

**Greeley School**  
**Practices and Guidelines**  
**2021-2022**

Included in this document are practices in effect as of the revision date indicated below.

These procedures and practices represented including School Board policies referenced may be amended during the year without notice. School Board Policies, in their entirety, are available to the public at the District Office and on the District website [www.winnetka36.org](http://www.winnetka36.org)

*Revised April 8, 2021*

**These procedures and practices may be updated at any time to adhere to health and safety guidelines related to Covid-19.**

## **Absences**

You must notify Greeley School if your child is going to be absent. The preferred method for reporting absences is to report the absence online. Please [click here](#) for further information and the [link to the Absence Form](#).

You may also call the **school office (446-6060)** as early as possible or email the entrance monitor (to be filled in) and Mr. Schreiber ([gordonschreiber@winnetka36.org](mailto:gordonschreiber@winnetka36.org)) at any time. Without this notification, someone from the school must call your home to find out why your child is absent.

These absence procedures not only help us fulfill the required attendance monitoring obligations but also help to assure the safety of our students. Whether you call or complete the form, you will be asked the same questions. Please be ready to report the following symptoms when you report an absence due to illness:

- Fever
- Headache
- GI (nausea, vomiting, diarrhea, stomach ache)
- Cold (runny nose, congestion, cough)
- Flu Diagnosis
- Strep Diagnosis
- Sore Throat
- COVID-19

Parents are being asked to report symptoms or diagnosis to the school as we strive to support the health of all students and staff. For reference, [here are our District Health Guidelines](#).

Please let your child's teacher and (Entrance Monitor) know if your child will be dismissed early for an appointment during the school day. It is typical that you meet your child in the office. You must come into the building to pick your child up.

You should also notify the school if your child is going to be late or is not going to return to school after lunch. If your child will be absent from school for an extended period, such as a vacation, please let the office know ahead of time.

## **Suggested Routes for Walking and Biking to Greeley School**

In collaboration with the Village of Winnetka, suggested primary routes for students walking or biking to Greeley School were developed. For more information and to view a map, click [here](#).

## **Bicycles**

Children in Grades K-2 may ride bicycles and all other “wheels” to and from school with adult supervision. Children in Grades 3 and 4 may ride to school unsupervised. Please provide locks and helmets. Bikes **must be walked** on school grounds. Roller blades and scooters **must be carried** on school grounds and should be neatly stored in cubbies during school hours. All bicycles should be registered with the Winnetka Police Department.

## **Bus Service**

Bus service is provided on a fee basis and is offered via multiple buses. Parents should note that the children are not usually supervised, except by the driver. Appropriate bus behavior is expected from all students.

Guests may ride the bus with regular bus riders if both children provide a note dated and signed by a parent. (Entrance monitor) will issue a bus pass to the guest rider. Regular riders who are taking a *different bus or getting off at a different stop* on their usual bus, also require notes and a bus pass. Guest riders who are not regular bus riders, are allowed 5 rides at no cost. After 5 rides, they will be charged a fee by the District.

## **Carpools and Drop-Off/Pick-Up**

Drop-off and pick-up of students is permitted **only** in the 5-car cut out in front of Greeley on Fairview Ave. The staff parking lot should **NEVER** be used for drop-off or pick-up. Please pull into the cut-out, and stop your vehicle as far forward as possible. Students

should enter and exit on the passenger side only. Fairview is one-way north during school hours. There is absolutely no parking on Fairview in front of the school.

Temporary parking permits may be obtained in the main office. These should be placed in your car on the driver's side dashboard while you are in the building. A self-adhesive Greeley parking decal can be purchased for \$1 in the main office. This decal should be affixed to the rear windshield of your car. These temporary parking permits are for the streets immediately around the school building as indicated by the street signs. Permits allow you to park in "permit parking" areas only. These permits **DO NOT** allow you to park in "no parking" areas. You must observe the local signs.

Please *do not* allow children to shortcut through the parking lot to the playground or the front entrance. Please do not block residential driveways or Greeley's parking lot entrance and exit.

Drop-off for kindergarten students is in the cut-out on Fairview. Parents may drop off their children and let them walk into the building by themselves. Both 2:10 and 3:15 pick up are also at the cut-out in front.

## **Cell Phones and Smart Watches**

Students may NOT use cell phones at school. Student cell phones must be turned off and kept in backpacks during school hours. Students may use their cell phones after school hours outside of the school building.

