

Get Ready to



Your Learning

Holmes Elementary School

Family Handbook
2023-2024

Welcome!

The faculty, staff and PTO welcome you to Oliver Wendell Holmes Elementary School.

Holmes School is an energetic community of students, faculty and parents committed to preparing our children for the future. We strive to provide a learning experience that develops the strengths of each student while instilling them with confidence to reach their full potential.

We believe in educating the whole child. This includes offering a rigorous curriculum, promoting an equitable and inclusive school culture and supporting students as they learn the skills needed to be successful citizens in an ever-changing world. We do this by empowering each student to become a leader in their own right, setting both personal and academic goals and embracing a growth-mindset.

Holmes school is in its sixth year of being a Leader in Me School. We use the *Seven Habits of Highly Successful Kids* philosophy to drive student agency. Helping students discover their own unique strengths allows teachers to find opportunities for every child to shine—to be a leader. Incorporating the common language of the 7 Habits into our routines deepens student understanding and acknowledges what the school and teacher believe to be important. As each child discovers and develops his or her unique gifts and talents, they are given opportunities to lead. As leaders, they become active, engaged partners in their own education and their self-confidence, responsibility, and initiative grows. The children quickly understand the benefits of different gifts and talents; they learn to listen to new ideas, work together to achieve results, and motivate one another to be the best.

“Leadership” is the umbrella term to encompass the many character traits and basic life competencies that parents, business leaders, and educators are voicing as the desired skills necessary to thrive in the 21st century:
- Creativity and Innovation - Critical Thinking and Problem Solving - Communication and Collaboration - Flexibility and Adaptability - Initiative and Self-Direction - Social and Cross-Cultural Skills - Productivity and Accountability - Leadership and Responsibility

The faculty and staff are dedicated to providing a successful learning environment for all students, and we encourage parents to take an active part in this endeavor.

We ask for your cooperation and support, so that we may provide your child with a rewarding and enriching educational experience. Please take time to read this handbook thoroughly and discuss it with your child. Keep it in a convenient place so you can reference it as needed.

I welcome you to contact me with your questions and comments. Please contact me at czelaya@op97.org for more information.

Sincerely,



Dr. Christine Zelaya

**Oliver Wendell Holmes School
508 North Kenilworth Avenue
Oak Park, Illinois 60302**

Office Hours: 7:30 a.m. to 4:00 p.m.

School Number	708.524.3100
Fax Number	708.524.7622
Website	www.op97.org
Facebook	Principal Zelaya
Twitter	@ChristineZelaya

24-Hour Attendance (Absences and Tardies) Line: 708.665.3065

Email: holmesattendance@op97.org

Please call in absences and tardies by 8:30 a.m. each day

Principal	Christine Zelaya	czelaya@op97.org
Assistant Principal	Marianne Rehfield	mrehfield@op97.org
Administrative Assistant	Lori Krikau	lkrikau@op97.org
Administrative Assistant	Margaret O'Malley	momalley@op97.org

Oak Park School District 97
District Office
260 W. Madison
Oak Park, IL 60302
708-524-3000

Lakeview Bus Company
708.234.5555

First Day of School Wednesday, August 23st

Bus Service for Grades 1 through 5 begins on Wednesday, August 23
Kindergarten students should not ride the bus on the first day of school.
Students should be at their bus stops 5 minutes before their bus is due.

Please plan to arrive at 7:50 am. The entry bell rings at 7:55 am. The blacktop area will be bustling with activity and you may need a little extra time to help your student find their teacher and classmates.

Where do I go before the 7:57 bell?

- **Students coming for breakfast can enter the school between 7:15 and 7:45.**
- **Students who know their classroom assignment should:** Locate your grade level and teacher's line on the blacktop and join the class. Parents are welcome to stand with their child and say a brief hello to the teacher. If you have immediate conference needs, please have a note ready for the teacher or email the teacher to request a meeting in the first few days of school.
- **Students who don't know their classroom assignment:** Class lists will be available at each grade level line area. Class lists will include students whose registration information reached the school by the morning of Monday, August 21, 2023
- **If a student is not on a class list:** The student and parent should come to the outdoor classroom area (logs to the right of the main entrance). We will assist you according to the order of the sign-in sheet.

