

# 2017-2018 Back to School News!



**SCHOOL HOURS:** Students will attend school from 8:00 am until 3:00 pm beginning Tuesday, September 5, 2017. Breakfast begins in the cafeteria at 7:45.

**Parent and students are not allowed to park, walk or play in the staff parking lot at any time for safety reasons.**

**\*\*No dogs are permitted on school property while students are present.\*\***

**Morning Entry:** Students should not be on school grounds until 7:45.

- Kindergarten students are to line up on Kilpatrick Ave., door #10 entrance at 7:55 a.m. They will be greeted by Mrs. Jane Noto and enter the building at 8:00.
- 1st and 2nd grade students are to line up on the sidewalk by the staff parking lot, door #8 at 7:55 a.m. They will be greeted by Mrs. Carol Steele and enter the building at 8:00.
- 3<sup>rd</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students are to line up on the sidewalk by the main entrance, door #1 and enter at 8:00.
- 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade are to line up on the sidewalk by the east door, door #12 (door located closest to the playground) at 8:00.

## **Dismissal from School:**

- Kindergarten students will be dismissed from door #10 at 3:00 p.m.
- 1st and 2nd graders will be dismissed from door #8 at 3:00 p.m.
- 3<sup>rd</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders will be dismissed from door #1 at 3:00 p.m.
- 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> graders will be dismissed from door #12 at 3:00 p.m.



To eliminate vehicle congestion and keep our students safe, we have specific road rules in place. **During morning drop off, Kilpatrick will be closed for southbound traffic; Hiawatha will be open for eastbound traffic only; and Lemont and Keating will be open to northbound traffic only.**

During afternoon pick-up, there is **no parking on Kilpatrick Ave** so that it is open for regular traffic flow. Hiawatha will be open for eastbound traffic only; and Lemont and Keating will be open to northbound traffic only.



If your child is going to be absent on any given day, please remember to contact the main office (773-534-3470) by or before 8:00 a.m. **The office must be called for each day your child is absent.** Also, when your child returns to school, they must have a **written absence excuse.** You can find absence forms posted on our school website.



We greatly discourage appointments being made during school hours. We ask that you do your best to schedule doctor and dental appointments after 3:00 p.m.



To ensure student safety, **the school playground is closed before school.** The playground is closed to the public before and during school. **Students must have adult supervision while on school grounds after school hours.**



**Please convey to your child how they will be getting home from school before the day begins. In the past, the main office has experienced an increased amount of calls regarding personal family matters. Calling the school asking to leave your child a message involves interrupting the entire classrooms' instructional time. Therefore we are asking that you take care of personal family matters prior to your child coming to school.**

If your child forgets an item at home, you can deliver it to school by placing the child's forgotten item(s) in the correct bin (bins are labeled by grade numbers) located in the main lobby. Write your child's name on the board above the bins so that your child can see that he/she has an item to retrieve.

## Sauganash School Food Policy



Sauganash School has enforced a Nut Sensitive Food Policy due to the high number of grade-school students having a food allergy. We want our school to be a safe, healthy environment for all of our students. When a severely food-allergic child eats even a tiny amount of the food to which he is allergic (or, in some extreme cases, merely touches or inhales particles of that food), his immune system releases massive amounts of chemicals and histamines. Symptoms, which can begin within seconds of exposure to the allergen, can range from mild – such as a few hives on the face – to an extreme, potentially fatal reaction known as anaphylaxis. The severity of the reaction cannot be predicted, which is why the Sauganash School Community must be vigilant in avoiding these allergens.

### Snacks in the Classroom

The kindergarten through second grade classrooms offer snack time during the instructional day. Please provide a healthy, **nut free** snack, such as fruits or vegetables, for your child. If a starch is brought to school, such as crackers, please read the label to ensure the product contains no peanuts and the product states it was manufactured at a plant that does not contain peanuts.

### Classroom Parties

Classroom parties (holiday parties) should focus on activities such as games or crafts. Room parents should organize a list of needed items for the classroom party. Items provided could be games, supplies for arts and craft projects, paper products or a healthy nut free food (i.e. fruits and vegetables).

If food items (which must be nut free) are provided by any parent for the class, notification should be given to the homeroom teacher one week prior to the event. **However, non-food items are preferred for birthday/classroom treats.** This notification will then be passed on to all parents. Should a parent have any concerns over allergies, as it relates to the food being served, the parent should have an alternate treat for their child.

### Peanut Free Zone Classrooms

It is very important for parents to read the food labels to ensure the food product contains no nut ingredients or the product is manufactured at a plant where nuts are packaged.

### Tree Nut/Peanut Free Zone Table

A table will be provided in the lunchroom for an alternative place to sit and have lunch, friends may join. It is mandatory for any child that sits at this table to have a tree nut/peanut free lunch. It is not mandatory for any child to sit at this table, it is only provided as an alternative. Parents, please speak to your child if you wish to have them sit at this table.



We ask that every parent activate their parent portal account. To view your child's grades, visit the website: <http://parent.cps.edu>. Step by step instructions are available online at [www.cps.edu](http://www.cps.edu). Under *Parent Resources* click on *Check my Child's Grades*; then under *Tutorials and Instructions* click *Guide to Creating Parent Portal Account*. To activate your account you will need your child's CPS 8-digit student ID number, which is located on the top of your child's report card. You will also need your child's PIN number. To get your child's pin number, contact Mrs. Sopena at 773-534-3470 or [mcsopena@cps.edu](mailto:mcsopena@cps.edu)



Students are expected to make up assignments and tests that were missed during absences. If your child is absent from school, they will be given the same amount of days that they were absent to make up their work. Homeroom teachers will provide homework when your child returns to school. We do not send home the homework the day of the absence.

Students are expected to complete their homework on a timely manner. **Homework not present at designated class time is late or incomplete. Consequences for late or incomplete homework will result in a score of 0 (zero) for the assignment (grades 3-8).**



Breakfast is provided free of charge to all students every morning. If your child is interested in eating breakfast at school, they are to go to the cafeteria through the main entrance at **7:45** where they will eat their breakfast. At 8:00 they will be allowed to go to their homeroom to start their instructional day.

**A free lunch will be provided for all students.** Students will continue to receive a lunch form that **MUST** be returned within the first week of school. You do have the option of not sharing your income information on the lunch form by only completing the student name portion at the top of the form and then slashing the form or writing 'not interested' on the form. We do, however, ask that all Sauganash families return a lunch form. The information on the forms helps CPS determine a portion of our school funding.



All cellular phones **MUST** remain off during school hours. **If a child brings a cellular phone to school it must be registered with the office along with a note from a parent stating the emergency reason for needing the phone (cell phone permission slips can be found in the main office).** If a child has the cellular phone turned on during school hours, the cellular phone will be confiscated and a parent must come to the school to retrieve the phone. Sauganash School is not responsible for lost/stolen electronics (or other personal items brought to school).



We do not allow students to sell outside fundraisers on school property.



To stay in the Sauganash loop, be sure to visit the following website on a regular basis. The website includes the Parent/Student handbook to use as a reference when you have school related questions.  
Sauganash Elementary School: [www.sauganash.cps.edu](http://www.sauganash.cps.edu) and the Sauganash PTA: [www.sauganashpta.org](http://www.sauganashpta.org)

Mrs. Munns sends out a weekly informational email to the parent community. If you are not already and would like to be on her mailing list, please email her at [cdmunns@cps.edu](mailto:cdmunns@cps.edu)