

Welcome to Hough Street School!

Frequently Asked Questions about Hough Street School

Welcome to Hough Street School! Whether you're a kindergarten parent or a parent of an older student transferring into Hough, there are many things you'll want to know about your child's new school. This will be an exciting journey for your child and your family. We want you to feel comfortable in the Hough community, so we've compiled a list of "things to know" to help get you acclimated. You'll likely have lots of questions during the first few months of school. Much of the information can be found on the District Website and the Hough Website. www.barrington220.org. This handout is intended to be a quick guide to some of the most frequently asked questions. If you have other questions or concerns, please feel free to call your teacher, Dori Knapik or Julie Sulak in the front office (847-381-1108) or Principal Jim Aalfs (847-620-4710).

GENERAL INFORMATION

What time does school start and end?

School starts at 9:00 a.m. and ends at 3:40 p.m. on Monday, Tuesday, Thursday, and Friday. Each Wednesday is early day, when school is dismissed at 3:10 p.m. Morning kindergarten begins at 9:00 a.m. and ends at 11:30 a.m. Afternoon kindergarten begins at 1:10 p.m. and ends at 3:40 p.m., except on Wednesdays when it ends at 3:10 p.m.

When is the last day of school?

The last day of school will vary depending on how many snow days we have. If we don't have any snow days, it will end on May 27th. Traditionally, we make up an additional day for every snow day used in CUSD #220. You may view the calendar for the upcoming school year on the district website at www.barrington220.org.

Who should I call if my child is sick?

It is important to call the office at 847-381-1108 or jsulak@barrington220.org to report an absence. This message will get to your child's teacher. Parents may also leave an absence message during the evening or early morning on the answering machine.

How does the bus work?

Your child will be picked up at his or her designated bus stop. The bus will bring your child to the Lincoln Avenue entrance near the back playground. The students will play on the playground until the whistle blows and they enter school. After school, bus riders will be directed to the proper door and will be helped with boarding the appropriate bus. Kindergarten-only buses and Central School buses drop off and pick up at the Lake Street entrance. Your child will be put on the bus unless a note has been sent to the office.

How does the traffic flow work before and after school for families who drive?

In the morning, families driving from the east side of town should drop their children off next to Memorial Park on Lincoln Avenue across the street from the school. Students will walk through the park and cross Hough Street with the crossing guard. Families coming from the west side of town should park on Lill Street where a crossing guard will assist their children safely across Lincoln Avenue. Then, parents should drive west (left) onto Lincoln from Lill and avoid driving east down Lincoln toward Hough. No cars may park, stand or stop in the bus zones on Lincoln Avenue near the school at any time for any reason.

At the end of the day, students who live on the east side of town must cross Hough Street with the crossing guard to Memorial Park and meet their rides on Lincoln Avenue. All other parents must park on either Lill Street and walk to the playground to pick up their child, or they must park on Lake Street facing east (toward Hough Street) and walk to meet their child at the front of the school. Parents who cannot park and walk to the front entrance may form a line facing east on Lake Street and wait for a staff member to call their child down to enter their car. Parents should NOT park facing west on Lake Street and call out to their children to cross the street to enter their car. Again, parents are asked NOT to drive east down Lincoln toward the school at any time for any reason.

Where does my child enter school in the morning and exit in the afternoon?

For grades 1-5, and the AM kindergarten, students line up at 8:55 a.m. on the playground and enter school using the service door. After school, morning and afternoon kindergarten students exit through Mr. George's door near the Lake Street entrance. Central School students are dismissed through the Lake Street exit. The rest of the students are dismissed near the back playground through the Lincoln Avenue exit.

What if I need to pick up my child who normally rides the bus?

Parents must send a note to school with their child stating that the child will be picked up instead of riding the bus.

What if my transportation plans change during the day?

We ask parents to please discuss any changes in after school pick up with their child before school begins. If an emergency arises, parents may call the front office and their child's teacher will be notified.

Am I welcome to stay on the playground with my child until school begins?

