



2014-2015

# William H. Ray School

## PARENT GUIDE



5631 S. Kimbark Ave  
Chicago, Illinois 60637  
[www.ray.cps.k12.il.us](http://www.ray.cps.k12.il.us)

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# School Handbook

## 2014-2015

### **Welcome Note**

We are excited to welcome you to the 2014-2015 school year! This handbook provides details about the upcoming year.

### **Chicago Public Schools Vision**

Every Chicago Public Schools student in every neighborhood will be engaged in a rigorous, well-rounded program and will graduate prepared for success in college, career and life.

### **Ray School Mission**

The mission of Ray School is to provide a challenging academic program that incorporates learning through the integration of research-based curricula and technology. We promote the education of our diverse student body, including students with special needs, in the most appropriate, inclusive environment. We are committed to recognizing and encouraging parental involvement and support.

## Continuous Work Improvement Plan (CIWP)

Our academic growth goals, as described in the 2014-2016 CIWP, are as follows:

1. Increase teacher capacity to deliver high quality literacy instruction by (a) providing PD and peer observation opportunities through the school, network (schools) and citywide focusing on CCSS integration. (b) engaging students in rigorous CCSS texts that encourage close reading, text analysis and comparisons; (c) Using formative, summative and on-going progress monitoring strategies to measure student understanding thereby addressing deficits and strengths.
2. Increase teacher capacity to deliver high quality mathematics instruction by (a) providing PD and peer observation opportunities through the school, network (schools) and citywide focusing on CCSS integration. (b) engaging students in rigorous CCSS that encourage problem solving and perseverance in solving problems rather than application and rote memorization of formulas; (c) Using formative, summative and on-going progress monitoring strategies to measure student understanding thereby addressing deficits and strengths.
3. Increase teacher capacity to deliver high quality science instruction by (a) providing PD and peer observation opportunities through the school, network (schools) and citywide focusing on NGSS integration. (b) engaging students in rigorous NGSS that encourage problem solving and perseverance in solving problems rather than application and rote memorization of formulas; (c) Using STEM to solve real-world problems.

## Arrival

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- Kindergarten through 5<sup>th</sup> Grade will line up at the North Playground doors by 56<sup>th</sup> and Kimbark
- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> will line up by the glass doors near the West playground

Operation P.O.P. was created to provide a safe, orderly, and efficient way for students to get to and from school each day. Ray has implemented a Kiss & Go area on 56<sup>th</sup> St. to make it easier for vehicle drop-offs. We need everyone's assistance to make this program a success, and more importantly, to avoid any tragic accidents.

▫ ALL pedestrians must use designated crosswalks. PLEASE no jaywalking by parents or children.

▫ Drivers who wish to park and walk students into school (a great option – preferred especially for younger students), please plan to park on 55<sup>th</sup> street near the school. (Parking is very limited around the school)

▫ The driver does not need to park or get out of their vehicle. Please pull up into the designated Kiss & Go area as close as you can, out of the traffic lane.

▫ Kiss & Go volunteers will be stationed at the drop off area to assist quick exit from vehicles, and are happy to help grab gear from front/back seats or the trunk so the driver can remain in their vehicle and keep the line moving. Just let us know how we can help!

▫ Students exit vehicles directly to the sidewalk, curb side

Non-drivers who help students walk, bike, and scooter to school: Keep doing what you're doing!

### Points to remember:

▫ Always exit curbside and always use crosswalks

▫ Absolutely no parking in Ray School Parking lot -or in the Kiss & Go lane.

▫ Please do not park on in front of the school on Kimbark as these spots are needed for school buses.

### Bicycle Racks

Stay safe by observing bike safety rules and crossing at intersections. Please cross where there is a crossing guard or designated crosswalk. Bike racks can be found in the back of school.

Parents and guardians of Kindergarten age students are strongly encouraged to allow time to park (if driving) and walk their students to class.

