off on Sacramento between Lunt & Estes. It causes serious congestion and puts students walking or crossing the street at risk.
- Remember that we want to be good neighbors in our community. Be considerate and do not park or block driveways or alleys.

My child is in an after school program. Where do I meet my child for pick up?

- Parents picking up their child(ren) from an after school program should park in the neighborhood and walk to the school.
- Parents may enter the building through the main entrance, Door #1.
- Parents should wait in the main lobby area for their child. Students will be brought to parents by the after school provider.

Absences & Tardies:

What should I do if my child is sick?

- If you child is sick, please keep them at home. It is important that students are rested and feeling well enough to learn.
- If you child is absent, please do one of the following:
 - 1) Go online to www.decaturchlassical.org. Click on 'Report an Absence' and complete the form. (located under 'Parent Resources' or on the right column of the main website)
 - 2) Email your classroom teacher and Ms. Regalado (mmregalado@cps.edu) your child's name, date, and reason for absence.

- 3) Send a written note with your child's name, date, and reason for absence once the child returns.

*You do not need to send a note in advance of an absence. It is recommended you communicate with your teacher if your child will be out for more than one day.

What is a considered tardy?

- Arrival after 8:00 am is considered a tardy.
- Students arriving after 8:00 am should enter through the main office entrance (door #1). If you are late, please do not drop off your child at the playground door #4.
- Students arriving after 9:00am are considered half day absent.

Communication:

How do I find out what is going on at school?

- There are many exciting things happening at Decatur. Please use our website as a resource to see upcoming events, ways to get involved, after school care options, and other information.
- Make sure to sign up for communication from teachers, PTA and our administration.
- Check out your teacher's classroom page for snapshots of what your child is learning. For specific questions about schedules, classroom expectations, etc., contact your classroom teacher.
- Classroom teachers will communicate directly with families regarding:
 - Field trips
 - Report card conferences

- Classroom policies
- Other important announcements
- Always feel free to email or reach out to your classroom teacher or a member of our team with any questions.

I'm interested in volunteering, what do I do next?

- Maria McCaffrey is our volunteer coordinator. Please reach out to her or email decaturvolunteer@gmail.com for more information.

Other Important Information:

When does my child have recess?

Students will have recess everyday outside, unless it is below 22 degrees or raining (wind chill is factored in). Please make sure your child is dressed for the weather!

During recess, students will be supervised and will have access to gym equipment.

In the event it is too cold or raining, students will have indoor recess in a safe space where they can choose to participate in games, movement activities, or read silently.

What are our options for lunch?

School lunch is free for all Decatur students. The school will offer vegetarian and dairy free options daily. To view monthly menus, click on the link found towards the bottom of our school website.

Except for rare occasions, students will eat lunch in the new cafeteria/multi-purpose room.

Families can pack a home lunch for their child.

CPS does not allow for classrooms to have refrigerators or microwaves. Please consider this when packing your child's lunch and snacks.

If your child has an allergy or dietary restrictions, please contact the office.

What about breakfast?

All students are provided a free breakfast each morning. If your child already ate or doesn't want it, they can decline school breakfast.

What happens if my child get hurt?

In the event of a serious injury, we will contact you immediately. Please make sure we have your current contact information by completing the digital emergency contact form located here:

Anytime a child hits his/her head, it is our protocol to call home.

For minor injuries (small cuts, scrapes, etc.) we will only call home if necessary or your child wants to talk to you. Remember, students will have recess and gym each day. They may get hurt from time to time, but kids are resilient and more often than not, kids just want to keep playing!

What are the school rules?

At Decatur we ask our students to endure challenges, be present, and take care of each other.

Our staff and teachers will work with students to understand and model these expectations.

Where do I go when I visit the school?

All guests, parents, and visitors should enter our building through the main office door #1.

Our front desk will give you a visitor's pass, answer your questions and direct you.

