

CHANNAHON SCHOOL DISTRICT #17

N.B. Galloway Handbook



**2018-19 SUPPLEMENT TO THE DISTRICT
STUDENT HANDBOOK**

**MARY KELLY, PRINCIPAL
N.B. GALLOWAY
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Dear Families,

Welcome to N.B. Galloway School! Our entire staff is looking forward to another wonderful year here at Galloway. We are dedicated to providing a safe and nurturing environment in which our students can grow academically, emotionally, and socially.

Excellent communication between home and school are important to the wellbeing of our children. Your first line of contact should be your child's teacher but as always, please feel free to come to the office with any questions, problems, and/or concerns you may have. Together, we can solve anything! At Galloway we use many ways to communicate with our families. Teachers will be sending home emails and or newsletters giving you up to date information about what is going on in your child's classroom. As a school, we have our Galloway Gazette which is sent via email every Thursday, the district website, www.csd17.org, our mobile app which you can download,



our school twitter account @mkellyCSD17 and our Facebook page: NB Galloway Elementary.

At Galloway, we know that a child's first teacher is their parent. We value your support from home and look for ways to have you participate during the school day and through after school activities. Research has shown that children do better in school, academically and socially, when parents are involved in the educational process. We appreciate all the help parents give

us as we strive to meet the needs of all our students. Everyone benefits when we work together.

In order for Galloway to be a productive learning environment, we need to have guidelines in place. The guidelines in the district handbook and this supplement will be enforced at Galloway School. Please refer to **page 8** for our birthday invitation and treat policy. We are also very excited about our Birthday Book Club, which you can read about on **page 9**.

As we look forward to another great year at Galloway, we know there will be new changes as well as new possibilities. Learning is a team effort and we all help to cultivate the growth mindset in our children which will be the key to unlocking a bright future.

Sincerely,

Mary Kelly, Principal

DISTRICT 17 MISSION STATEMENT

Channahon District 17, in keeping with its proud tradition, is dedicated to providing for the academic, physical, and social development of all students, staff, and community members in an interactive, caring, safe environment that emphasizes real life applications and challenges each individual to be a productive citizen and a lifetime learner who deals effectively with others and the changing world.

N.B. GALLOWAY SCHOOL MISSION STATEMENT

The mission of the N.B. Galloway community is to celebrate the exploration of new beginnings in lifelong learning while guiding the development of each child's academic, physical, social, and emotional growth in our ever-changing world.

N.B. GALLOWAY SCHOOL
BELIEF STATEMENTS

- ❖ We believe learning is a life-long process.
- ❖ We believe the students, parents, staff, and community are partners in learning.
- ❖ We believe school should be a safe, nurturing environment-physically, socially, and emotionally.
- ❖ We believe all children should come to school ready to learn.
- ❖ We believe all children learn in different ways and should be encouraged to reach their full potential.
- ❖ We believe the uniqueness of each individual should be recognized and honored.
- ❖ We believe mutual respect among students, parents, and staff is essential.
- ❖ We believe parental involvement is important to each child's achievement and success through family support, encouragement and cooperation.
- ❖ We believe communication is the key to positive relationships among parents, staff, and students.
- ❖ We believe it is the responsibility of each individual to put forth his or her best effort through hard work, positive attitude, and appropriate behavior.

STUDENT RECORDS:

School student records are confidential. State and federal law grants students and parent/guardians certain rights, including the right to inspect, copy, and challenge school records. The information is kept current, accurate, clear and relevant. Each student has a permanent and temporary file assigned to them.

The permanent file includes: Basic identifying information, academic transcripts, attendance records, and accident and health reports.

The temporary file includes: Family language background, intelligence and aptitude scores, psychological reports, achievement test reports, teacher anecdotal records, RTI plans, disciplinary information (suspension, expulsion, etc.), special education files, 504 plans, verified reports or information from non-educational persons, verified information of clear relevance to the student's education.

VISITORS IN THE BUILDING:

We welcome all adults interested in observing our educational program. We would appreciate having the following ruled observed at all times in order to ensure a safe environment for our students and staff.

