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**CANTY ELEMENTARY SCHOOL**

**3740 N. PANAMA AVENUE**

**CHICAGO, IL 60634**

**TELEPHONE: 773-534-1238**

**FAX: 773-534-1236**

**CANTY, WHERE CAN'T IS NOT PART OF THE EQUATION**

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STUDENT NO. \_\_\_\_\_



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**ARTHUR E. CANTY SCHOOL**  
3740 N. Panama Ave.  
Chicago, Illinois 60634  
773-534-1238

Dr. Lucja Mirowska-Kopec, Principal

Ms. Collette Laurencell, Assistant Principal

**SCHOOL POLICIES - 2011- 2012 SCHOOL YEAR**

**PRINCIPAL'S MESSAGE**

It is our great pleasure to welcome you back to school. We hope that your vacation was fantastic and you are ready for new educational endeavors. We are extremely proud of the programs we offer at Canty and we encourage you all to make the most of your time with us.

The student planner has been designed for Canty students and their parents to serve several purposes. The information in this handbook is designed to acquaint you with Canty's educational program and to answer questions regarding school policies. The planner should be used by students as a study guide, an organizer, and a tool for learning study skills. There are places in this planner for teachers and parents to communicate and for teachers to check the school calendar. We are asking the parents to take time to read the policies and the procedures and join us in a partnership as we attempt to help your children grow educationally and socially. We are looking forward to a profitable and exciting year.

Sincerely,

Lucja Mirowska-Kopec, Ed. D.  
Principal

**VISION**

Canty School envisions a continued collaboration between staff, students, parents and community to achieve every child's greatest potential. We foresee that all Canty students will develop an intrinsic motivation to explore higher education and career opportunities while contributing to the community.

**MISSION**

Canty School encourages and nurtures an appreciation for higher education with an emphasis on the individual success of every child. We believe in providing a curriculum rich in academic excellence, technology, fine and performing arts, with the development of healthy social and emotional skills in a safe and least restrictive environment. The outcome of the Canty experience is well-rounded, respectful, responsible and productive global citizens.

**GENERAL SCHOOL INFORMATION**

**TELEPHONE DIRECTORY**

Main Office.....773-534-1238  
Attendance Line choose option 3  
Counselor choose option 4  
Lunchroom choose option 6  
Mail Office Choose option 7 or 0

**REGULAR BELL SCHEDULE**

Entry Bell ..... 9:00 a.m.  
Start of day for students, Opening Activities  
Period 1 ..... 9:10 - 9:50 a.m.  
Period 2 ..... 9:50 - 10:30 a.m.  
Period 3 ..... 10:30 - 11:10 a.m.  
Period 4 ..... 11:10 - 11:50 a.m.  
Period 5 ..... 11:50 a.m. - 12:30 p.m.  
Period 6 ..... 12:30 - 1:10 p.m.  
Period 7 ..... 1:10 - 2:00 p.m.  
Period 8 ..... 2:00 - 2:40 p.m.  
Patrol Bell, prepare for dismissal..... 2:40 - 2:45 p.m.  
Dismissal..... 2:45 p.m.

**SCHOOL HOURS**

Canty operates under a "closed campus" time schedule. Students begin classes at 9:10 a.m. and are dismissed at 2:45 p.m. Breakfast is available daily as students enter the building. Lunch is eaten in auditorium or classrooms for a twenty-minute lunch period. Students may bring lunch or buy lunch at school.

**Addison Branch is located at 8300 West Addison.** This is a primary building with our Early Childhood Special Education Classes and a Kindergarten Class. . They have an early start time at 8:45 a.m. The students are dismissed at 2:30 p.m.

**SCHOOL ATMOSPHERE**

We are proud to maintain a school atmosphere of Safety, Respect, and Learning. We want students, teachers, and parents to experience school as a very safe, violence-free environment. Communications between students, parents, and teachers should stand as models of respect and concern for each other. We want an academic setting that holds students, parents, and teachers to high standards. A safe and respectful school climate provides the right conditions for the school community to concentrate on learning.

## STUDENT ASSIGNMENT TO CLASSROOMS

Classroom membership at each grade level is determined in May at reorganization meetings, where teachers heterogeneously group students. The principal makes final decisions on student assignments. **Parent requests for specific classroom assignments will not be accepted.** Parents with concerns about the student assignment process should contact the principal.

