About Boone

Boone School serves approximately 775 students in grades PK-8. With over 30 different home languages spoken by our students and their families, we have an incredibly diverse student population. Our core values which we call “The Boone Five” reflect our commitment to celebrating an atmosphere of respect and acceptance of all backgrounds and cultures. These values are: Be Respectful, Be Responsible, Be Caring, Be Safe, Be Our Best!

At Boone School we work every day to create a community where all students find joy in learning. By providing challenging, engaging, and relevant instruction in all subject areas, our goal is that all students will be inspired and motivated to achieve. As a Fine and Performing Arts Magnet Cluster School, our Expressive Arts teachers provide instruction in Visual Art, Dance, Music, Drama, Library, Technology and Physical Education. We also integrate the arts throughout our curriculum to ensure that students have regular opportunities to perform, share, and explore their artistic and athletic abilities.

Our Mission

Daniel Boone School fosters a diverse community united by academic excellence, creative expression, intellectual curiosity, social responsibility, and world citizenship. We prepare our students to be college and career ready through delivering high quality instruction, developing cross-cultural appreciation, implementing the Common Core State Standards, fostering social emotional, and physical wellness and providing differentiated instruction, including fine arts and technology integration.
**Arrival/Departure**

Boone’s school hours are from 8:15am – 3:15pm. All Boone Students should enter and exit from the following door locations:

- Door #1 – 3rd & 8th Grade
- Door #2 – 5th, 6th, & 7th Grade
- Door #4 – 1st Grade
- Door #7 – Pre Kindergarten & Kindergarten
- Door #9 – 2nd & 4th Grade

**Daily Schedule**

8:10 a.m. Doors open for student entrance  
8:15 a.m. School start time  
8:20 a.m. Student tardy bell  
3:10 p.m. Student preparation for dismissal  
3:15 p.m. Student dismissal

*Students receive a 45 minute lunch/recess period daily  
*Students receive 60 minutes daily instruction of at least one of the following classes: Dance, Drama, Fine Arts, Music, Physical Education or Technology

**Breakfast**

CPS participates in the Universal Breakfast Program. All Boone Students are eligible for a complimentary breakfast upon entering the school building; students eat breakfast in their classroom.

**After-School Programs**

**After School All Stars**

Boone School is the recipient of an After School All Stars grant which provides after school programming at no cost to students in Kindergarten – 8th grades. Programs generally run from October – April, specific course offerings, times and dates will be sent home during the After School All Stars registration period.

**School-Sponsored Sports Teams**

Our sports program is composed of teams competing in the Ravenswood-Ridge Network, sponsored by the Chicago Public Schools. Sports offered vary from year to year and season to season. These teams are available to students on two levels of competition: the first level – fifth and sixth grade students; and the second level - seventh and eighth grade students. **Space is limited on each team and is up to the discretion of the coach.**
Sports teams may require fees for busing, tournament entrance fees or t-shirts used as jerseys. Student athletes must maintain academic and behavioral eligibility during the season. Students are expected to be fully committed to the team and able to attend practices and games. Students can be removed due to absences, behavior or grades. Younger siblings may not stay and watch during practices. Only children escorted by their parent/guardian may attend games.

Below is a list of sports seasons and sports offered in past years:

- **Fall** (Late September through early November): Girls Volleyball, Boys Flag Football, Boys/Girls Cross Country and Boys Soccer
- **Winter** (November through early March): Boys/Girls Basketball and Cheerleading, Chess
- **Spring** (Mid-March through early June): Girls Soccer, Boys Softball and Boys/Girls Track

**West Rogers Park After School Program**

In conjunction with the West Rogers Park After-School Program, child-care is offered for students aged 5-10 from 7:00 – 8:15am and 3:15-6:00pm each weeknight for a small fee, for more information please contact the WRPASP coordinator at 773/931-7357.