What happens at the 7:57 bell?

Students will enter the building with their classmates, led by their teacher. **On Day 1 only**, parents may enter the school at the end of the class line and walk to their child's classroom, saying goodbye at the door. Parents will not be able to enter into classrooms. Parents can then head to the MPR to join other parents at our First Morning Coffee, where you can chat with other parents, ask questions and meet members of the PTO.

First day dismissal is at 2:30 p.m.

Be sure you've arranged an after-school meeting spot with your child.

Kindergarten First Days

First Day of School—Wednesday, August 23

7:57 a.m. - 2:30 p.m.

Kindergarteners **SHOULD NOT** ride the bus to school on the first day.

Look for a sign with your child's class name. This will be placed at the class' assigned line up spot.

KK – Ms. Keuler
KP – Ms. Parr
KR – Ms. Rigali
KS – Ms. Saliny

After school, the children will be dismissed from the class' assigned line-up location. Ms. Keuler's class will dismiss outside their classroom in the courtyard.

Second Day of School—Thursday, August 24

7:57 a.m. - 3:00 p.m.

Bus Service Begins—Make sure your child is wearing their bus tag. Bus tags will be handed out by your child's teacher on the first day of school. Please fill in their bus stop.

Name

Bus #

Bus Stop



Absence Procedures

Regular attendance is vital for successful schoolwork. It helps ensure a continuous progression of academic and social skills taught each day in the classroom.

Please call the attendance line at 708-665.3065 or send an email to holmesattendance@op97.org before 8:30 a.m. each day your student is going to be absent. This is a 24-hour line and calls are automatically routed to our attendance line during all non-office hours.

Homework for absent students may be requested by 9:00 a.m. and will be ready for pick-up after school.

All make-up work should be turned in within a reasonable amount of time - 1 day for each day of the absence is the usual allowance.

If a student returns to school with special medical needs or devices (casts, splints, bandage wraps, medicine, etc.) doctor's orders must accompany the child or they will be sent home.

After School

Kindergarten students being picked up will be dismissed from their assigned class line-up spot. Ms Keuler's class will dismiss from their classroom into the courtyard. All other grades will be escorted by their classroom teachers to their line-up spot on the blacktop. First and second grade students wait with their teacher until they are picked up by an adult or older sibling. Third through fifth grade students are released by their teachers once they reach the blacktop.

Students in off-site after school programs wait in the auditorium for pick-up by their respective after school provider.

There is no after school supervision in the school or on the playground. Parents should instruct their children to go directly home and check in with an adult before going outside to play.

Available after-school programs in the area. We are not endorsing these programs, this is strictly informational.

ABC Toon Town – after school – transportation provided – 708.848.0701

First Baptist – before & after school - transportation provided – 708.383.1190

Hephzibah – after school program on school grounds – 708.649.7140

Magical Minds Studio – after school – transportation provided – 708.948.7934

Oak Park Park District – Clubhouse After-School Program – transportation provided –708.725.2110

Seed Montessori – after school – transportation provided – 708-613-5860

Background Checks & Fingerprinting

Adults supervising activities that require them to be alone with a group of students must be fingerprinted at the district office. Fingerprinting is done at the district office Monday-Thursday **by appointment only**. Appointments should be scheduled on the district website, op97.org under "Quick Links" select "Background Checks" then click on the link to the calendar.

Before School

ALL STUDENTS ARE EXPECTED ON THE PLAYGROUND/BLACKTOP BY 7:50 A.M.

- 7:57 Students are met by teachers and escorted into their classroom
- 8:00 School begins. STUDENTS NOT IN THE CLASSROOM ARE TARDY

There is no adult supervision outside school before 7:50. Students coming for breakfast may enter the building, through the courtyard door, beginning at 7:15. Breakfast is served from 7:15-8:00. Daily breakfast can be purchased for \$1.75/day, .30 for reduced. All students are welcome for breakfast. The monthly menu can be found on the district website. Students not having breakfast at school should not arrive before 7:50.