## SAFE PASSAGE TO AND FROM SCHOOL

We are very concerned with students safe passage to and from school. Here are some safety tips for children walking to school:



- Crossing guards are present at Panama and Forest Preserve Dr., and at Irving Pk. and Paris, students are required to obey and cross with the crossing guard.
- Stay alert at all times while walking. Accidents happen most often when we are not paying attention.
- Parents need to designate the safest route. Refer to the Canty School map to determine the safest route. Children must always follow the designated route to school. Stay out of alleys and stay away from abandoned buildings.
- Never talk to strangers. Never accept rides from strangers. If someone you don't know offers you a ride, run away from him/her. Run to where there are other people. When you get home, tell your parents about what happened.
- If a stranger tries to grab you, run away and yell, "Help! This is not my Mommy (Daddy)!"
- Look for and obey traffic lights. Cross the street only when the sign says WALK. If there is not a WALK/DON'T WALK sign, then cross only on the green light.
- Especially watch out for cars making right turns on a red light.
- Always look both ways before crossing the street - look left, look right, look left again - then proceed carefully.
- Never run across the street; if you fell, you might not be able to get up in time. WALK.
- Always cross the street at the corner.
- Don't cross in the middle of a block.
- Don't walk between parked cars.
- Wear bright reflective clothing, especially during the winter months.
- Pay attention to traffic sights and sounds.
- Don't wear headphones on the way to school.
- Always follow the directions of the Canty Patrol Guard boys and girls when crossing streets at corners near school.



For children riding a school bus:

- While waiting at the bus stop, stay at least six feet from the street curb.
- **Never** walk behind a school bus or cross within ten feet of the front of the school bus.
- Always wear your seat belt.
  - Stay in seat at all times and, to avoid falling, only get up after the bus has come to a complete stop.
  - Always listen to the directions of the bus driver and bus attendant.
  - Always be quiet on the bus when it stops at railroad crossings.
  - Keep the aisles clear at all times and help keep the bus clean and safe for everyone.
  - **Never** throw anything out of the bus window and **always** keep your head, hands, and arms inside the bus.



For parents driving children to school:

- Obey all traffic safety rules.
- **Drivers must never block crosswalks.** (Police enforcement)
- **Drivers must not double-park.** (Police enforcement)
- **Drivers must have children enter and exit cars from curbside doors.**
- Do not cause problems by blocking traffic, getting in the way of school buses.
- Do not drop children off in the middle of the street or on the side of the street opposite to the sidewalk of the school entrance.
- Do not use the parking lot to load or unload children.
- Be patient and exercise caution.
- Parents dropping off or picking up students for the kindergarten should use the front entrance.



## PARENT CONFERENCES

Parents are encouraged to schedule a conference with their child's teacher whenever they have questions or concerns about their child's progress. A conference request may be made by sending a note to the teacher, and a mutually agreeable conference time will be arranged. Generally, parents should make a request at least one day in advance, and must report to the school office before proceeding to the teacher's room.



## STUDENT ARRIVAL AND DISMISSAL

Students should arrive at school between 8:40 a.m. and 8:50 a.m. since playground supervision is provided only during this time. On days of inclement weather, students will be allowed in the school halls. At 8:58 a.m. a bell will ring for students to line up at designated areas. At 9:00 a.m. a bell will ring for teachers to escort their classes into the school. Kindergarten students should line up at the Panama Street main entrance. First through eighth grade students should line up on the playground. Students may not go into the staff parking lot and must stay off the grass in front of the school. Students must stay on sidewalks when entering and exiting the school. The front entrance is not to be used by first through eighth grade students unless they arrive after 9:00 a.m., in which case they must obtain a pass in the office before going to their classrooms. Students in either mobile should come to the main building to obtain a tardy and we will take them to their classroom. Students should present a note from parents explaining all cases of tardiness.



## ATTENDANCE

Regular attendance at school is extremely important. Attendance is a part of the criteria for promotion. Parents of children who are absent from or late for school, should call the school office (773-534-1238) between 8:15 a.m. and 9:15 a.m. When calling in a child's absence parents should use Option 3 for the attendance line. You may leave a message in English, Polish, or Spanish. Someone will translate your phone call.