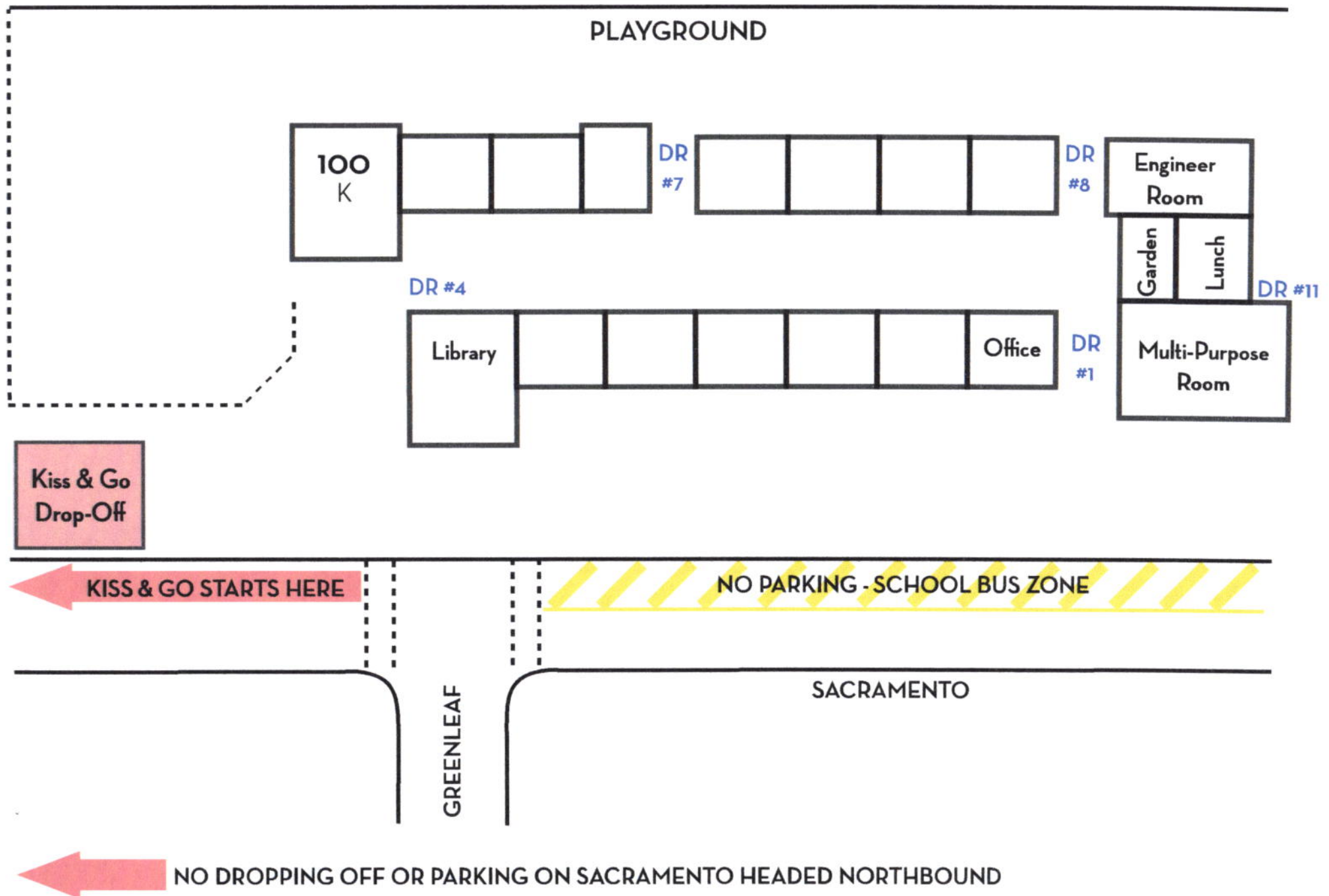
In order to keep our students safe, please refrain from using other entrances besides the main door and always check in with someone in the office.

Besides the general education classes, what other programming is offered?