We welcome the use of watches for the purposes of telling time. However, in order to ensure student engagement and participation, the use of smart watches during school hours for the following activities are prohibited : texting, sending photos, playing games and making phone calls. Please know that if a watch is used for any of the prohibited purposes or becomes a distraction, the student will be asked to put it in his/her backpack inside his/her cubby. If these issues continue, that child will need to leave the device at home. Please remember that the school is not responsible for lost personal items.

## **Conferences**

Parent/Teacher conferences are typically scheduled two times per year in the fall and spring. Additional conferences may be requested at any time.

## **Department of Student Services**

Special education services are available through the Winnetka Public Schools Department of Student Services. If it appears that a child needs assistance through the Department of Student Services, parents will be contacted. Students may be referred by parents or teachers for the following services:

- Speech/Language Remediation: There are full-time and part-time speech and language clinicians at Greeley.
- Social Worker: There is a full-time social worker who works with individuals and small groups or entire classes.
- Psychologist: There is a full-time psychologist at Greeley.
- Occupational and Physical Therapy and Adaptive Physical Education services are available to students as needed.
- School Nurse: Greeley's Health Office is staffed by a registered nurse. Nurses will conduct vision and hearing screenings for each child annually.

## **Extra Clothing**

Please mark all sweaters, sweatshirts, hats, gloves, etc., with your child's name. It is suggested that all children, especially those in the primary grades, keep an extra set of season-appropriate clothing at school.

## **Field Day**

Field Day is an event for Grades K-4 during which students are assigned to one of three teams. Each child participates in events across the playground with the students in his or her grade.

## **Greeley PTO**

The Greeley PTO sponsors numerous events throughout the school year. Fund-raisers include Marla's Lunch sales, Greeley magnets, Boxtops, Grand Food receipts, Amazon Smile, a one-time \$100.00 donation per family in the beginning of the school year and various events throughout the year. Revenue from these events help fund enrichment programs for our children, Greeley family events, parent/teacher events, and other

worthwhile activities. A complete list of Greeley PTO events and PTO board members can be located on the PTO website at <http://greeley36pto.org>. Positions are filled via Sign Up Genius each spring. Please contact this year's PTO President for more information.

## **SCHOOL HOURS**

Before 8:20 No Supervision

8:25 AM-8:37 AM Doors Open

8:37 AM School Begins (Monday – Friday)

11:10 AM – 12:12 PM Lunch (Monday)

11:25 AM – 12:27 PM Lunch (Tuesday – Friday)

2:45 PM School Ends (Monday)

3:15 PM School Ends (Tuesday – Friday)

## **Kindergarten**

Before 8:15 No Supervision

8:25 AM-8:37 AM Doors Open

8:37 AM School Begins (Monday – Friday)

11:10 AM – 12:12 PM Lunch and Half Day Dismissal (Monday)

11:25 AM – 12:27 PM Lunch and Half Day Dismissal (Tues-Fri)

2:10 PM Extended Day Dismissal

2:45 PM Extended Play Dismissal (Monday)

3:15 PM Extended Play Dismissal (Tuesday – Friday)

## **Tardy Policy:**

Your child is late to school if he/she arrives any time after 8:37 AM in the morning or 12:27 PM (12:10 PM on Mondays) in the afternoon. Children who are late must check in with (entrance monitor) as they enter the building.

Please do **not** send children to school before 8:15 a.m. as there is no supervision before then. Children wait outside for our doors to open at 8:25 AM. In case of rain, children will wait in the multi-purpose room from 8:15 – 8:25 AM.

## **Early Dismissal/Appointments**

We encourage parents to schedule appointments during non-school hours; however, we understand that sometimes it is necessary to take children out of school before the end of the school day. Parents **MUST** come in to sign their children out of school. Children will not be dismissed on their own. Please let your child's teacher and (entrance monitor) know in advance of early dismissals.

## **Kindergarten Registration**

Registration for children entering kindergarten the following school year begins in December. Watch for details on the Greeley and District website.

## **Kinetic Wellness**

Please provide labeled extra indoor K.W. shoes and socks for your child.

In order for your child to be excused from Kinetic Wellness (K.W.), a note from home or doctor is requested. It is preferable to excuse a child from an aspect of K.W. (running, for instance) rather than from K.W. altogether. There should be few times when this is necessary. If a student misses more than three consecutive K.W. classes, while in attendance, a note from a doctor must be provided.

## **Lost and Found**

The Lost and Found box is located by the playground doors on the first floor. The PTO displays items in the front hall periodically throughout the school year. Items that have names in them are returned to students. Please put names in all items that your child can remove! All non-retrieved items will be donated to a local charity.