For safety reasons, parents and siblings who do not attend Hough are asked to stay off of the playground in the mornings; however, parents may gather by the benches just outside of the

playground area. They are still able to see their child but won't interfere with the morning line-up routine.

What is the Central School?

Hough Street School is the proud home of Central School, which is a self-contained "school within a school" that educates the gifted 3rd, 4th and 5th grade students from across the district. The two Central School classrooms are located next to the kindergarten classroom.

Will my child have a snack during the day?

Students will have one or two snacks each day. These should be sent to school individually with students each morning. Since some children may have food allergies, teachers will let parents know which snacks should be avoided. Older children are also encouraged to bring water bottles to school if they choose. We recommend that children please use reusable water bottles and snack containers.

What is the Infinite Campus Parent Portal?

All families in District 220 have access through the district website. This is where parents can view and update family information, see attendance, pay fees and other information. Parents may also add funds to their child's lunch card through this account. Help desk 847-842-3580

How do lunch cards work?

Each student is assigned a special card for lunch purchases. Parents may fill the card with money throughout the year, either by sending a check into school (made out to CUSD 220) addressed to The Kitchen, or by going online to their child's account and using a credit card to fill the account.

COMMUNICATION WITH THE SCHOOL & YOUR CHILD'S TEACHER

Where is the main entrance to the school?

It is on Lake Street. For security reasons, the doors are locked at all times, so please press the buzzer to be let inside. Once inside, you must go to the front office with your current ID and sign in before entering the school.

Do I need to sign in if I am visiting or volunteering?

Yes. There is a sign-in sheet for visitors and volunteers at the receptionist desk in the office. All visitors, including parents, must first stop by the office for a volunteer badge before going into school classrooms or other areas. Please let the front office staff know the nature of your visit. They have a responsibility to know who is in the building and for what reason. It is also important to sign out at the end of your visit.

What if my child becomes sick during the school day?

Sick children are sent to the school nurse, Keri Personette, who will determine what is wrong. If a child has a fever, is vomiting, is nauseated, or cannot return to class, the nurse will call a parent to come and pick up the child. For this reason, it is important that the front office have your current home, work, and cell phone numbers on file.

How are parents alerted of weather and other emergency information?

District 220 has an instant alert system that allows parents to be notified of snow days, weather emergencies, or other situations that may affect students and parents of District 220. Contact information is gathered from the student database system.

How should I communicate with my child's teacher?

All teachers have preferences, but most welcome phone calls and e-mail communication. You should send a note in your child's backpack in the morning to tell your teacher about picking up your child early, or about any changes to your child's pickup routine. If you have a question about your child's performance in the classroom or about issues relating to other children, it's best to call/email the teacher directly to set up a meeting.

How should I communicate with Mr. Aalfs?

Mr. Aalfs welcomes phone calls (847-620-4710) and e-mails (jaalfs@barrington220.org). If you have questions about school policies, it is best to contact Mr. Aalfs directly.

What if I need to bring my child to school late or pick them up early for a doctor's appointment?

There is a sign in/sign out sheet on the receptionist desk in the office. You must sign your child in or out if he or she is coming to school late or leaving school early. If at all possible, please call ahead and let the front office and your child's teacher know your plans in advance.

What's the best way to get involved in my child's classroom?

Teachers have programs that enable parents to spend some time each week in the classroom helping out, such as reading and writing parents, etc. Your child's teacher will provide a sign-up sheet at Back-to-School night in September. You may also sign up to be a Room Parent.

What do Room Parents do?

Room Parents plan class parties, assist with other special days in the classroom, and help provide food for teachers and staff for our Teacher Appreciation Luncheons in May.

When are class parties held?

There are three class parties during the year: Halloween, sometime during the last week before winter break and Valentine's Day. These parties are planned by room parents. At Halloween, Hough Street students participate in a special parade around the neighborhood, usually beginning after lunch.

Am I welcome to come to my child's classroom unannounced?