**Classroom Placement**

Teachers assign students to homerooms each school year in an effort to create the most positive school experience for all students. In order to maintain appropriate student placement after considering multiple factors such as language development, needs for special services, and overall current achievement levels of each student, Boone School does not accept parent requests for homeroom placement.

**Attendance Policy**

**Absence**

Excellent attendance is critical for student success. Therefore, students are expected to be present and on time to school every day. School starts at 8:15 a.m. and students are expected to be in class at that time. If a child is absent, please send a note to your child’s classroom teacher upon your child’s return indicating the cause of absence. Board policy requires notes to be submitted **within 24 hours** of the absence. Students will be recorded as truant (unexcused absence) if a note is not received within twenty four hours. Students in grades 3, 6, or 8 with more than 9 unexcused absences are required to attend summer school. The Chicago Public Schools acknowledges the following as valid causes for an absence: illness, observance of a religious holiday, death in the immediate family, or a family emergency.

Parents/guardians of absent students will be notified via phone. It is imperative that all contact information is kept up to date. Please inform your child’s teacher and the office if there is an update to your contact information, or the contact information of any individual on your child’s emergency release form.
**Tardiness**
Boone expects all students to arrive to school on time daily. Tardiness is a disruption to the educational program of all students. Students arriving after 8:20 a.m. must enter through door 1 and report to the security desk for a tardy slip or to the main office after 8:45 a.m. Students with excessive tardiness will be contacted by the principal or the principal designee to determine the cause. We expect our families to make every effort to ensure students arrive to school on time daily.

**Early Dismissal**
Early dismissal from school is discouraged. However, parents requesting an early dismissal for their child should send a note to the teacher in the morning explaining the nature of the dismissal. The teacher will forward the note to the main office. Parents should come to the main office and sign the child out. No child is dismissed from school without a parent or guardian present. Early dismissals affect your child’s attendance. A student is marked absent for the full day if the dismissal occurs before 11:00 a.m. Dismissals after 11:00 a.m. result in a half day absence.

**Illness**
If a child becomes ill during the school day, the school nurse or main office staff member will first phone a parent. If a parent is unavailable, the staff will then notify the person listed as the emergency contact. For both the well-being of the child and the school, it is important that parents make arrangements to pick up the child in a timely manner. It is imperative that parents provide the school office and classroom teacher with current home and emergency telephone numbers. Please inform us about any changes to your home address.

**Vacations**
Parents are encouraged to take vacations during the regularly scheduled breaks (winter break, spring break and the summer months). Vacations are considered unexcused absences. Students will not be allowed to make up classroom work for credit. Students can be dropped from Boone’s enrollment if extended vacations are taken.

**Emergency Information Forms**
The *Request for Emergency Information* form is distributed to parents twice a year—once in September and again in February. This form is to be completed by the parent or guardian and returned to the school by the child. Attached to the *Request for Emergency Information* form is a copy of the *Rights of Homeless Students*. Parents or guardians will need only to detach the pink copy of the *Rights of Homeless Students* from the *Request for Emergency Information* form and keep it for their records.

**Cell phones and Electronic Devices**
During the school day a student may have a cell phone while on school grounds. This cell
phone must be turned off and kept in the student’s locker or backpack from the time a student arrives on campus until the time the student leaves. This includes the time the student is attending before and after school programming.

Please note that students who bring cell phones and other expensive items, bring them at their own risk. Boone school will NOT be responsible for any loss, damage or theft to any cell phone. Authorized cell phone use will only be allowed for academic purposes and with the permission and supervision of a Boone staff member.

Below will outline the consequences for **possession** of cell phone while on campus:

**1st Violation:** Student will receive a warning and mandated to return their cell phone device to his/her locker or backpack.

**2nd Violation:** Student’s cell phone will be confiscated. The parent/guardian will be called by the teacher and asked to come to the school to discuss the situation and pick-up the device.

**3rd Violation:** Student will be referred to the office for further disciplinary action. Cell phone will be confiscated and sent to the office.