### Bus Safety & Policies

The school bus is an extension of the school. While on a school bus, either traveling to or from school, or on a field trip, students are expected to conduct themselves as if they were still in the school building.

Students are to be seated with seat belts fastened the entire time they are on the bus. Students are encouraged to use this time to read or socialize with fellow bus riders. To accommodate this, students need to keep their voices to a conversational level and respect those around them.

## Attendance

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Daily attendance is important because it maximizes learning time. It also helps with school funding and helps maintain a school rating.

As defined by the School Code of Illinois, Chapter 122, Section 26-2a, a “truant” is defined as a child subject to compulsory attendance who is absent without a valid cause. Please review valid causes in the CPS Attendance Policy, given to each family in early September.

Children who go on family vacations or other family events on a school attendance day are considered truant. They will not be given work in advance or be allowed to make up missing work. Vacations and family events should be scheduled to avoid this loss of learning opportunity.

If your child is going to be absent, it is important to inform the school. Please call the office at 773-535-0970 by 8:30 am. When your child returns to school, a written note must be sent stating the reason for the absence. Even if you have called the school, you must still send a note. Board policy requires a written excuse from the parent stating a valid reason for the absence prior to changing an unexcused absence to an excused absence in the system.

After 5 and 10 days of unexcused absences, a notice will be sent by the school to the parent/guardian. 9 days of unexcused absences results in mandatory summer school for 3rd, 6th, and 8th graders.

### Absentee Form

A new template is available on our website. While use of this form is not mandated, we think it will make it easier for parents, teachers, and the office to make documentation of absences more systematic and routine.

### Days of Non-Attendance

Please refer to the CPS citywide calendar of student non-attendance days.

### Tardiness

Student can enter the building at 8:20 if eating breakfast, and 8:40 with their teachers / class. Students who arrive at or after 8:45 am will be marked Tardy. Tardy students are to report to the security desk to obtain a Tardy Pass.

Teachers are required to take attendance electronically when the school day starts. If a child has not arrived, s/he is marked absent. The system automatically enters all absences as unexcused. When a child arrives late, the office makes the attendance correction to tardy. Besides the obvious safety concerns for knowing who is and isn't in the building at any given moment, tardiness must be tracked and documented to ensure children who are tardy do not retain unexcused absences in their record. For this reason, children who are tardy are required to stop at the security desk and obtain a tardy slip prior to going to class.

By Board policy, students who arrive more than 1 hour late are marked as a half-day absence.

Tardiness damages a child's ability to have an organized, coherent start to the school day. S/he has missed the opening activities and learning, the chance to organize materials and prepare for the day, and other introductory or transition supports from the teacher. If your child is repeatedly tardy (more than 5 times per quarter), a parent will be required to have a conference with the principal.

## **Before/After School Extra-curricular Activities**

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Ray School strives to provide students with opportunities to engage in competitive activities geared toward building teamwork and physical development. All students in grades 5 and above are eligible to participate in CPS sanctioned sports. To remain eligible students must:

- Maintain a C or above in all classes
- Abide by the CPS Code of Conduct
- Maintain good behavior & demonstrate good citizenship

Failure to adhere to these expectations will result in a suspension or dismissal from the team. Such decisions will be made by administration in conjunction with the coach. All necessary forms for student participation must be submitted prior to the beginning of the sport's season.

## **Celebration Policy**

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### **Birthday Celebration Policy**

Birthday celebrations vary by grade level. Teachers should encourage parents to donate a book, pencil, or any non-perishable item to the class/students in honor of a student's birthday. Please see below:

- Pre-Kindergarten: Students can bring treats / trinkets on their birthday.
- Kindergarten – 2nd Grade: Student birthdays are celebrated on the last Friday of the month.
- 3rd – 4th Grade: No birthday celebrations.
- 5th Grade: Student birthdays are celebrated on the last Friday of the month.
- 6th-8th Grade: No birthday celebrations.