All visits should be arranged in advance. In general, coming to the classroom works best for all if a time has been arranged by the teacher and the parent. Unannounced visits are a disruption to the educational day and take time from all learners. Generally, parents are welcome to visit the classroom or school so long as the time of the visit is mutually agreed upon.

SCHOOL EVENTS

What kind of activities does Hough provide for its students?

There are all kinds of activities that Hough provides for its students. Listed below are a few of the many events that happen throughout the year. More information about each activity will follow once the school year is underway.

Hough Field Day is held in the spring and is a fun competition of age-appropriate games such as Obstacle Course, games, chalk drawing contests and more.

Hough Variety Show offers students an opportunity to perform for other Hough students, staff and parents.

4th and 5th Grade Orchestra lessons are offered to all 4th and 5th grade students in the district that wish to study a stringed instrument. Students receive weekly instruction and practice with the entire orchestra once a week. Three concerts are held throughout the year.

5th Grade Band provides 5th grade students the opportunity to study a band instrument. The program is similar to orchestra with weekly lessons and concerts held throughout the year.

5th grade sport teams allow 5th grade students to play basketball against other elementary schools in the district. Basketball games are held in the winter.

Camp Timer-lee is a three day outdoor education program for our 5th graders that takes place each May. It has become one of the most important annual traditions for our 5th grade students.

INFORMATION ABOUT THE HOUGH STREET SCHOOL PTO

What is the Hough Street PTO?

The PTO stands for Parent Teacher Organization. It is made of Hough parents that volunteer their time to oversee the many activities that the PTO provides, including fundraisers, family activities, and various projects around the school. All of the funds the PTO raises go toward providing the school with items (such as smart boards, brain carts, learning materials) and programs (such as author visits and assemblies) that help enrich our students' educational experience. The PTO encourages all parents to get involved by joining a committee and volunteering to help.

How can I participate in the PTO?

During the first week of school, you will be asked to join the PTO by sending in your dues, which is \$25 per family. You can find information on the Hough website. If something appeals to you, you may sign up to join a committee when school begins. We encourage everyone to attend the monthly PTO meetings. Co-Presidents for the 2015-2016 school year are: Kelley Schauenberg 773-454-7685 and Betsy Wintringer 773-848-6507.

What events are run by the PTO?

The PTO sponsors many events; some are fund raisers, and some are just plain fun. Below is a list of some of the PTO events planned for this year:

Back-to-School Barbeque is held the first week of school and allows students, parents and staff the chance to socialize and celebrate the start of a new school year.

Gift Wrap Sale is a fundraiser that allows parents, family and friends to buy high-quality wrapping paper and gift items. Orders are delivered before the holidays.

Holiday Market and Bake Sale is held in the evening on the first Thursday in December. The Holiday Market allows students to shop on their own for inexpensive gifts for their families while parents can purchase Manna gift cards and Bake Sale items. Proceeds from the raffle and bake sale go to the PTO.

Scholastic Book Fairs, held in October and April, allow students and their parents the chance to purchase high-quality books and other educational materials while the Hough Media Center benefits from the proceeds.

Parents' Time Out is the parents-only dinner dance and is our main fundraising event. It is held the first Saturday of February at Makray Memorial Golf Club and features dancing to a live band, a

wonderful dinner and terrific silent auction items donated by teachers and staff. It is the social event of the year and is not to be missed!

Mini Courses are held in February and March. They are four-week, extra-curricular classes taught by parents and/or teachers after school. Even kindergarteners can participate in some of these classes!

More information about PTO events and fundraisers will be given to parents during the first week of school. You may also check out the PTO website at www.houghpto.org.

About LOST and FOUND – NEW PLAN

We do not have a big bin for lost and found items any longer. Students will see the items that have been found throughout each day as they are displayed during lunch. We will remind them to check each morning during announcements. We encourage parents to label their children's belongings. If there is a name on lost items, we can get it to them!

We will be donating any items not claimed at the end of each month. Thank you for your help implementing this new plan.