Students should go to their line up spot as soon as they arrive at school. Ball playing is not allowed on the playground in the morning before school. Students should not wait with their parents for the class to meet up with them near the south (Chicago Avenue) entrance, this causes a bottleneck on Chicago Avenue and makes it challenging to access the sidewalk to enter the building. Students enter the building through designated doors by grade level or room location.

Dogs are not permitted on school grounds or near the entrance gates. If your dog comes along on the walk to or from school, they need to remain away for areas where the students will be coming and going. We have to ensure that everyone feels safe around the school.

Behavior Expectations

The following matrix shows the general expected behavior in all Holmes School areas and at all Holmes School activities.

Positive School Environment Expectations Holmes Elementary School

	Classroom	Hallways and Stairwells	Hawk Cafe	Bathroom	Playground	Blacktop
R E S P E C T F U L	<ul style="list-style-type: none"> Follow voice-level expectations Follow directions quickly Be kind Take care of supplies and equipment Be a first-time listener 	<ul style="list-style-type: none"> Voice level 0 Keep hands, body, and belongings to yourself Be polite, stay to the right 	<ul style="list-style-type: none"> Voice level 2 Follow all supervisors' directions Use good table manners Raise your hand if you have a question or need something 	<ul style="list-style-type: none"> Voice level 1 Give privacy to others Keep your hands and body to yourself 	<ul style="list-style-type: none"> Follow all supervisors' directions Use polite words Include others Play fairly and follow the rules of the game 	<ul style="list-style-type: none"> Be polite Be a first-time listener Stand patiently in your line
E N G A G E D	<ul style="list-style-type: none"> Lead by example Make good choices Accept consequences for your choices Complete your work 	<ul style="list-style-type: none"> Go straight to your destination Have a hallway pass Close your locker and don't access it during the day (unless you have teacher permission) 	<ul style="list-style-type: none"> Enter/Exit slowly and quietly Clean up after yourself Throw away trash in the correct bins 	<ul style="list-style-type: none"> Hang bathroom pass on the hook/wait your turn Flush the toilet Return to class promptly 	<ul style="list-style-type: none"> Solve problems with the win-win strategy Return equipment to cart Line up when the whistle blows Stay in your class line 	<ul style="list-style-type: none"> Be on time Keep track of your belongings Line up when the whistle blows
S A F E	<ul style="list-style-type: none"> Walk Use school supplies and equipment correctly Remind others to be safe 	<ul style="list-style-type: none"> Walk Keep your hands and body to yourself Give your belongings a Hawk hug 	<ul style="list-style-type: none"> Walk Only eat your food Keep your hands, body, and food to yourself 	<ul style="list-style-type: none"> Walk in and out Use soap and water to wash your hands Report incidents to a teacher 	<ul style="list-style-type: none"> Use equipment correctly Stay on the playground Keep your hands and body to yourself Report incidents to teacher 	<ul style="list-style-type: none"> Walk Keep your hands and body to yourself Sticks, stones, snow and rocks stay on the ground

Leadership is doing what is right, even when no one is watching.

Be a LEADER.

Birthdays

Birthday celebrations at Holmes vary based on teachers' preferences and guidelines. Parents should check with their child's homeroom teacher a week in advance to clarify the teacher's birthday celebration practices. In keeping with our Wellness Policy, birthday celebrations are food free. If you wish to send a treat, books for the classroom, pencils, markers or stickers are suggested options. Birthday party invitations can be distributed through school only if all children in the class are invited.

Bus Service

Bus Service for Grades 1 through 5 begins on Wednesday, August 23

Kindergarten students should not ride the bus on the first day of school.

Students should be at their bus stops 5 minutes before their bus is due.

The Holmes bus eligibility area encompasses all students who reside south of the railroad tracks. The exceptions to this are families who live in the areas bounded by the south side of Lake Street and the tracks between Forest and Harlem and between Euclid and East.