The CPS Healthy Snack and Beverage Policy requires that schools only provide foods and beverages of minimal nutritional value twice a year. Food is also not permitted to be used as a reward. Goodie bags, balloons, favors, and or invitations are not allowed or permitted for distribution during the school day.

### **Holiday Celebration Policy**

Our current holiday policy states that classrooms are urged to study and learn about various holidays throughout the year. No formal celebrations will be conducted in the classroom. We encourage parents and family members to contact teachers and volunteer to come into the classrooms and share their experiences from the holidays as well.

## **Confidentiality Rights**

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All students have a right to confidentiality; therefore, no information will be released about any student except to that student's parent.



## **Dismissal & Late Pick-Up**

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- Kindergarten through 5<sup>th</sup> Grade is dismissed through North Playground doors by 56<sup>th</sup> and Kimbark
- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> are dismissed from the glass doors at the West playground.

It is important that you pick your child up on time, as we have many after school programs and a busy staff. Late pick-ups should only occur in emergency cases.

Please call and let the office know if you are running late and your child will be waiting in the main office when you arrive. If parents are continually late to pick up their child, a meeting will be scheduled with administration to discuss the issue.

### **Change in Pick-up Routine**

Primary grade children must have written permission by a parent or guardian to be picked up by someone other than persons listed on the emergency form kept on file in the office. A note must be sent with the student in the morning and given to the teacher indicating who will pick up the student. The office will not accept phone calls for pick-up arrangements. If your child will not be attending his/her normal after school program, please inform the school in writing.

### **Early Pick-Up**

In the event your child needs to be picked up early from school, parents must enter required information in the logbook in the office. Remember that when a child misses more than one hour of school, it is considered a half-day absence. A child may only be released to a legal parent or guardian listed on the Emergency Contact Form. Please come to the main office, not your child's classroom, to pick your child up early.

## **Dress Code**

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Ray School expects students to show good judgment when selecting clothing for school. Clothing, hairstyles or other adornment may not interfere with the health and safety of any student and may not disrupt the educational process of the school. Items of clothing worn by students, which are found to be offensive, questionable, or suggest a double meaning are not allowed. Students wearing such attire will be asked to call home so that a parent can bring appropriate clothing to school.

Head coverings for any kind are not allowed in the building unless for religious reasons.

### **Gym Dress Code**

On gym days, students must have gym shoes. Students in grades 6-8 are required to wear the Ray gym uniform along with their gym shoes.

## **Emergency Forms**

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- Please ensure that the school has reliable emergency contact information and reliable back-up contact information.
- Please be sure all correct information is included on the district form.

## **Emergency School Closings**

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Please check local radio and television stations for up-to-date announcements regarding school closings. In the event of an emergency at Ray, which results in the evacuation of the building, students will be relocated.

## Fees

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Student fees for the 2014-15 school year are \$85.00. This fee is used to purchase consumable Everyday Math materials, magazines, and on-line student subscriptions. Student fees are mandatory. Waivers are available. To request a waiver submit a completed waiver form, available upon request, and include proof of income such as a pay stub, W2 form, or tax return. Each decision is based on evidence submitted.

## Food Service, Health and Fitness

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Ray is "Going for Gold" as far as its health and fitness efforts. Please support us by refraining from sending candy or unhealthy snacks to school. Soda pop is never permitted. Teachers only allow gum as a tension reliever during testing, or through classroom essential agreements. so please do not send gum to school. Nutrition information about the school breakfasts and lunch is available at the link

Please have regular discussions with your child about not wasting food. Volunteer to come help manage the breakfast clean up if necessary.

## Field Trips

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When students are on field trips, they represent Ray School. We want everyone to remember our students are Ray School ambassadors. During a field trip, students must follow Ray school rules, bus rules, and the rules and procedures of the site visit. The teacher has complete authority to deny field trips to students who do not follow rules.