Students who are found to be in violation due to unauthorized cell phone **activation** while on campus may receive additional consequences as outlined in the Student Code of Conduct Handbook. Consequences for unauthorized use of technology may range from a Group 1 (loss of CPS network privileges) to a Group 5 (expulsion).

**Other Electronic Devices**
The same policy as outlined above regarding cell phones shall also apply to all other electronic devices. All other electronic devices include (but are not limited to): iPods, iPads, mp3 players, etc...

**Change of Student Information**
Parents must notify the main office in writing of any change of address and/or telephone numbers, as well as complete a new Emergency Contact Form. If you have recently moved, two proofs of address will be required in order to change or update information for the school system. The most common approved proofs of address include: deeds, utility bills, Illinois State ID, Illinois Driver’s License, or a stamped change of address form from the post office. If you aren’t sure what constitutes proof, feel free to call the main office at 773-534-2160. Please inform the school of any changes as soon as they occur. This information is vital for the safety and academic success of your child.

**Child Care**
Contact Guillermo Rivera, Director of the West Rogers Park After School Program (WRASP) at 773/931-7357 for “fee-for-service” childcare at Boone from 7:00 – 8:15am and 3:15 – 6:00 p.m. daily. See After-School Programs above for more information.
Curriculum
Boone School prides itself on meeting the needs of all of our children through a rigorous curriculum that is skill based and enhanced with art and technology integration. Boone’s curriculum includes a variety of programs: Bilingual Education, Special Education and Fine and Performing Arts programming. Our staff is continually involved in professional development to stay in touch with the latest strategies and trends in teaching effectively. Curricular and instructional decisions are made on using a variety of school data: individual, grade level, school-wide, PARCC, MAP and DIBELS/TRC.

Language Arts – teachers use a balanced literacy model in Kindergarten – 8th grade, including guided reading, reading and writing workshops.

Math – students in Kindergarten – 5th grade use the International Math, Engage NY, and Trailblazers, students in 6th – 8th grade use the Connected Math Program as well as several supplemental programs.

Science – students in Kindergarten – 8th grade use the FOSS/STC/SEPUP science programs.

Social Studies – students in Kindergarten – 8th grade use up to date information from the Time For Kids, Scholastic News and various other newspapers to study their communities, their nation and their world.

Positive Behavior & Supports
Boone School strives to provide our students with a safe and secure learning environment. We adhere to the Chicago Public Schools’ policy on School Safety and Security as well as a Positive Behavior & Supports Plan that has been developed by Boone Staff.

PBS (Positive Behavior & Supports)
At Boone, we strive to prevent negative student behaviors by developing positive expectations for students. Boone’s Five Core Values are Be Respectful, Be Responsible, Be Safe, Be Caring, and Be Your Best. Classroom teachers work with students to continually develop these Core Values. We ask that parents support us in this effort by discussing these values at home.

Disciplinary Procedures

Student Code of Conduct (SCC)
All Chicago Public Schools adhere to the Student Code of Conduct which governs student behavior. Classroom teachers cover the SCC with their students the first week of school. A copy of the SCC is sent home with every child at the beginning of the school year. Parents may keep the booklet for future reference. We encourage parents to familiarize themselves with this booklet and discuss it with their child(ren). Parents should return the “acknowledgement of receipt” page to the classroom teacher.

Bullying
The Chicago Public Schools prohibits any and all forms of bullying. All reports of bullying
will be taken seriously and handled according to the SCC. Our students are expected to act with consideration and respect for one another. Bullying is defined as the process of intimidating or mistreating someone in a more vulnerable situation and is a form of abuse. There are four types of bullying: emotional, verbal, physical, and cyber bullying.