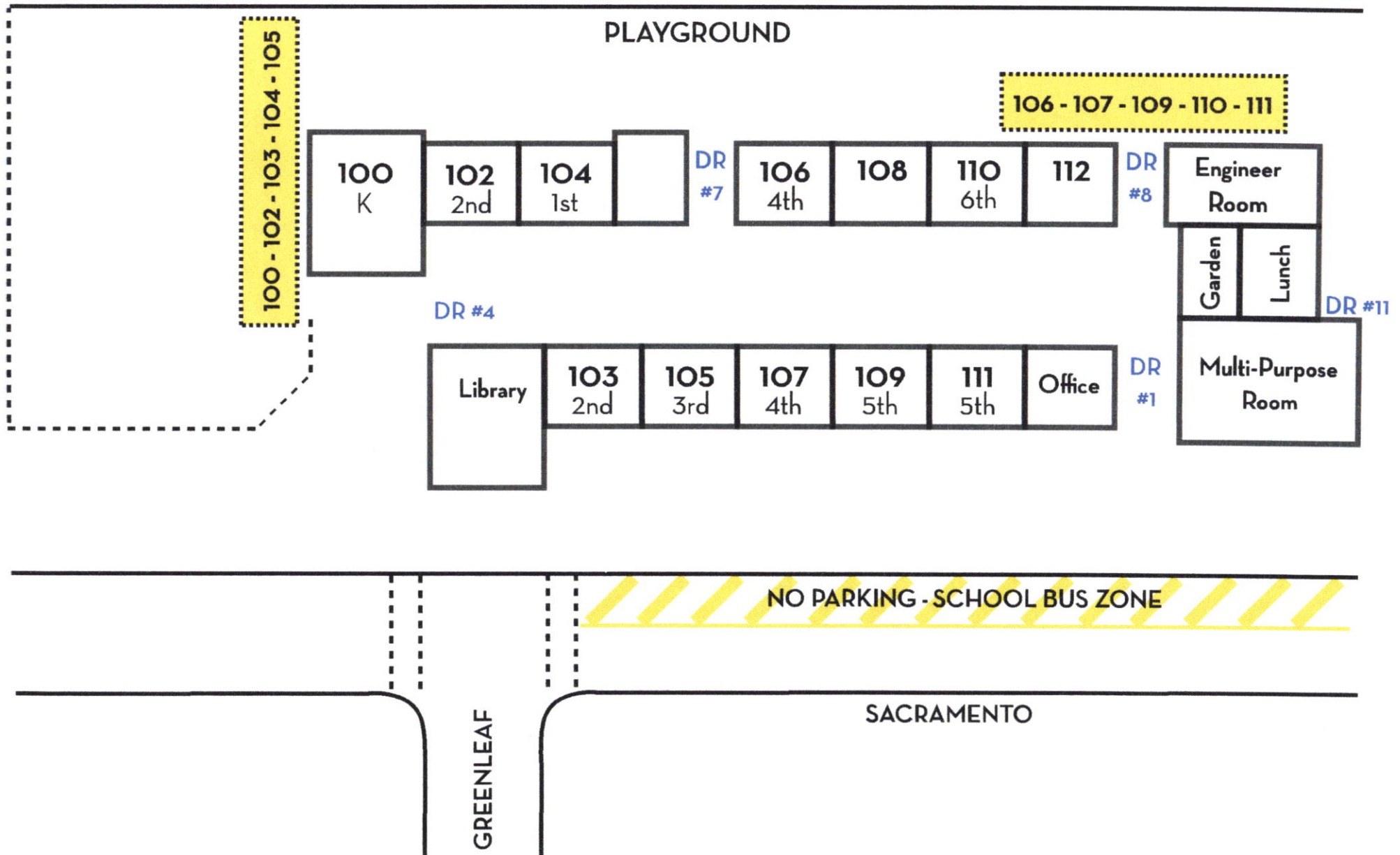
Students will take Latin, physical education, music, dance, and yoga as part of a child-centered and balanced instructional day.

We believe that all learning opportunities are equally valuable and therefore refer to these classes as 'Essentials'.

MAP 1: KISS & GO DROP-OFF
2017-2018



MAP 2: MORNING LINE-UP LOCATIONS
2017-2018



MAP 3: DISMISSAL/PICK-UP
2017-2018