Field trip permission forms are sent home well in advance of the trip. Deadline dates that appear on each trip's form will be binding. Submitting a permission form after the deadline will result in your child's inability to participate in the trip. Field trips must be pre-approved by the CPS Central Office, including, the Bureau of Risk Management. The school must supply accurate information. Last minute submissions were not identified participants at the time of the application are not approved to attend.

## Grades and Grading

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Report cards are given to parents quarterly. For the first and third quarter, parent will pick up report cards at parent teacher conferences (Nov. 12 and Apr. 7). For the second and fourth quarters, report cards are sent home. There is a progress report sent home at the five week mark of every quarter. Students should be given 1 day for every day of absence for make-up work. Late work should be accepted, but determine a consistent grade level expectation that includes amount of points lost and final acceptance date.

### Grading Scale

100-90% = A                      89-80% = B                      79-70% = C                      69-60 = D                      59% ↓ = F

Parents are encouraged to monitor their children's participation and progress in assignments through CPS Parent Portal website: <https://parent.cps.k12.il.us>

### Homework Expectations

Homework expectations will vary by grade level.

- Kindergarten: Students will receive homework packets on Monday, which will be collected on Friday
- 1st-2nd Grade: Students will receive nightly homework Monday-Thursday
- 15 minutes of reading



- Math worksheet
- SW practice
- Vocab & Writing
- 3rd Grade: Students will receive nightly homework and vocabulary
- 4th Grade: Students will receive homework packets on Monday, which will be collected on Friday
- 5th Grade: Students will receive nightly homework Monday-Thursday
- 6th-8th Grade: Students will receive nightly homework Monday-Friday

Homework is a valuable aid that helps to strengthen the experiences students have in school. Homework is useful in reinforcing and extending what has already been learned. It prepares students for upcoming lessons, teaches responsibility, and helps students develop positive study habits. Homework should enhance the child's growing independence as a learner and help them to develop self-discipline and organizational skills.

### **Assessments**

A balanced assessment system is a core component of a high quality instructional program that serves all learners. It effectively measures the depth and breadth of student learning and monitors students' progress towards college and career readings. It was a key component in planning for differentiated instruction.

### **Home/School Communication**

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Report Card Pickup Days are scheduled at the end of the 1st and 3rd marking periods. If you desire a more in depth conference or a conference at any other time, email a request or leave a message for your child's teacher at the office requesting a conference.

Many problems can be solved by working collaboratively with your child's teacher. However, there may be times when more intervention is needed. A parent or teacher may request additional support from our counselor, social worker, or administrator. Remember, we all want what is best for our children. The school needs to consider the needs of every child in the problem solving process.

As each instructional minute is important, there is a need to eliminate interruptions. Classroom observations and volunteering need to be cleared in advance with the teacher, as well as the office. Entering into a classroom without having completed this process is considered to be trespassing; and, therefore, a security breach.

It is recommended that you stay in close contact with the school by:

- Attending the PTA and LSC meetings, joining committees, and/or volunteering at the school
- Reading all information that comes home with your child
- Helping your child talk about and reflect on his/her school day
- Visiting our web site

### **Open House**

Open Houses will provide an opportunity for parents to learn more specifically what units of study, curricular expectations, homework, and assessment can be expected for every grade.

### **Illness/Accidents at School**

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If a child becomes ill or is injured during the school day, the school will contact the parent or person indicated on the student's emergency form. It is critical to keep the school updated of any changes in address or telephone numbers should we need to find you in an emergency.

## Medicine at School

Please contact the office if your child has a condition that requires medicine to be administered during school time. A doctor's verification and order are needed for any student to take or be given medicine at school.

Students may not bring, self-administer, or pass to another student any non-prescription medication. A parent may administer such medicines to his/her own child in the school office.

