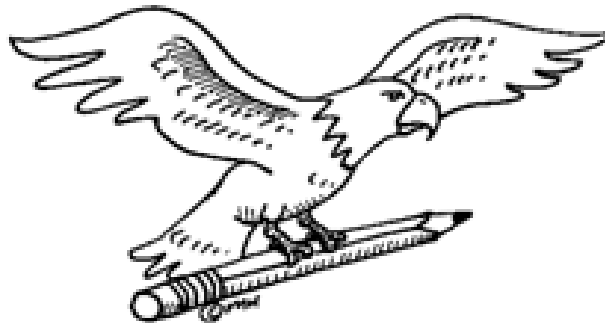


Ellis Elementary School

Parent and Student Handbook 2021-2022

ELLIS ELEMENTARY SCHOOL
222 S. Central Ave.
Rockford, IL 61102
(815) 966-3909

Principal, Taren R. Turner
Assistant Principal, John Schmelzer



Dear Parents/Guardians and Students,

I am excited to welcome you to the 2021 – 2022 school year! Ellis Elementary School is a place where students, parents, staff, and community members share the responsibility for each child's education. We value your child and work to fulfill our responsibility and commitments to provide learning opportunities in a safe, non-threatening, and positive environment. The environment at Ellis is respectful, responsible and safe.

The partnership between the Ellis staff and families is critical to the success of students. Collaboration between teachers and parents/guardians is important for student learning. We invite you to be involved whether it be volunteering within the school, active with our PTO, or attending school events including Parent Teacher Conferences.

On behalf of the faculty and staff at Ellis we look forward to working together to assist your child in having an educational experience filled with knowledge, excitement, and growth. This handbook explains building procedures and expectations at Ellis and is supplemental to the Rockford Public School's Parent/Student Handbook. If you have any questions or concerns, please do not hesitate to call me at 815-966-3909.

Respectfully,

Ms. Taren R. Turner

Rockford Board of Education

501 7th Street
Rockford, IL 61104
815-966-3000

Rockford Public Schools focuses on college and career readiness for all of its students. It is among the largest school districts in Illinois and the second-largest employer in the Rockford region. RPS 205 strives to be the first choice for all families.

Mission

Collaboratively engage all students in a world-class education.

Vision

Be the first choice for families.

Motto

Shaping Tomorrow Today

Ellis Elementary School

222 South Central Avenue
Rockford, IL 61102
815-966-3909

Ellis is a school where we develop the “Whole Child” through teaching Growth Mindset and Social/Emotional Learning in a Rigorous and Engaging Learning Environment.

2021 – 2022 Important Dates

September 2 – First Day of School

September 6 No School – Labor Day

September 9 – Open House 5:00 p.m. – 7:00 p.m.

October 11 No School – Columbus Day

November 11 No School – Veterans Day

November 24 – 26 No School – Thanksgiving Break

December 3 End of Trimester

December 20 – 31 No School – Winter Break

January 17 No School – Martin Luther King Day

February 4 No School – Teacher Institute

February 21 No School – Presidents Day

March 11 End of Trimester

March 21 – 25 No School – Spring Break

April 15 No School – Good Friday

April 29 No School – Teacher Institute

May 30 No School – Memorial Day

June 9 Last Day of School

June 10 – 16 Emergency Days if Needed

General Information

School Visitors

Due to safety precautions related to the Covid-19 pandemic, all visitors must wear a face mask. All visitors must check in and out at the office and wear a school badge while visiting. All doors are locked during the school day. Please have your identification with you. For the safety of our students and staff we must take precautions and ask that you follow them when visiting the school.

Volunteering

A volunteer packet must be filled out by all adults who would like to volunteer to help within the school. Please pick-up a packet from the main office. Please allow up to one week to process applications.

Student Sign In/Sign Out

Students must be signed in by a parent or guardian when arriving to school late. Students must be signed out by a parent or guardian when leaving school early.

School Operations

Arrival Time

The school day begins at 8:30 a.m. Students are allowed to enter the building at 8:05. Students who arrive after 8:30 are tardy and must report to the office for a pass. Please call the office by 8:00 a.m. at 815-966-3909 so that attendance can be accurate when your child will not be in school. According to Illinois law, all students must be in school unless they have an excused absence.

Tardiness

Due to the importance of having students at school on time for academic success, there may be consequences if a student is consistently tardy. A student is counted as tardy unless he/she is in the classroom by 8:30 a.m.

Dismissal Time

The school day ends at 2:55 p.m. Students will not be dismissed before 2:55 p.m. without a written or personal request from a parent/guardian. Students will not be allowed to leave with an unidentified person. Please do not pick up your child before dismissal time. A lot of information is given out at the end of the day. It also interrupts the learning of all students. The parent or authorized person picking up a student is required to come into the office to sign the student out. We will then have the student report to the office. This is done to protect your child.

Students who ride the bus are expected to ride the bus unless we have a written note signed by the parent or guardian stating otherwise. Transportation changes will **ONLY** be accepted by phone until 1:30 p.m.

Students who walk will be dismissed outside by staff.

Students who are picked up will be walked to the front of the school by a staff member. Please meet your child at the designated spot near the flagpole.