We will try to reach parents who do not call the school to notify us of their child's absence. A child returning to school after an absence must bring a doctor's note or a note from a parent explaining the absence. There are four acceptable causes for student absences: illness, death in the immediate family, family emergency, and observance of religious holiday. Students absent for any other reason or students returning without a note will be marked "truant" (absent without a valid cause) in the daily attendance book. All notes are retained in the office and are subject to being audited. Students in grades 3, 6, and 8, with over nine days of truancy, will not be promoted

Parents may request homework for an absent child when they call in the child's absence. A message will be given to the child's teacher. The homework assignments will be ready for pick-up in the office between 2:15 p.m. and 3:00 p.m.



## EARLY DISMISSAL

Early Dismissal from school is highly discouraged as it takes your child away from their education. Students who must leave school during the school day must have a note from the parent to the child's teacher stating the reason and the time for dismissal. The teacher will send the note to the office. Parents must come to the office to pick up their child. No child will be released from school without an authorized adult signing him/her out. Students will be released only to an adult over 21, who is listed on the emergency form.



## SCHOOL SECURITY

All parents and visitors must enter the school through the Main Panama Entrance only. All parents and visitors are required to report directly to the office and obtain a visitor's pass before reporting to any other location in the building, or the modular unit.

Weapons and dangerous objects are forbidden on school premises. All persons entering the school are subject to personal search and examination of their hand-carried possessions. Metal detector screening of students and their personal effects will be conducted periodically.



## PLAY LOT SAFETY RULES

School staff will only provide play lot supervision from 8:40 to 9:00 a.m. on school days, when students are outside. Students from grades K, 1 & 2 will be allowed to use the play lot. Please, report the presence of glass or other dangerous objects to school personnel. Be courteous and use common sense.

Play Lot Safety Rules:

1. Slides - No walking or running up; no hood perching; no side hanging; no going down head first.
2. Overhead Ladders - No balance beaming; no perching on top; no foot/knee hanging
3. Bridges - No rail balancing; no rail flip overs.
4. Track Rides - No boosting and/or pushing; no beam crossover hanging, climbing, or chinning; no whips; no rider riding; no upside down foot riding.



## BREAKFAST AND LUNCH PROGRAM

At the beginning of each year parents are asked to fill out a lunch form for each child assigned to the school. Based on the information provided on this form your payment status will be determined. Federal and state money are pending on these forms so it is very important to get them in quickly. We are participating in Breakfast in the Classroom. Students have the opportunity to pick up a breakfast bag as they enter the building and eat it at the beginning of the school day in their classroom



## FOOD SOURCES

The Department of Health and CPS prohibit the dispensing of food products that are prepared in private homes. Food served to children at school must be purchased at a store and prepared in an approved commercial kitchen. Parents must make arrangements with their child's teacher before sending any food to school.



## STUDENT LOCKERS

Lockers will be assigned by classroom teachers for student use. Book bags, purses, coats, and jackets are not allowed in classrooms and must be stored in lockers. No adhesive materials may be used to fasten items inside or outside of the lockers. Student locks will not be permitted on lockers.



## SCHOOL FEES

School fees will be charged for consumable instructional materials that students use during the school year. Parents are notified in advance of the cost of these items. Last June, students brought home a school fees letter indicating the amount of the fees. The total fee for this school year will be \$55.00. Please be prepared to send the **total fee** during the first week of school. Payment must be made by money order made out to Canty School or by cash. Money orders must include student names and room numbers. **Personal checks will not be accepted.** No student will be denied materials because of financial hardship. Determination of financial hardship will be made upon completion of a Student Fee Waiver Form. To request a waiver please send a written request to the main office.



## STUDENT ASSIGNMENT BOOKS

All students in grades 2-8 are required to have an assignment book to keep track of school and homework assignments. Students will have an opportunity to purchase "school agenda" assignment books for \$5.00 at school.



## GRADING SCALE

We are using a 10 point scale unless CPS requires a different breakdown.