## **Lunch Program**

Parents may sign their children up on Infosnap for lunch one or more days per week. Parents may also sign their children up to receive milk or juice. There is no fee to stay for lunch but there is a fee to purchase milk or juice. Children bring lunch from home. Parents have the option of purchasing daily lunches, in advance, through Marla's Lunch. More information about Marla's Lunches can be found on our PTO website. While most students stay most days, your child may also go home for lunch on a regular or occasional basis. Please let his/her teacher know if your child will be going home on a day that he/she usually has lunch at school.

Please note that the lunch program does not provide a refrigerator or microwave. Children should bring all utensils their lunch requires.

For children with food allergies, we are able to set up an "allergen-free" table. Please speak with our nurse to arrange this.

Due to food allergies and dietary restrictions, please be aware that Marla's Lunch cannot provide lunches to children who forget their lunch or are not on the pre-order list. If a student forgets his/her lunch, we will first call home in an attempt to have a lunch brought to school. We have a limited supply of food for students who do not have lunch.

## **Allergies**

Food allergies present a serious health risk for some of our students. Please refer to the [Food Allergy Management Program](#) for more detailed information about our Food Allergy Guidelines (School Board Policy 7:285).



## Medication in School

It may occasionally be necessary for your child to receive medication during school hours. The following procedure has been adopted in order for the schools to comply with your requests and those of your physician. We are grateful for your cooperation.

The school must have both a written order from your physician stating dose, time, interval, side effects, and duration of treatment (forms are available in the nurse's office and most physician's offices) and a signed permission form from the parent/guardian, which is available in the nurse's office.

Medications must be brought to school in the original container for both prescription medications and over the counter medications. Please do not send medications to school in baggies, lunch boxes, or envelopes from home. Children must **never** carry medications in backpacks to and from school. The school nurse or administrator will dispense medications during school hours. Call the school nurse (847-446-2638) for any questions about medication use during school hours.

## Notes/Emails

A note or email is required whenever a child is to leave school other than at the usual time of dismissal. Children will be dismissed when a parent or guardian comes into the main office to pick up the student. They are not allowed to walk home at any time other than 11:10 AM on Mondays, 11:25 AM Tuesdays through Fridays, 2:45 PM on Mondays and 3:15 PM on Tuesdays through Fridays.

Please let both your child's teacher and (entrance monitor) know of an early dismissal. Teachers often do not have time to check their email during the school day. Please let the office know when a timely message must be delivered.

## Nurse

The Greeley School Nurse is in the Health Office daily from 8:30 AM to 3:30 PM. Feel free to call with any concerns. Please call the nurse any time your child has a contagious disease, whether it occurs on the weekend, during vacation or on a school day. Diseases to be reported include strep throat, scarlet fever, chicken pox, whooping cough, or other serious, contagious illnesses. **Any child who has been running a**

**fever of 100° or more should remain at home until the temperature has been normal without the use of fever-reducing medications for 24 hours. Children who have vomited must not return to school until 24 hours after vomiting.**

## **Office**

Greeley's office is open on school days from 8:00 AM to 4:00 PM. The telephone number is 847-446-6060. Due to the nature of our busy days, we request that parents NOT call with messages for their children, except in true emergencies. **We strongly discourage changes in playdate plans during the day as it can cause confusion for teachers and students.** Please make your plans ahead of time so that your child(ren) knows the plan before arriving at school.

## **Pets**

Dogs **are not allowed on school property** during school hours (8:00 AM – 4:00 PM) and during the hours of school events. This is a Village ordinance. Dogs are **not allowed in the school building** at any time. Other pets may visit school on a limited basis with permission from the staff.

## **Preschool Screening**

Parents can sign up their three-and four-year olds to receive an extensive developmental assessment, including a hearing and vision test. There is no charge for this assessment, which is performed by members of the School District's Department of Student Services. Registration and screening dates will be published on the district website.

## **Resource Center**

The Greeley Resource Center is located on the upper level, room 201. Our library includes over 14,000 volumes and a variety of multimedia learning materials. The children use computers, multimedia materials, math lab equipment, and our Maker Space both with their classes and on an individual basis.

## Room Parents

Room parents are assigned by the PTO President. Their duties include coordinating Go-to-School-Night events, notifying parents of emergency closings, and providing miscellaneous assistance as requested by the teacher (field trips, chaperones, holiday parties, and projects).

