

CHANNAHON SCHOOL DISTRICT #17



# N.B. Galloway Handbook

**2016-17 SUPPLEMENT TO THE DISTRICT STUDENT HANDBOOK**

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Dear Parents,

Welcome back to another wonderful year at N.B. Galloway School. The entire Galloway staff is looking forward to working with you as partners in your child's education. The staff of N.B. Galloway School is 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. Students and parents should feel free to come to the office with questions, problems, and/or concerns. Together, we can solve anything! Remember to look for our "Galloway Gazette" newsletter every Thursday, check our District website [www.csd17.org](http://www.csd17.org), and download the CSD17 app for school and district information.

As always, the teachers at Galloway value the support of parent volunteers. 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 must sign in and be issued an identification tag. This tag must be displayed on your person at all times. Visitors ID will be retained in the office until departure from 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:**

When you have advanced knowledge that your child will be absent, please send a written note to school explaining the absence. In the case of illness or other unexpected absence, parents/guardians are required to notify the school before 9:00 a.m. with an explanation of the absence. The attendance line at Galloway School is **815-521-3191**.

Should we not receive confirmation of your child's absence, school personnel will contact the parent/guardian to verify the student's absence. We understand that students will be absent from school from time to time. Excused absences include illness, death in the immediate family, attendance at funerals and medical/dental appointments.

If your child is absent without valid cause for 5% or more of the previous 180 regular school attendance days (PA97-0218 effective July, 2011) or if tardiness becomes problematic, a meeting with the parent/guardian and school officials may be scheduled. If, after the meeting there is no improvement in a child's attendance, the district will file a truancy report with the Will County Truant Officer.

If a student is considered excessively absent during a school year, the district may require a doctor's note for each subsequent absence. If the doctor's note is not received the absence will be considered unexcused.

## **ARRIVALS:**

**BUS STUDENTS:** All Kindergarten, First and Second Grade students will enter through the front of the building and will proceed to their homerooms. The bell rings at 8:17.

Little Learners (car riders) will enter through door #42 at 8:25/12:25. The teacher will meet and escort the children into the building. Please stay in your car and follow the flow of traffic. The teacher will meet and escort the children into the building.

CAB and Early Childhood students will arrive at 7:55 and enter through the front of N.B. Galloway. A staff member will be there to greet the students and escort them to their classroom.

## **CAR RIDERS:**

**Kindergarten, First Grade and Second Grade** students are to enter the building through door #9. **PLEASE DO NOT DROP OFF STUDENTS BEFORE 8:15 A.M.** Parents are asked to stay in their car and follow the flow of traffic. Please stop to let your child out in front of door #9. Staff members will monitor this entrance. Students will be supervised in the hallways until the bell rings.

**CAB and Early Childhood** students are to enter the building through door #9. **PLEASE DO NOT DROP OFF STUDENTS BEFORE 7:55 A.M.** Parents are asked to stay in their car and follow the flow of traffic. Please stop to let your child out in front of door #9. CAB staff will greet your child and escort them to their classroom. If your child is **NOT** a regular car rider we ask that you notify the teacher in advance. A staff member will **NOT** be at the door unless we know a student will be dropped off there.

**P.M. Early Childhood** students can be dropped off at door #9. EC students should not be dropped off before 12:10. A staff member will monitor this door. Please park and walk your child to the door when dropping off and picking up.

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

**DISMISSAL:**

No one will be allowed to take students from the school busses at dismissal time. This is done to protect students and to keep bus schedules on time. The dismissal times are as follows:

- ✓ AM Early Childhood dismiss at 10:45 a.m. at door 1.
- ✓ AM Little Learners dismiss at 11:00 a.m. at door 42.
- ✓ PM Early Childhood dismiss at 2:40 p.m. at door 1.
- ✓ PM Little Learners dismiss at 3:00 p.m. at door 42.
- ✓ Kindergarten, First Grade, Second Grade, dismiss between 3:05 and 3:10 p.m.
- ✓ CAB students will dismiss at 2:40 through the front doors of the building. If your child is a car rider, please notify the teacher and follow the car rider procedures listed above. If you need to pick your child up early from school, please do so by 2:45 so as not to cause disruption to the dismissal procedures. If you do pick up your child early, please park and come to the front office to check your child out of school.

Each bus rider is assigned to a bus and a bus stop. The Transportation Director, Mr. Mike Schroeder, 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.**

If you find it necessary to pick up your child at dismissal, guardians will need to send a note to the school stating who is picking up the child. That person will need to come into the office and sign the student out. If a signed note is not received, any person requesting that a child leave with them (other than the legal guardians or custodial parent), will be asked to wait patiently while a phone call is made to verify the request.