## Internet and Cell Phone Policies

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All Ray teachers, students, and parents must comply with CPS policies and standards regarding use of the CPS Network. That said, teaching appropriate, safe, and responsible use of the Internet and cell phones will open up resources for learning in unprecedented ways. College curriculum, connecting with experts, instant information to inform the direction of an inquiry, survey tools are all free and accessible.

We urge families to keep cellular phones and other electronic devices at home. If it is necessary for a student to bring a cell phone, mp3, gaming device, or any other electronic device to school, the device should be turned off and put away (in lockers or bags). If a student is using a cell phone in class, a teacher is allowed to collect the phone. If a student does not give up the phone when asked, parent will have to pick up the phone from the main office.

## Personal Property

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Students are responsible for their personal property, and are encourage to label all items. Please check the lost and found located in the lunchroom annex periodically for missing items. Unclaimed items will be donated to a charity quarterly.

## Recess and Lunch

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Students take recess and lunch on the following schedule:

Time	Lunch		Recess	
11:00-11:20	Kdg - lunch		2 <sup>nd</sup> - recess	
11:20-11:45	1 <sup>st</sup> - lunch	2 <sup>nd</sup>	kdg - recess	
11:40-12:00	3 <sup>rd</sup> - lunch		1 <sup>st</sup> recess	
12:00-12:25	4 <sup>th</sup> - lunch	5 <sup>th</sup> - lunch	3 <sup>rd</sup> - recess	
12:25-12:50	7 <sup>th</sup> - lunch	8 <sup>th</sup> - lunch	4 <sup>th</sup> - recess	5 <sup>th</sup> - recess
12:50-1:15	6 <sup>th</sup> - lunch		7 <sup>th</sup> - recess	8 <sup>th</sup> - recess
1:15-1:40			6 <sup>th</sup> - recess	

Students will have outdoor recess unless there is in clement weather, or temperatures drop below 15° with wind chill. We appreciate and welcome any parent volunteers to help with recess & lunch.

## Ray Local School Council (LSC)

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Chicago Public schools have Local School Councils (LSC) which are responsible for three main duties:

1. Approving how school funds and resources are allocated
2. Developing and monitoring the annual School Improvement Plan (CIWP)
3. Evaluating and selecting the school's principal

Local School Councils include the following members:

- 6 parents
- 2 community members
- 2 teachers
- 1 non-teacher staff
- School's principal
- Student representative (high school only)

Ray School's LSC has all the upcoming school year's dates for meetings planned and are posted on the Ray School website. All are welcome and encouraged to attend all meetings.

## RAY PTA & Friends of Ray

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Main objectives:

- Fund raising and
- Before, during and after school curriculum enhancing activities
- All are welcome to join
- Meetings are held monthly, see the school web site for dates and times

So what can you do? Join the Ray PTA. Support their events. Volunteer for something they are doing. Get involved.

## Visitor's Policy

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All visitors must report immediately to the security desk / main office upon arrival to sign-in and obtain a Visitor's Pass. The Visitor's Pass must be worn and visible at all times and visitors must check-out upon departure. If you want to set-up a conference with teacher, please schedule an appointment ahead of time.

Visitors should keep in mind that we want to avoid any disruption to the educational process and protect the safety and welfare of the students and staff. Therefore, visitors should adhere to the same code of conduct as students and staff. The administration reserves the right to revoke a visitor's privilege if the policy is violated.

## Volunteers

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At Ray, we encourage and appreciate parent support. Parents are invited to volunteer and coordinate participation in the classroom with teachers, and to accompany children on field trips. Per CPS request, all individuals who wish to volunteer must fill out a Parent Volunteer packet prior to being allowed to volunteer. The main office will coordinate paperwork with parent volunteers. This includes training that is needed. The necessary forms can also be accessed via following: The necessary forms can also be accessed via the following:

[http://www.cps.edu/Documents/Resources/volunteer\\_application.pdf](http://www.cps.edu/Documents/Resources/volunteer_application.pdf). Volunteers are limited to parents and family of current students. In addition, the principal's signature is required.