1. At our front doors, all visitors will be asked (through intercom system) their name and reason for business prior to being allowed to enter into the building.
2. All visitors **must** report directly to the school's main office, and a photo ID, such as a drivers license/state ID, is required upon entering. Visitors will be issued an ID tag. This tag must be displayed on your person at all times and returned to office upon exiting the building.
3. Parents visiting an individual teacher or coming to volunteer **must** make prior arrangements with the teacher or building principal.
4. Other adults requesting access to the building in order to observe an individual child in a classroom for medical or psychological reasons, **must** complete the form "Request to Access Classrooms or Personnel for Evaluation and/or Observation Purposes"-8:30 AP2/E2. This form is available in the Principal's office of each school. Visitors who do not complete this form will not be allowed entrance.
5. Children not enrolled in school will not be permitted to visit unless prior approval is obtained from the building principal.

ATTENDANCE/ABSENCE:

- Galloway Attendance Line: 815-521-3191
- Please notify the school of any absence in advance when possible.
- Parents/Guardians are required to call the school Attendance line before 9am with a simple explanation of absence.
- If a call is not received, the school office will call to receive verification of absence.
- Excused absences include: Illness, death in the immediate family, attendance at funerals and medical/dental appointments.

ARRIVAL/DISMISSAL:

Galloway Kindergarten, 1st and 2nd Grade Students

Arrival:

BUS STUDENTS: All students will enter through the front of the building and will proceed to their homerooms. Staff is assigned to meet students as they arrive and enter the building.

CAR RIDERS: (Change in drop-off location!)

Students will enter the building through door #9. Parents are asked to stay in their car and follow the flow of traffic. Students should only exit car when a CSD employee is there to meet them at 8:15am. Students will be sent directly down to their classrooms.

WALKERS: Same procedure as Car Riders. An adult must accompany walkers.

Dismissal:

BUS STUDENTS: **Students cannot be released to parents outside by the buses. IF you need to pick up your child, you will need to go into the office and sign them out.**

Students are dismissed to the buses between 3:05 and 3:15. This depends on the weather and coordination with Pioneer Path School.

Each bus rider is assigned to a bus and a bus stop. The Transportation Director, must approve any permanent changes for any reason **IN ADVANCE**. His office is located in the District Office, 467-4315. A one-time or temporary bus change to or from school needs to be approved in advance by the building principal. These changes will only be considered for emergency child-care situations. **A note must be sent to the office EVERY time you deviate from your permanent transportation schedule.**

CAR RIDERS, WALKERS: Students will be dismissed through door #9. Please stay in your car and follow the flow of traffic. Staff members will be assigned to the door to assist in getting your child to your car.

Members of the faculty will be on duty to maintain safety procedures. **STUDENTS AND ADULTS ARE ASKED TO PLEASE FOLLOW THEIR DIRECTIONS.**

ARRIVAL/DISMISSAL: **Little Learners/Early Childhood, CAB**

Arrival: (Change in Location)

Little Learners, EC and CAB car drop off is at Door# 42

Little Learners & EC- **AM**- 7:55 **PM**-11:55

CAB-7:55am (Staff member will only be there if teacher is notified in advance)

The teacher will meet and escort the children into the building. Please stay in your car and follow the flow of traffic.

BUS STUDENTS- Student drop off is at the front of the building- Staff members will greet each student and escort them into the building each morning.

Dismissal:

Little Learners & EC car pu is at Door #42

Little Learners & EC- **AM**-10:30 **PM**-2:45

CAB- 2:40pm (Main Entrance)

Members of the faculty will be on duty to maintain safety procedures. **STUDENTS AND ADULTS ARE ASKED TO PLEASE FOLLOW THEIR DIRECTIONS.**

EARLY DISMISSAL:

For the protection of students, we will enforce the following policy when it is necessary for children to leave school before dismissal.

- Legal guardian or custodial parent must provide an early dismissal request ***in writing*** to the teacher stating the date and time of dismissal, the reason, and who will be picking up the student.
- If parents request someone pick up their child early who is not listed as an emergency contact person, that person will need to show picture I.D.
- **If you must pick up your child early, please park and come into the office prior to 2:45 to avoid regular dismissal time. Please be aware of any buses. You are NOT allowed to pass a school bus while students are present; even in the school parking lot.**

LABELING BELONGINGS:

We collect quite a lot of personal belongings throughout the school year. This can be avoided by labeling your child's items. Things that will be removed at school such as sweaters, hats and gloves, as well as lunch supplies all should be labeled.