**CAR RIDERS, WALKERS** 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.**

Drivers, please be patient! It is worth the extra few minutes that you have to wait when you think a small child might be hurt because you were in a hurry.

**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. Students will be called to the office by the principal or secretary for early dismissal. 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. in the office at the time of pick up. **If you must pick up your child early, please come prior to 2:45 so as to not impact our regular dismissal.**

### **LABELING BELONGINGS:**

Please label your child's belongings. Each year we end up with quite a few items that go unclaimed. These items include lunchboxes, sweaters, hats, gloves...etc. Items will be kept in the building until each major break, and then sent to charity.

### **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. It is difficult to compile homework prior to vacations. Due to the age of the children most work requires classroom participation.**

### **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, all of CSD17 is moving to 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.**

## **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 parent volunteers** per classroom party.

More parents may be required for field trips and it is up to the teacher to determine how many volunteers are chosen.

We know that parents love to document their child's experience during parties and field trips, but due to confidentiality of other students, **pictures or video taken by parents during these two occasions is prohibited**. The teacher may take photos as they are privy to which parents have signed the release and the use of those pictures will be for educational purposes only.

## **RtI Services:**

RtI services are provided for those children at NBG who have deficits in reading, language arts and math. Children are placed in the program after reviewing instructional data to determine their instructional level. Parents will be notified if their child is in need of additional support and the child will remain in the program until data shows they are performing at grade level.

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.

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

## **DISCIPLINARY PROCEDURES:**

To discipline with authority is to give life to learning – in developing a positive school climate, the positive approach to discipline takes into consideration the beauty of each student and provides an opportunity for each student to take an active part in his/her academic planning. NBG will provide a safe place where students can feel needed,

valued and responsible. Students need to learn how to act and speak with respect for each other. It is the school's responsibility to help develop persons who can build a good and decent society. In such an environment, students are responsible for their own behavior, academic success, and failures. Actions are owned by the individual student. They cannot blame the environment, parents or peers for their own behavior. Each student has the ability to choose. All students have the right to be in school and to become actively and productively involved in their own academic learning. Such an atmosphere creates a joint effort to learn, relate and experience.

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. Much positive reinforcement is used at NBG. However, when students choose not to follow the class procedures, consequences will occur. These consequences may begin with a simple reminder to the student. If a student chooses to continue behaviors that are not acceptable, those consequences will increase to such things as a time out period, action plans, calls to parents or, in serious cases, visits to the Principal's office. Consistency across the grade level will be maintained as much as possible.

## **BULLING & CONFLICT**

All forms of bullying are prohibited. We take bullying seriously and work closely with both children to rectify the situation and ensure safety for all students. It is important to note the difference between bullying and student conflict. When students are at odds with each other they are in conflict, neither one is bullying or being bullied. We handle student conflict through conflict resolution skills while working with both parties.

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 like friends and living kindly. We encourage students to problem solve with one another, but we are aware that young students need more guidance in practicing these skills.

Bullying, on the other hand, is when there is a **consistent victim** and a **lack of provocation/reciprocation**. Examples of prohibited conduct include name-calling, using derogatory slurs causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the teacher, social worker, principal or any other staff member. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences including but not limited to suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified.

Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

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.

Our School has developed "Channahon's Constitution." This is a matrix of school-wide expectations. 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 Indian Pride tickets or blue positive office referrals. 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.

Galloway has a school-wide goal for earning red tickets. Once we reach our goal, everyone in the school participates in a red ticket celebration.

## **LUNCHROOM ETIQUETTE:**

Students enter the lunchroom in line. Those purchasing lunch proceed through the line, get their food and then an employee will check to make sure the full components of a hot lunch are there. Those purchasing milk only, go through the same line. Food or drink may not be taken from the lunchroom. 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. Due to the number of students eating in the lunch room, we are unable to accommodate parents eating with their child.

Student conduct in the lunchroom shall be consistent with all the standards of good eating habits and table manners as practiced at home. Students will be allowed sufficient time to eat lunch. The time not used for eating will be spent in play and/or quiet relaxation either outdoors or in a classroom.

**ATTENTION – No carbonated beverages will be allowed during lunch.**

## **RULES FOR LUNCH AND OUTDOOR RECESS:**

The following guidelines are for your child's own safety. Please review them with your child and make sure he/she understands them.

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. This includes the floor.
6. Keep hands and feet to yourself.
7. Respect other students. No rough play such as tackling, pushing, fighting, etc.
8. Line up when the bell rings.

## **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., is 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.