**WILLIAM H. RAY ELEMENTARY SCHOOL  
ORGANIZATION**

PreK	405	Bethanie Smith
PreK	411	Mandi Heiser
PreK	413	Jane Averill /Terri Robinson
Kindergarten	101	Heidi Burks /Alexis Ralph
Kindergarten	102	Shalini Prasad-Heintz
Kindergarten	104	Rebecca Maltz
Grade 1	112	Rebecca Graham Weinberg
Grade 1	114	Stacy Horgan
Grade 1	115	Heather Hall
Grade 2	212	Michelle Webb
Grade 2	214	Gabriel Sheridan
Grade 2	215	Jean Clement
Grade 3	201	Cynthia Annorh
Grade 3	202	Chandra Garcia
Grade 3	204	Abigail Markert
Grade 4	206	Mikyra Toney-James
Grade 4	207	Jenny Wejman
Grade 4	209	LaDonna Pitts
Grade 5	312	Eleni Lemberis
Grade 5	314	Allison Krecik
Grade 5	315	Penney Jacks
Grade 6	301	Patrick Papczun (Math/SS)
Grade 6	302	Amanda Glassgco (ELA/Science)
Grade 7 (homeroom)	307	Sharece Johnson (ELA)
Grade 7 (homeroom)	310	Remi White (SS)
Grade 8 (homeroom)	309	Keisha Shaw-Nobles (Science)
Grade 8 (homeroom)	304	Falalit Shokunbi (Math)
SPED Primary	510	Roberta Gamboa
SPED Intermediate	205	Dara Hatten
SPED MS	305	Kim Chapman
SPED MS	313	Natthan Florell
SPED Multisensory (Primary)	511	Mary Kane
SPED Multisensory (Intermediate / MS)	210	Star Breit
Hearing Impaired - PreK	502	Ruth Ready
Hearing Impaired - Inter	213	Lori Gordon
Hearing Impaired - MS	208	Yolanda Price
Physical Education	Gym	Antonia Perez
Physical Education	Gym	Saeward Jones (T, TH, & alt F)
Art	503	Lori Dana

WILLIAM H. RAY ELEMENTARY SCHOOL  
ORGANIZATION

Music	Music	Anita Walker	
Spanish	512	Willie Walters	
Library	Library 515	Linda Collins	
Counselor/Case Manage	107	Brenda Rogers	
ESL	106		
Speech	105	Molly Schreiner	M-T-W-TH-F
PT	303	Terri Wall	M-T-W-TH-F
Audiologist	303	Phyllis Cole	M-T-W-TH-F
Nurse	423	Glenda Huff	M-T-W-TH-F
Psychologist	313	Angela Bermudez	M-T-W-TH-F
Social Worker	313	Janie Letino / Aura Bricker	M-TH-F
Office Staff	Office	Colleen McFarlane	
		Sonia Vergara (Treasurer)	
Building Engineer	Boiler Room	Chris Allen	
Security	Security Desk	Officer Reed (AM) /Officer Davis (PM)	
Food Services Manager	Cafeteria	Maryann Gauden	
ESP		Joel Jackson	
PreK Assistant	405	Maggie Alvarez	
PreK Assistant	411	Teqwiya Moore	
PreK Assistant	413	Rachel Greene	
SECA	210	General Clark	
SECA		Karen Bynum	
SECA		Rachel Craig	
SECA		Vista Hood	
SECA		Pushpalata Dittakav	
TA		Jadranka Hrvojevic	
Child Welfare Attendant		Lorettea McCaulery	
Bus Aide		Cherrylita Turner	
Food Services Cook	Cafeteria	Wykesha Johnson	
Food Services Porter	Cafeteria	Chris Taylor	
Luchroom Attendant		Patricia Brown	
Custodian		Michael Brimmer	
Custodian			
Custodian			

This Organization Chart is Subject to Change