Any unclaimed items will be thrown out or donated at the end of each Trimester.

HOMework:

You may request homework when your child is absent. It is the parent's responsibility to make arrangements for picking the homework up at school. **Please contact your child's classroom teacher in the event of a vacation to discuss the best way to keep your child caught up during an extended absence from school.** Since so much work is based on classroom participation, there may not be worksheets to send home. If no formal work is requested by the teacher, consider trying to add in little lessons throughout your time away from school. Reading signs, adding numbers at lunch or other things like that will help keep your child sharp and ready to return to school.

BIRTHDAY CELEBRATIONS/INVITATIONS/TREATS:

Birthdays are special days that we celebrate with our students, even those who have birthdays in the summer. In the classroom teachers may have different ways of acknowledging student's birthdays. Please refer to your child's classroom teacher for specifics.

Due to the increasing rate of food allergies, and for student safety, CSD17 has an **inedible birthday treat** policy. If you wish to bring in small toys or trinkets to have your child pass out to classmates that would be acceptable. Any food/candy treats that are sent in will be sent home with the child.

We also ask that you refrain from sending special things, such as flowers and balloons as they become disruptive both in the classroom and on the school buses.

Thank you for your cooperation!

INVITATIONS WILL BE DISTRIBUTED AT SCHOOL FOR ONLY THE FOLLOWING REASONS:

- 1. ALL CHILDREN IN THE CLASS RECEIVE ONE.**
- 2. YOU HAVE A BOY AND YOU INVITE ALL THE BOYS IN THE CLASS.**
- 3. YOU HAVE A GIRL AND YOU INVITE ALL THE GIRLS IN THE CLASS.**

ADDRESSES FOR INDIVIDUAL STUDENTS CANNOT BE SHARED BY THE SCHOOL FOR ANY REASON. Your child's classroom teacher may send home permission forms at the beginning of the year to create a class roster.

BIRTHDAY BOOK CLUB

Celebrate your child's birthday by donating a book to the NBG library. We celebrate real birthdays, half-birthdays, and summer birthdays. We invite you to purchase an age-appropriate hard-covered book (if possible). Your child brings it to school, receives a birthday bookmark, and is able to check it out first (as soon as it is entered into the library computer system).

CLASSROOM PARTIES/FIELD TRIPS

Students participate in three school wide parties a year; Halloween, Christmas and Valentine's Day. Your child's classroom teacher will determine how room parents are selected. Teachers may select **3-4 parent volunteers** per classroom party.

Field trip volunteers are often determined by the venue. Some field trips require more volunteer support than others. Your teacher will share more specific information when the need for finding volunteers arises.

Picture Taking during Field Trips and Parties: We know that parents love to document their child's experience during parties and field trips, but we have students in our building who are not allowed to have their photographs posted on social media. Due to this reason, **pictures or video taken by parents during parties and field trips is prohibited**. Since staff is aware of which students can and cannot be photographed, we will do our best to document these activities and post pictures that maintain the confidentiality of those students.

DISCIPLINARY PROCEDURES:

When you think of a primary school, you think of small children who are excited about learning. Every day we see smiling faces and happy children. Although the majority of our time is spent on focusing on positive reinforcement, there will always be a need to provide discipline and redirection.

Galloway is committed to educating the whole child through guidance and support. It is our goal to provide a positive and nurturing environment that will take into consideration of the needs of students as individuals and develop natural responsibility for one's behavior.

Through classroom rules and procedures, character education, restorative practices and love, we are here to help students learn these key elements:

- To be a leader of themselves
- To accept responsibility for their own behavior, reaction to negative experiences, academic success, and failures
- To interact positively with their peers through respect and kindness
- To not blame their environment, family, teachers or peers for their own behavior
- To be a positive influence in their classroom and around the building

Classroom teachers begin each school year by organizing the classroom and setting guidelines (rules and consequences). Students are involved in discussions of these practices; and teachers model the behaviors. Parents are informed about the procedures used through the information packet provided by the teacher. NBG uses positive reinforcement of expectations whenever possible; however there are times when consequences will occur. They type of consequence will depend upon the severity of the behavior, and or the amount of reminders the student has received. Consequences can range from moving the students clip, to a visit to the Principal's office.