Drop Off/Pick Up

Please use extreme caution and drive slowly when driving on and around school grounds. Cars should be parked in marked parking spaces to allow for the appropriate and safe flow of traffic. Elm Street is not a through street on school property it is **ONLY** used as a bus lane.

When dropping off your child in the morning, please be sure you see him/her enter the building through the front door before you pull away. When picking up your child in the afternoon, please walk to the area by the flagpole to pick up your child. This is for the safety of the children in the parking lot.

Breakfast

Breakfast will be offered to students each day from 8:05 – 8:25 a.m. If a student is going to eat a school breakfast, he/she should go to the cafeteria upon arrival to school. Students **are not** to go to their classrooms/lockers to drop off backpacks or jackets before going to breakfast. Students are not allowed to bring food out of the cafeteria.

Hallways

In order to ensure that learning and teaching are not disrupted, unnecessary traffic in the halls will be eliminated. Students are expected to have a pass when in the hall without supervision. All visitors must have a visitor's pass or appropriate ID.

School Uniform Policy

COVID 19 Alert: In efforts to comply with Federal, State, and The Center for Disease Control (CDC) guidelines regarding the maintaining of health, safety, and wellbeing of our school staff and students, RPS Administration is requiring the wearing of a facial mask for all individuals accessing school property as part of the current "dress code" policy. This includes, parents, students, school staff, and visitors. Disciplinary action may be taken if a student attends school without a facial mask.

Students are expected to wear a school uniform every day. Students without a uniform must call a parent/guardian to have a uniform brought to school. Disciplinary action may be taken if a student attends school out of uniform.

General Guidelines

- Clothing should not have any graphics or writing.
- Shirts are to be tucked in.
- Belts are not required.

Bottoms

- Navy blue or khaki,
- Pants, knee-length shorts, skirt or jumper

Tops

- Navy blue or white
- Polo shirt, dress shirt, blouse with collar, turtleneck, cardigan sweater, or sweatshirt

Socks:

- Navy blue or white
- Crew, knee-high, or tights/leggings

Shoes

- Tennis shoes or dress shoes
- No flip flops, open-toe shoes, or sandals

Spirit Wear

School spirit shirts will be available to order during the year. Forms to order shirts will be available in the main office. Friday is spirit day and students may wear their Ellis spirit shirts. Appropriate uniform bottoms, navy blue or khaki pants, knee-length shorts, skirts, or jumpers are still required with spirit wear.

Student Discipline/Conduct

Everyone in the Ellis School community is entitled to learn and work in a safe, secure, and orderly environment. Ellis is a Connected School and a PBIS (Positive Behavioral Interventions and Supports) School. Both programs focus on teaching expectations and reinforcing appropriate and positive behaviors in all areas of the school. A large part of both programs is teaching students to own their choices and behaviors and to use appropriate strategies to fix or change choices or behaviors if necessary.

Ellis School students, staff and parents/guardians are to follow these three expectations:

- Be Respectful
- Be Responsible
- Be Safe

Please encourage your child to follow the school wide expectations.

Any student who does not conduct themselves in an orderly manner will be subject to disciplinary action according to the Rockford Public Schools Student Code of Conduct. The Student Code of Conduct has been aligned with the PBIS program. If you did not receive a Rockford Public Schools Student Code of Conduct at registration, please contact the main office for a copy. Please contact your child's teacher if you have any questions or concerns.

Personal Valuables

School personnel will not be responsible for valuables that are brought to school. These items include, but are not limited to, money, jewelry, toys, cell phones or other electronic devices. Teachers may allow students to bring these items for an academic project, but it should be arranged ahead of time. If any of these items are brought to school, they may be confiscated. A parent/guardian will have to come in to get it. If the item is

banned (pocket knife, toy gun, lighter, etc.) there may be disciplinary action according to Rockford Public Schools Student Code of Conduct.

Medication at School

The school nurse, principal, assistant principal, or a designated teacher will administer medication to students only when medication is required during school hours. If it is determined that the student should receive medication at school, the procedure below shall be followed:

- The student's doctor shall provide written orders detailing the name of the student, the type of disease or illness involved, the name of the drug, dosage, time interval when given, side effects, and an emergency number where the doctor can be reached.
- The student's parent or guardian shall provide to the school nurse a written request authorizing the administration of the prescribed medication at school.
- Medication shall be brought to the school in a container appropriately labeled by the pharmacy or doctor. The name of the student and the names and phone numbers of the doctor and pharmacy shall be indicated on the container.
- The school shall provide a locked space for safe keeping of the medication.
- The school nurse shall keep a written record of all medications administered at school. This will include the following information: name of medication, to whom it was given, when it was given (date and time), who administered the medication, the date of initiation and why, and the drug discontinuance date. This information shall be kept on file along with the doctor's order and parental request for administration of medication.

School personnel will give no medication unless these guidelines are followed.

Telephone Messages

Unless an emergency situation occurs, teachers and children will not be called to the telephone during school hours. Teachers will be notified of your call and will return calls at their earliest convenience. You can always leave a voicemail for the teacher or send an email.

Conferences

Parent/Teacher conferences will be scheduled two times per year. The first conference is in October and will be conducted by the classroom teacher. The second conference is a student led conference. It will take place in February. If you would like to conference with your child's teacher at another time please contact the teacher or the main office. We strongly encourage you to attend scheduled conferences as well as other opportunities for parental involvement at Ellis School.