**Cyber Bullying**
Cyber bullying relies on modern technology such as cell phones and computers; it avoids face-to-face verbal or physical attacks. Cyber bullies instigate attacks against their intended victim at any time and from any place often remaining anonymous. Students are encouraged to keep information private, stop – not engage with the bully, block – block access to the bully, and tell someone – a parent or school personnel.

**Disciplinary Action**
All Chicago Public Schools have the responsibility to provide a safe environment and clear behavior expectations for students. Students violating school rules or procedures can and will be disciplined following the rules and regulations of the SCC. Parents will be contacted by school personnel if a child does not adhere to the rules or procedures. The SCC can be downloaded on the Chicago Public School website: www.cps.edu. Parents are encouraged to read and discuss the SCC with their children.

**Dress Code**
(Revisions approved at 6.11.15 LSC meeting)

The school has the responsibility to provide students with a healthful and safe learning environment. It is the parents'/guardians' and students' responsibility to ensure that student dress is appropriate for school. Clothing should not interfere with the educational atmosphere, or pose a health or safety hazard.

Clothing is considered inappropriate for school if it is unsafe or is a hazardous influence in the classroom, the school building, on school grounds, or for school-sponsored activities held off the school campus, including after-school functions held off school grounds.

Please note the following rules and guidelines when selecting clothing for school:

- Tube, halter, “spaghetti” straps, and off-the-shoulder tops are not allowed.
- Bare midriffs and backless tops are not allowed. Tank tops are permitted as long as the sides of the clothing come up to the bottom of the armpit.
- Pants must not sag below the waist and must not touch the floor.
- Clothing which promotes obscenity, vulgarity, sexuality, violence, alcohol use, tobacco use, or drug use is not allowed.
- Clothing, jewelry, or accessories that can be commonly associated with gang or illegal activity are not allowed.
- Shorts, skirts, dresses, or pants that are higher than two inches above the knee are not allowed.
- See-through clothing, including leggings, is not allowed. Only outer clothing may be visible, with no undergarments showing.
- Outdoor coats, jackets, or accessories (gloves, scarves, sunglasses, etc.) are not allowed inside the classroom.
- Hats or head coverings, including bandanas, are not to be worn in the school.
building except for religious obligations. Hoodies are allowed, but are not to be worn up on school premises.

- Earrings must be safe for student activities. Administrators may ask students to remove earrings.
- Students participating in physical education and/or dance must be dressed in appropriate gym clothes and gym shoes.

Students in violation of the dress code policy will be subject to Chicago Public Schools’ Student Code of Conduct disciplinary action.

The school administration reserves the right to determine whether students’ attire is within the limits of the above standards. The administration may allow exceptions for medical situations, religious obligations, school-wide programs, or special classroom activities. Parents/guardians or students requesting an exception for religious, cultural, or health reasons should contact the administration.

Assignment Notebook
Each student in grades four through eight is issued an assignment notebook at the beginning of the school year. The assignment notebook is an important communication tool between home and school. Students are required to write their homework assignments into the notebook everyday. The notebook also contains a place for students to write reminders about items they should take home or bring to school the next day. Please check your child’s assignment notebook each and every evening. Be sure that homework assignments are written down and check that your child has completed all the assigned homework.

Books, Lost and Damaged
Textbooks are LOANED to students for use during the school year. Students are expected to maintain these books in good condition. Students who lose textbooks or return them in poor condition are expected to pay the cost of replacing the book. Final report cards are not released until these costs are paid.

Fees
Student fees may be collected from time to time for special projects, field trips or consumables. The fees pay for instructional materials including (but not limited to) workbooks, periodicals, assignment notebooks, books covers, art and laboratory supplies and field trips. Families who would experience financial hardship in paying these fees should contact the office for a waiver form.

Field trips
Field trips are an integral part of the academic program. Field trips often serve as the opening or culminating activity for a particular unit of study, enhance vocabulary and concept development and/or serve as cultural experiences in conjunction with fine arts
learning objectives. No child is allowed to go on a school field trip without his parents’ written permission. Permission slips are sent home for parental/guardian signature well in advance of the trip. There is usually a fee for trips to cover bus transportation and entrance fees. If this fee is a hardship, parents should request a waiver from the office. Parents are encouraged to participate as chaperones on field trips.