100-90.....	A
89 - 80 .....	B
79 - 70 .....	C
69 - 60.....	D
59 and below .....	F



## HOMEWORK SUCCESS

Research shows that students who spend more time on homework do better in school. They also score higher on standardized tests. While schools are responsible for educating children, they cannot do it alone. Parents must work together with teachers to help children achieve their full potential. That is why parental involvement is at the heart of our homework policy. Parents must help their children succeed in school by becoming involved in their study habits. The following are suggested daily time allocations for teacher-directed homework assignments:

Kindergarten	15 minutes per day
Grades 1, 2, 3	30 minutes per day
Grades 4, 5, 6	45 minutes per day
Grades 7, 8	90 minutes per day

Additionally, the following parental activities should be included in planning and structuring time for homework:

Kindergarten	15 minutes per day of parent reading to their child and other activities designed to reinforce teacher-assigned homework
Grades 1, 2, 3	30 minutes per day of parent reading, writing, and listening activities
Grades 4, 5, 6	120 minutes per week of parent involvement in home based activities which could include visits to museums, libraries, etc., and in assisting with long-term assignments such as book reports, creative writing, etc.
Grades 7, 8	120 minutes per week of parent involvement in home-based activities which could include research papers, projects, and creative writing activities



## GUIDELINES FOR PROMOTION

Promotion decisions are based on successful completion of curriculum, on attendance, on satisfactory conduct, and on performance on the Illinois State Achievement Test (ISAT). Students at benchmark grades (3-6-8), whose scores are at or above the 24<sup>th</sup> percentile (National Percentile Ranking) in reading and math, having passing classroom grades in reading and math of C or better and have no more than 9 days of unexcused absences shall automatically be promoted to the next grade level. 8<sup>th</sup> grade students must also receive a "C" or better in writing or pass the District Writing Assessment given in Spring. Students who do not achieve promotion criteria will be required to attend and successfully complete summer school programs. *From Guidelines for Elementary School Promotion of 2010-2011.* The new *Guidelines for Elementary School 2011-2012* will be distributed when we receive them.



## HONOR ROLL CRITERIA

The year-end honor roll lists are based on grades received in all four quarters. Students qualify for the "A/B" honor roll by receiving A's and B's in all subjects, while receiving no check marks for all four quarters. Students qualify for the "A" honor roll by receiving A's in all subjects, while receiving no check marks for all four quarters.



## DAMAGE TO BOOKS AND PROPERTY

The cost of our schoolbooks and equipment has increased substantially over the years. Many textbooks cost over \$60.00. Students must take care of schoolbooks and equipment. Should a student lose a new textbook, the student will be responsible for the full cost of a brand new book. If the book is damaged in any way beyond normal wear we will assess an appropriate replacement fee. Students are expected to put book covers on all schoolbooks.



## DRESS CODE/GYM UNIFORMS

Students are expected to dress appropriately for school. Clothing with holes and inappropriate writing will not be allowed. Skirts and shorts should be fingertip length. Shirts and blouses must have sleeves and completely cover the torso. Clothes should not be baggy and should not hang low enough to show undergarments. Canty logo wear may be worn at any time. Logo wear can be purchased/ordered at the Open House in September. Please consider safety and comfort and when selecting your child's clothing.

Gym uniforms consist of dark or Canty sweat pants or shorts, white or Canty Cougar T-shirts, and gym shoes. Students cannot participate in gym if they do not wear gym shoes. This will affect your child's grade.



## STUDENT CODE OF CONDUCT

The Student Code of Conduct is strictly enforced. A copy of the revised code for 2011-2012 will be sent home as soon as it becomes available. Permanent markers and laser items are prohibited and listed in the Student Code of Conduct book.



## RADIOS, TAPE PLAYERS, ELECTRONIC TOYS, CELL PHONES

These items are not allowed at school. Students should not bring them to school. NOTE: Laser pointers, pagers, cellular telephones, and other electronic paging devices are strictly prohibited unless there are special circumstances.

The Canty Cell phone policy reflects the Chicago Board of Education's policy on cell phones.

Before a child is allowed to have a cell phone at Canty a written request, by a parent/guardian, must be given to AND approved by the Principal.

While students are in the building, during, before or after school hours, cell phones are ONLY allowed to be in the students' backpacks Turned Off! Cell phones are not allowed to be taken out of students' backpacks or turned on until the students have left the building. If a student is caught not abiding by these rules the following consequences (taken from Chicago Public School's Student Code of Conduct, code 2-12 will be strictly enforced.:

- 1<sup>st</sup> offence: Phone is taken away-Parent must come and pick-up
- 2<sup>nd</sup> offence: Phone is taken away - Parent must come and pick-up - Student receives one week detention.
- 3<sup>rd</sup> offence: Phone is taken away - Parent must come and pick-up - Student receives In-school suspension

It is a choice of the student and/or family to have a cell phone at school. We are not responsible for lost or stolen cell phones or other electronic devices.



