

September Information Letter

0Mrs. Olsson (Room A204)

Email: melighthiser@cps.edu

Phone Number: 773-534-4185

Chase School website: <http://chase.cps.k12.il.us/>

Dear Family,

My name is Mrs. Olsson and I will be your child's teacher this school year. I am looking forward to a great year ahead and to working with you and your child.

Please take some time to read the following important information:

School Supplies:

I have attached a copy of the First Grade Supply List. ***All supplies are due to school no later than Friday, September 8th.*** Please note that all supplies will remain in the classroom. If you need supplies for home use please purchase separate materials for home.

➤ **School Hours:**

School begins daily at 8:15 a.m. and ends at 3:15 p.m.

Students are expected to line up at 8:10 a.m. and be in their classrooms and ready to begin their school day at 8:15 a.m.

➤ **Student Dress Code:**

All students are expected to attend school daily in required school colors of blue and white. ***Please be aware that T-shirts with writing or logos are not acceptable. You may receive additional information regarding Student Dress Code by visiting Chase School's website at: <http://chase.cps.k12.il.us/>***

➤ **Attendance Policy:**

If a student does not come to school, they are considered absent. Absences are considered **Excused** for the following reasons based on the Chicago Public Schools Absenteeism and Truancy Policy:

- Personal illness of the student
- Observation of a religious holiday
- Death in the immediate family
- Family emergency
- Circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent's or legal guardian's concern is subject to evaluation by the principal, principal's designee, or other Board officials, on a case-by-case basis)
- Other situations beyond the control of the student as determined by the principal, or principal's designee, on a case-by-case basis including but not limited to, homelessness and its attendant difficulties. (Students who may be homeless should be referred to the Homeless Education Department of the Office of Specialized Services for additional assistance.)

Parent Responsibilities:

- **Call the main office at Chase (773-534-4185) and state the name of the student that will be absent, his/her homeroom teacher's name, and reason for the absence.**
- **Upon the student's return to school, send a written notice or a doctor's note regarding the student's absence.**
- **Make sure child obtains missing work and completes it accurately.**

Tardies:

All students that arrive to school after 8:20 a.m. are considered tardy and must be signed in at the security desk. Students will be given a tardy pass, noting the reason for the tardy, whether it is excused or unexcused, and directed to his/her classroom.

****For further information regarding Chase School's Attendance Plan please visit *Chase school's website at: <http://chase.cps.k12.il.us/>***

➤ **Back to School Parent Packets:**

Your child will be given a Back to School Parent Packet during the first week of school. ***Please be aware that inside of the packet are several documents that you need to sign and return back to school.*** The following are documents that are required to be completed and returned back to school as soon as possible:

1. Acknowledgement of receipt of the student code of conduct (located on first page inside the Student code of conduct book)
2. Media Consent Form and Release
3. School-Based Oral Health Program Authorization Form
4. Student Medical Information for 2017-2018 School Year

Room A204 Parent Information:

➤ **Scheduling a Parent/Teacher Meeting**

If you would like to schedule a parent/teacher meeting with me, please contact me via a letter or email to let me know a day/time that works best for you. I am available in the mornings before school as well as right after school. Please be aware that I am unable to schedule meetings during instructional time. (8:15-3:15)

➤ **Early Dismissal Policy**

If you anticipate having to pick up your child early from school due to family appointments, please contact me via a letter or email to let me know. By informing me prior to an early dismissal, instruction will not be interrupted and I will be better able to have your child prepared with homework materials to go home.

➤ **Birthday Treat Policy**

Please contact me via a letter or email me a day or two before your child's birthday if you would like to have your child bring in a birthday treat. By contacting me a day or two before your child's birthday, I will be able to properly schedule a time to honor your child's birthday. *Please be aware that Chase School is a Peanut Free school and only store bought treats are allowed.*

Schedule of Special Classes

Mrs. Olsson (Room A204)



Technology: Friday 1:00-2:00



Music: Tuesday 1:00-2:00



**Physical Education: Monday & Wednesday
1:00-2:00**



STEM: Thursday 1:00-2:00



Daily Lunch/Recess 10:45-11:30