BULLYING & CONFLICT

The term bullying can be confusing for children. Many times they confuse mean behavior with bully behavior. Unfortunately, all students can be mean at some time in their educational career whether intentional or not. We work hard on enforcing the philosophy that kindness can solve many problems. Through character education, and restorative practices, we spend a lot of time working with students to help them understand how actions and words can hurt. We also focus on helping students have the strength and confidence to not let mean behavior control their actions. Our goal is to help students use the tools they have been taught to think about the mean behavior, decide if they are going to believe it or internalize it, and have the strength to stand up against it in a positive way. This is an ongoing process and takes many years for students to truly understand how to do this. We are here to help them and remind them that they can solve most problems by thinking before they act.

Bullying by definition is an aggressive behavior that involves negative actions or words, is repeated over time, and involves an imbalance of power and strength.

As would be expected, bullying in any form is prohibited and action to stop and/or prevent it will be taken quickly.

Channahon School District supports and implements the approach of the Bullies2Buddies program. Bullies2Buddies supports students in developing resiliency, emotional maturity, independence and problem solving skills. The staff at N.B. Galloway teach, model, practice and facilitate these skills with our students. We believe in treating all people with dignity and kindness. We encourage students to problem solve with one another, and are here to guide them through the process of becoming problem solvers.

Galloway School participates in a school wide initiative called Positive Behavior Supports (PBS). Positive Behavior Supports imbeds school wide strategies for helping students achieve important social and behavioral goals. We believe that when students are taught positive behavior, they will exhibit those positive skills at home, school and in the community. We believe that both academic and behavior skills are important in order to be a successful individual. Students are taught the expectations of **Be Safe, Be Responsible** and **Be Respectful** in all areas of our school. When students are following the expectations they are rewarded frequently with red tickets. These tickets can be turned in for a weekly drawing and are then collected and used to mark our progress towards school wide celebrations. If students struggle with these behavioral expectations, they are retaught the appropriate behavior. We apply consistent positive reinforcement and expectations for all students. By detailing every expected behavior and teaching students in a positive way we will provide a common language for everyone in our building.

LUNCHROOM PROCEDURES:

- Students enter the lunchroom in line.
 - Students are separated by Hot and Cold lunch.
 - Those purchasing lunch proceed through the line, get their food and/or milk only.
 - Lunch room staff then guides students to the next available seat to avoid confusion and hurt feelings.
 - Students are responsible for cleaning up after themselves.
 - NBG operates a closed campus. Students are expected to eat lunch at school unless other arrangements are made between the parent and the office.
 - **No carbonated beverages will be allowed during lunch.**
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- The use of table manners will be monitored and is expected at NBG.
 - Lunch and Recess are each 20 minutes long. If a student needs more time to eat, they will be allowed to stay in the lunch room to finish their lunch.
 - After lunch, students will proceed to recess which will be outside, in the gym, or in a classroom depending on the current weather conditions. We will have outside recess when the temperature and/or wind chill are above 20 degrees. **Please make sure your child comes to school with the appropriate attire for outside activities.**

RULES & ETIQUETTE for LUNCH AND OUTDOOR RECESS:

The following guidelines are for the safety of all our students. Please review them with your child and make sure he/she understands these expectations.

1. Walk at all times in the lunch area.
2. Raise your hand for help or to get out of your seat.
3. Use indoor voices only.
4. Eat only your own food. Do not trade with someone or share anyone else's food.
5. Clean your area before you leave. Do NOT brush food and trash onto the floor.
6. Keep hands and feet to yourself.
7. Respect other students. No rough play such as tackling, pushing, fighting, etc.
8. Wait for the lunchroom monitors to dismiss you for recess.

****Kindergarten Parents:**

Lunch and recess are a whole new experience for kindergarten students. Please review and if possible practice these skills to help your child be prepared and have enough time to eat and play.

- Opening and closing lunch items- Containers such as a soup thermos and milk cartons can be very challenging for little hands.
- Finishing lunch within a set amount of time- Children often come with way more food than they can finish or spend more time being social than eating. Although the lunch staff will do their best to make sure your child eats, they cannot force anyone to finish their lunch nor can they monitor every student's lunch intake.