## BULLYING BEHAVIORS



Bullying is not tolerated at Canty. According to the CPS Student Code of Conduct book bullying is all acts of repeated intentional behavior that occurs in order to intentionally harm others through verbal or non verbal harassment, physical assault, or other more subtle methods of coercion. This includes sending threatening/abusive emails or cyber bullying.

Last year, we have seen an increase in cyber bullying. Please watch what your children are posting on social networks like facebook. No child should feel threatened. Please let us know of any acts of bullying so we may stop it before it expands.



## SPORTS/ACTIVITY ELIGIBILITY



Students must meet certain academic requirements for eligibility in Canty's extracurricular activities, which include all sports teams, Student Council, Choruses and Talent Show. Students must not have any F's to remain on a team or club. Individual assessment of student conduct and behavior will also affect eligibility. Classroom teachers will evaluate student progress at the end of each quarter and at the end of each five week period. Students determined to be ineligible will be removed from the activity until the next five week evaluation. Ineligible students may not attend practice sessions nor participate in extra-curricular events. If a student is determined to be ineligible then each coach/program leader determines the term of their non-participation. In some cases they may be removed permanently from a sport or program. School attendance is also important and is taken into consideration. **At no time** can a student participate in an afterschool activity or program if they were absent during that same regular school day.



## PARENT ORGANIZATIONS

The **Canty Parent Teacher Club (CPTC)** promotes school goals through educational, social, and fundraising activities directed toward parents, teachers, and students. All parents are urged to join and participate in these groups' activities.

The **Canty Local School Council (LSC)** is comprised of six parents, two teachers, one staff member, two community representatives, and the principal. The LSC's responsibilities include school budget approval, school improvement plan approval, and principal selection. LSC members are elected every two years. We encourage all parents to attend LSC meetings. The meeting dates for the 2011-2012 school year will be sent home in September 2011 and can also be found on our webpage and monthly newsletters.

The **Bilingual Advisory Committee (BAC)** is comprised of parents of students whose children participate in the bilingual program. They typically meet bi-monthly. You can contact Mrs. Mielcarek for more information



## VOLUNTEERS

Parents are encouraged to volunteer at Canty. We regularly need tutors for reading and mathematics. We also need volunteers for office work, as well as crossing guards around the school. If you are interested in volunteering your time and skills at Canty please contact Ms. Laurencell, assistant principal. All volunteers must complete an application, which includes a background check and certification of freedom from Tuberculosis.



## MEDICATION POLICY

The only medications to be administered in school, during school hours, are those prescribed by a doctor and are absolutely necessary for the critical health and well-being of a student. If it becomes necessary for your child to take medication at school, there are certain procedures that must be followed. The following is a brief explanation of the Board of Education's revised policy. This policy is designed to reduce the number of medications given in school, and at the same time, assure safe and therapeutic administration for those students who require them. If you would like a more detailed copy, please see the school nurse or principal.

1. Two forms must be filled out, one by the doctor and one by the parent. These forms state that the student, under supervision, can self-medicate. This is necessary because there is not a nurse in the building on a daily basis to administer medication.
2. These forms will be given to the school nurse. If necessary, the nurse will confer with the doctor and/or parent to determine if the time of administration can be adjusted so that it doesn't have to be given during school hours.
3. If the student must take medication in school, it will be brought to school in the labeled prescription bottle. This must be brought to the school by the parent, not the student.
4. The medication will be kept in a locked drawer or cabinet, as designated by the principal. The student will take the medication at the appropriate time under the supervision of the principal's designee.
5. The doctor's and parent's request forms must be renewed whenever there is a change in the medication or on a yearly basis.
6. Medication will not be administered if the required forms are not supplied, if the parent refuses the school access to the doctor or medical records, or if the nurse and the student's doctor agree it is not medically necessary.
7. Medication may not be administered if the student continually refuses to accept medication, the parents fail to provide medication in the appropriately labeled container or refuse to deliver the medication to school, or there is an adverse reaction to the medication.