## School Closings

You will receive an automated phone call, email and/or text from the District Office for announcements of closings, transportation interruptions, equipment breakdown, etc. Emergency notifications will be posted on the District website [winnetka36.org](http://winnetka36.org).

## School Picture Day

Individual and class pictures will be taken in the fall. Your child will bring home an order form in advance of Picture Day. Parents may order online or send in payment with the order form prior to Picture Day. No student is required to purchase pictures. If extra packages are desired, you may pick up an order form in the office.

## School “Sings”

The “sings” are musical presentations by kindergarten through fourth grade students under the direction of the music teacher. Dates for these events can be found in the school calendar.

## Security

As mandated by our Board of Education, all visitors entering the school MUST check in, present a state issued ID (Driver’s License) and obtain a Visitor Badge and guest lanyard. The wearing of lanyards is part of establishing a safe school environment, and by the recommendation of the Winnetka Police Department. This will allow all adults to be easily recognized as an approved visitor (red), teacher (green) or substitute (blue). Lanyards should be dropped off at the front desk as you leave the building. **This is true for EVERYONE who enters the building and goes beyond the front lobby.**

## **Visiting**

Parents are welcome to visit our school. As a courtesy to your child's teacher, and to avoid multiple visitors, please check with the teacher prior to the day you would like to visit. All visitors are required to report to the office first. Visitors other than relatives of currently enrolled Greeley students should make an appointment through the school office.

## **Toy Weapons**

No weapons or their facsimiles are allowed on school property or on the buses at any time, even as part of costumes.

## **Snowy Weather/Recess Policy**

In order to go outside on snowy days, ALL children must have hats, mittens or gloves, and boots. All students must also wear snow pants to play in the snow.

## **Activities Affiliated with Greeley School**

### **Sports After School**

This is an after school sports program offered to 3rd and 4th grade boys and girls. This is an optional, one-day-a-week, fee-based program coordinated by Greeley's K.W. instructor. Third graders have Sports After School on Tuesdays and fourth graders have it on Wednesdays. The hours are from 3:15 – 4:00 PM, and parents are responsible for transportation home. For information, please contact Julie Holmbeck at [julieholmbeck@winnetka36.org](mailto:julieholmbeck@winnetka36.org).



**Right at School: Before and After School Program**

The District has partnered with Right at School to provide before and after-school care options. Program offerings are dependent upon enrollment. For the 2021-2022 school year, we anticipate offering after-school programs only that will be held at each elementary school.

### **Program Hours**

The Right at School Program is offered all days school is in session.

**After School Session** is held from 3:15 P.M. to 6:15 P.M. Depending on enrollment, programs may be offered at Crow Island, Greeley, Hubbard Woods, and Skokie Schools. Transportation to Right at School will be provided if a specific site is not hosting.

### **Program Information & Fees**

[Click here](#) to learn more about the Right at School Program

### **Registration and Enrollment**

A one-time enrollment fee of \$60/family is required at the time of registration. Program fees are paid weekly.

Please contact Linda Wehrheim ([lindawehrheim@winnetka36.org](mailto:lindawehrheim@winnetka36.org)) at the District Office with any questions.

## **Chess Education**

Chess Ed offers classes specifically designed for all levels of chess ability. Chess Ed meets on Monday afternoons. Each week there is instruction and time to play with classmates. Parents are responsible for transportation home.

## **Girl Scouts, Brownies, Cub Scouts, Boy Scouts**

These groups are active at Greeley. There are generally monthly meetings that involve the children in a wide variety of activities.

## **Strings Program**

The Strings Program is sponsored by the District. Violin, viola, bass and cello are offered during school hours to students in grades 2 through 4. In addition, students

come together on Friday mornings at 7:50 AM to play together in the auditorium. Students also participate in the District Wide Strings Concert in the spring. For more information, please email Terry Parisoli at [tereseeparisoli@winnetka36.org](mailto:tereseeparisoli@winnetka36.org).

## **Chorus**

Greeley fourth graders may participate in Chorus. Chorus meets one morning a week at 8:00 AM with the Music Director, Ms. Ferneding. Students sing at the Winter and Spring Sings, the District Wide chorus concert and may perform at other special events throughout the year.

## **Bricks 4 Kidz**

This activity provides students the opportunity to build using Lego bricks, gears and motors. The programs are built around proprietary model kits, plans and STEM Curriculum. Classes are interactive and hands-on, for kinders through 4th graders. Bricks 4 Kidz meets one afternoon per week. Parents provide transportation home.

At times various other activities/clubs/classes may be added before or after school.