- Cleaning up after themselves- Many kindergarten students will walk away from the table when they are done, leaving their lunch box, trash and food behind.
- Following Expectations while waiting- Although at home it might be okay for children to leave the table and immediately go play, in the lunchroom the expectation is that our students put their things away and then line up to go outside.
- Listening to monitors at recess- Our recess monitors are also our teaching assistants. We teach our students to respect every adult in our building and it's important for them to understand that it is important to follow the directions given during play time.

RtI Services:

Response to Intervention (RtI) is a multi-tiered approach to help struggling learners. Based on student need, students are placed within 1 of three different tiers of support. For the majority of our students, their needs can be met within the classroom. This is considered Tier 1. The teacher may provide support for children at Tier 1 by pulling small flexible groups to go over a topic, or hit on a skill quickly to get them back on track. If this support is not enough and the child needs explicit instruction in an area of weakness, our teachers provide Tier 2 support. Tier 2 gives students additional small group time daily to work on skills that are giving them difficulty. Students can move in and out of Tier 2 support during their academic career depending on when there is a need. Finally a small percentage of our students may need intensive and explicit instruction in an area to support their learning. These students often meet with specialists such as a reading teacher to monitor their growth and provide them the information and skills they need to be successful in the classroom.

Decisions to move students in and out of the RtI tiers are determined by using assessments, instructional data, and teacher input. Parents will be notified if their child is in need of tier 2 or tier 3 support prior to instruction beginning. Your child will continue to receive support as long as it is needed.

RtI services are also provided for social-emotional or behavioral concerns. Strategies are always coordinated and implemented in the classroom first, but if a student continues to struggle behaviorally or socially, then a more specific plan may be implemented to assist the student by teaching identified social skills and guiding them to practice those skills throughout their school day. Plans are individualized to address the student's needs. Some common interventions used for social emotional or behavioral RtI include daily progress charts, Tier 2 Social Skills groups, or individual social work services.

Galloway is a primary school and because of this, we find that we have the greatest need for support at this level. We are teaching academic, emotional and behavior foundational skills which require time and practice. Our goal is to give our students all the support they need while they develop these skills on their journey to becoming mature learners.

*Please visit the District website for additional information regarding RtI services.

GENERAL GUIDELINES AND PROCEDURES:

1. Students are not allowed to carry knives or other items considered dangerous to themselves or fellow students.
2. **PERSONAL ITEMS AT SCHOOL:** Personal items are not to be brought to school without the special permission of the teacher or principal. Sports equipment such as Footballs, Baseballs, Frisbees, etc., are acceptable for use on the playground. iPads, iPods, C.D. players, Video games, etc., are not permitted due to the potential for distraction, theft, or damage. Cell phones must remain turned off and kept out of sight. Students are not allowed to make or receive phone calls or text messages during the school day. Cell phones will be confiscated and held in the school office if used during the school day. Any items held in the office will be released to (parents/guardians) only.
3. A student may be allowed to leave his/her classroom only with the permission of his/her teacher.
4. There is to be no chewing of gum in school unless a staff member gives permission.
5. Students not engaged in a school activity after school hours are required to leave the school grounds immediately.
6. No abusive language will be used on school property or while under the supervision of school officials.
7. There will be no fighting at school.
8. Students will conduct themselves in a polite, orderly manner wherever they are. They will have respect for school and personal property of other students.
9. Running in school (except for P.E. classes) is not permitted at any time. Keep to the right in the halls.
10. Students do go outside at lunch time whenever possible. PLEASE DRESS YOUR CHILD APPROPRIATE FOR THE WEATHER.
11. It is necessary to check your child in or out through the school office when he/she is coming in late or leaving early. PLEASE CALL THE SCHOOL WHEN YOUR CHILD IS GOING TO BE LATE OR ABSENT.
12. Students may not bring promotional items (such as Girl Scout cookies, Band candy, etc.) to school to sell.
13. Students should not bring money to school unless it is for a specific reason. Money that is sent to school should be put in an envelope that is clearly marked with the student name, teacher name, amount of money, and with what the money is for (lunch money, field trip money).
14. Students are to follow bus rules. Consequences will occur if they fail to do so.