Grading Scales
The Chicago Public Schools Grading Scale is as follows:
- A 90-100 exceeding grade-level standards
- B 80-89 above grade-level standards
- C 70-79 meeting grade-level standards
- D 60-69 below grade-level standards
- F 0-59 failing grade level standards

Gym Clothing
Gym clothes should allow freedom of movement while assuring modesty. Securely fastened, light-soled gym shoes are required. Black-soled shoes are not allowed in the gym, because they mark the floor with black streaks.

Health and Wellness
To promote health and wellness every day, and to accommodate students who have severe food-related allergies, all fund raisers will be food free. Food will not be used as a reward, and birthdays and celebrations shall not be acknowledged with food, snacks or treats. As an alternative to snack items, parents/guardians may send in a small favor (pencils, erasers, bookmarks, stickers etc.).

Homeless Students
If a family becomes homeless during the school year through doubling up with relatives or moving to a shelter, the student may remain at Boone for the remainder of the year, regardless of the new address. Please see Mr. Jose Moreno, Assistant Principal or Debbie Hyllestad, Main Office as additional support for families can be provided.

Homework Policy
The Chicago Public Schools Homework Policy mandates that homework be regularly assigned to students. The following are suggested time allocations for teacher-directed homework assignments:

- Kindergarten: 15 minutes per day
- Grades 1-3: 30 minutes per day
- Grades 4-6: 45 minutes per day
- Grades 7-8: 90 minutes per day (total across subjects)
Students are responsible for maintaining a homework assignment notebook listing subjects, assignment dates, due dates, and date turned in. Students are expected to complete all homework assignments carefully and accurately and to turn them in by the due date.

**Lunch & Recess**

A forty-five minute lunch/recess period is provided for students at midday. Student recess will be held on the playground, on days of inclement weather, students will have recess in their classrooms.

Currently, hot lunches and milk are provided at the school, students will either receive free, reduced, or paid lunches based on the status of the school lunch application. Lunch money is collected by the classroom teacher on a daily basis.

**Please do not bring fast food lunches to your child for lunch. We are trying to promote healthy eating habits and feel that fast food lunches do not model healthy choices.**

**Medical Compliance**

Students in Kindergarten, 5th and 9th grades, as well as new students entering the Chicago Public Schools for the first time, or returning to Chicago from out of state must meet health guidelines set by the state of Illinois. These include the following: a recent physical and dental examination (within one year of registration) and updated immunizations. You must present a record of the physical and immunizations signed and dated by your doctor. Your child must be immunized for diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella. Any student who is not in compliance may be excluded from attending school until all requirements are completed.

**Medication**

If your child must take medication during the school day, please contact the school nurse. A parent request form as well as a form called *Doctor's Request for Self Administration of Medication during School Hours* must be completed, signed, and returned to school before any medication can be administered. The nurse is at Boone two days a week. These days may vary year to year.

**Parent & Community Involvement**

Parent Involvement is one of the key factors in children’s success with school. Together as parents, teachers, administration and community, we can have a dynamic impact on student achievement.

Suggestions for Parent Involvement:
o Review your child's homework and class work assignments on a daily basis
o Communicate regularly with your child’s teacher: by email, phone, note, or in person.
o Attend Open House and Report Card Pick Up Days
o Volunteer for school-wide events
o Join a parent committee – Local School Council, Parent Advisory Council, Bilingual Advisory Council
o Bring your child to the public library regularly to check out books
o Visit the Boone school website at www.boone.cps.k12.il.us
o Attend school assemblies
o Chaperone a field trip
o Serve as a room parent

**Local School Council (LSC)**
By law, Local School Councils (LSCs) play a role in decision-making at the local school level. The primary responsibilities of LSCs include approving how school funds and resources are allocated, approving and monitoring the implementation of the annual school improvement plan, and hiring and evaluating the school’s contract principal.

**Parent Advisory Council (PAC)**
Any Chicago Public School that receives Title I funds is required to establish a Parent Advisory Council as a result of the No Child Left Behind Act. The PAC has an elected slate of officers who conduct monthly meetings and provide parent workshops throughout the year. All PAC meetings are open to the public and parents are strongly encouraged to attend. Please check the school calendar for specific dates and times.

**Parent Teacher Association (PTO)**
Please contact our Parent and Community Coordinator, Ms. Savitha Kowligy (sskowligy@cps.edu) if you are interested in joining our PTO.

**Volunteers**
We welcome volunteers at Boone. In order for a parent or community member to become a volunteer at Boone School, the volunteer must first complete an application and pass a background check at the Chicago Board of Education. Applications are available in the main office as well as on the Boone School website. Upon receiving the background clearance from the Chicago Board of Education, the volunteer must also obtain proof of a TB test. The volunteers will then be deployed to an area of need within the school.

**Parking Policy and Enforcement**
When visiting the school, please find a legal parking spot on the street. The Boone parking lot is only for CPS staff only. Cars belonging to non-CPS staff may be towed at the owner’s expense.

Please refrain from walking through the parking lot during school hours, entrance and dismissal – the parking lot can become a very busy place, we need to ensure the safety of
all children at Boone School.

**Progress Reports & Report Cards**
There are four grading periods per academic school year. Each grading period lasts ten (10) weeks. After every fifth week, parents are informed of their child’s progress. At the end of ten weeks, the parents receive a report card with the child’s quarter grades.

**Five Week Progress Reports**
Students in 1st through 8th grade receive a progress report during the fifth week of each quarter of the academic school year. Progress reports are given to students to take home to their parents. It informs parents of their child’s areas of success and/or concern.

**Quarter Report Cards**
Students in preschool through 8th grade receive report cards at the end of each quarter. Parents or legal guardians are expected to attend the report card conferences during both the first and third quarters. During these conferences, parents have the opportunity to review their child’s progress with teachers and discuss strategies for success. Report cards are sent home with students during the second and fourth quarters. Please visit the school website to see the dates specified for the parent/teacher conferences.

**Remediation Plans and Failure Notices**
Students who are in danger of failing to meet the promotion/grade level criteria will be provided a remediation plan. Failure notices are sent to parents throughout the school year based on the student’s performance. Please contact teachers with any student progress concerns at your earliest convenience in order for your child to make his or her best progress at school.

**Promotion Policy**

**Elementary School Promotion Standards for Students in 3rd, 6th and 8th Grades**
Students in the benchmark grades will be promoted to the next grade if they possess the knowledge and skills appropriate to their grade levels as demonstrated on multiple measurements:

- Academic performance
- Attendance
- District Wide Assessment (NWEA) scores

Please note: Promotion criteria for 8th grade is slightly different from the 3rd and 6th grade promotion criteria.

**Recess**
Boone School has partnered with “Playworks” to develop a recess program for students in Kindergarten – 8th grade. Students receive 20 minutes of recess along with a 25 minute lunch period. On days of inclement weather, students will participate in recess in
the classroom.

**Records**

Under the Federal Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act, parents have certain rights with respect to their children's education records and confidentiality. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level.

Permanent records including identifying information and grades must be kept for a minimum of 60 years after graduation or permanent withdrawal from school. Temporary records, including disciplinary records and other information, are maintained only for the period of their usefulness and in no case longer than five years after a student's transfer, high school graduation, or permanent withdrawal from the school.

1. Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records without cost unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records consistent with the above. Schools may charge a fee not to exceed .35 per page.

2. Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading (with the exception of academic grades) through an informational conference at the local school. If the school decides not to amend the records, the parent or eligible student then has the right to request a formal hearing by submitting a written request to the Chief Specialized Services Officer, Chicago Public Schools, Office of Specialized Services, 125 S. Clark, Chicago, Illinois 60603. After the hearing, if the school still decides not to amend the record, the parent or eligible student then has the right to place a statement with the record commenting on contested information on the record. The parent(s) may appeal the school district's decision to the Illinois State Board of Education, (ISBE), Principal Communications Consultant, Problem Resolution Office, 100 West Randolph Street, Suite 14300, Chicago, Illinois 606013405, (312) 8142230.

3. Generally, schools must have written permission from the parents or eligible student before releasing any information from the student's records. However, the law allows schools to disclose records, without consent, to the following parties:
   - School employees who have a legitimate educational interest;
   - Other schools to which a student is transferring;
   - Certain government officials in order to carry out lawful functions;
   - Appropriate parties in connection with financial aid to a student;
   - Organizations conducting certain studies for the school where the student's identity is not disclosed;
   - Accrediting organizations (i.e. colleges, universities);
   - Individuals who have obtained court orders with notice;
   - Persons who need to know in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific state law.

For additional information or if you have questions about your rights regarding school records, you may contact the principal or assistant principal.

**Safety of Students**

School personnel and parents share an important responsibility: KEEPING OUR CHILDREN SAFE. School staff must provide appropriate security measures within the school and around the school. However, very often our ability to keep your children safe from all danger relies heavily on your cooperation. Here’s what you need to do in order to help the school do its job:

1. If you drive your child to and from school, please obey traffic laws and practice safety measures. Please do not double park or park in the bus drop off zone on Washtenaw or Fairfield. Please stop at stop signs and encourage your children to cross only at intersections. Students should not arrive at school before 8:00 a.m.

2. Give the school complete emergency information. This is our lifeline to you if your child becomes injured or ill while in school. We need at least two current, operating phone numbers that we can use to reach a legal guardian. If your phone number or place of employment changes, or if your phone is disconnected, please inform us immediately in writing. Please provide cellular phone or pager numbers.

3. Inform the school of child custody issues. Are you a foster parent? Do you have sole or joint custody of your child? Are there any restraining orders in effect that prohibit a biological parent or other adult from seeing your child? You must inform us in writing, so that we can adequately protect your child.

4. Does your child need to take prescription medication in school? If this is for the long term, please see the section on Medication. If it is for the short term, please try to arrange the timing of the medication so that it does not have to be taken during school hours unless you can come to school each day to administer the medication yourself. If this is impossible to do, please phone the principal or assistant principal to discuss the situation.

5. If your child walks home, be sure that s/he walks with a friend, crosses busy intersections at the light or by the crossing guard, and follows all pedestrian safety rules.

**Visitors**

Parents and other visitors are always welcome at Boone School. In order to maintain security and to protect your child’s instructional time, please adhere to the following guidelines:

- Parents and community visitors are asked to report immediately to the security desk for a visitor's pass and to sign in and out of our guest book.
- Teachers are not allowed to visit with former students during instructional
- Conferences with parents must be scheduled in advance for before or after school or during the teacher's preparation time. Please phone ahead or email teachers directly to make an appointment.

**Volunteers**

Parent and community volunteers are always needed. If you can contribute even one hour a week on a regular basis, you can help us continue our success. Please contact the Main Office to discover how you can help. Prospective volunteers must complete a volunteer application form, and submit to a security background check and a tuberculosis screening.

**Weather, Inclement**

When the weather turns to rain, cold or snow, provision is made for students to enter the building beginning at 8:00AM.

Indoor lunch recess occurs on inclement weather days (see Recess above).

CPS releases information on school closings in severe weather to the following radio and TV stations: WMAQ (670 AM), WGN (720 AM), WBBM (780 AM), WUSN (99.5 FM), WBBM (96.3 FM), and Channel 32.