Bus passes will be distributed within the first few weeks of school. All children must carry their district bus pass and **ride only on the bus indicated on the pass**. Please have your children put their pass in an unused pocket in their backpack where it can remain without being pulled out by mistake. Passes are an important safety measure and must be carried at all times.

There is no bus service available for students on Permissive Transfers to Holmes School.

Students who are not bus eligible may not ride the bus with a friend. Students can only ride on the bus they are assigned to ride.

Students who are not bus eligible but wish to ride should request a space available form. You will be notified by October 1 if your child can ride the bus. Please do not put your child on the bus until you are issued a bus pass.

IMPORTANT BUS SAFETY NOTES FOR STUDENTS:

- Be at your stop five minutes before your bus is due.
- Children may socialize as they wait for their bus, but ball playing and running is not allowed.
- Students should enter the bus in an orderly fashion and sit as directed by the driver.
Seat belts should be securely fastened.
- No eating or drinking on the bus
- Bus passes must be carried at all times. If students have two different residences requiring them to ride different buses, a second pass may be requested. Custody documents and a second address must be provided.
- Kindergarten and first grade students will have older students as "Bus Buddies" to walk them to the buses on Woodbine Avenue.

Holmes' Bus Routes

Route 1

- SW corner of Pleasant & Clinton
- SW corner of Randolph & Home
- SW corner of Randolph & Clinton
- SW corner of Randolph & Kenilworth
- SW corner of Randolph & Grove
- Midblock N of fire station

Route 2

- NW corner of Marion & Randolph
- NE corner of Washington & Home
- NE corner of Washington & Maple
- SE corner of Pleasant & Maple
- SW corner of Pleasant and Marion
- SW corner of Pleasant & Home
- SW corner of Pleasant & Kenilworth

Route 3

- SE corner of Lake & Marion
- Lake & Forest – stop is on Lake Street in front of 100 Forest Place sign
- SE corner of Randolph & Euclid
- SW corner of Randolph & Wesley
- SW corner of Randolph & East
- NE corner of Wesley & Pleasant
- NE corner of Pleasant & Euclid

Route 4

- SE corner of Maple & Randolph
- NE corner of Washington & Wesley
- NE corner of Washington & Euclid
- NE corner of Washington & Grove
- SE corner of Pleasant & Grove

Cell Phones & Smartwatches

District policy allows students to carry cell phones and wear smartwatches. All cell phones must be turned off and put away during school hours. Students may not use their phones to make or receive calls, texts, take pictures or make video recordings during the school day. When possible, Smartwatches should be set to not allow making or receiving calls or texts during school hours. If a cell phone or smartwatch is taken away from a student due to improper use, a parent/guardian must come to the school to retrieve it. The school is not responsible for damaged, lost, or stolen cell phones or smartwatches.

Conferences

Formal parent/guardian teacher conferences are held twice a year in October and February. The dates scheduled by the district are October 26-27 and February 8-9, your child's teacher will determine their own conference schedule. School dismisses at 11:00 a.m. on the scheduled conference dates.

While these are the formal opportunities to meet with your child's classroom teacher, we encourage ongoing communication. You can always reach out to the classroom teacher or principal with questions or concerns.

Discipline – Please refer to the District Student/Family handbook

Dismissal During the School Day

Dismissal during the school day is through the school office only. Children may not be dismissed by teachers directly to parents even if the child is on the playground.

If someone other than a parent will be calling for the child, please specify that individual in your note or by phone. Identification will be required. Ideally, any person collecting your child should be listed as an "Emergency Contact" on your student's record. The person picking up a child must sign the Dismissal Log in the school office, indicating the time the child was released. For the safety of our students, no child will be released from school early unless these procedures are followed.

Dogs

Please refrain from bringing your dogs on to school property. We need to be respectful of allergies and understand that not everyone feels comfortable in the presence of dogs. If your dog walks along to school, it needs to remain outside of the school gates and clear of areas where students are walking.

Electronic Items

Toys, games, iPods and all other electronic items are to be kept at home. If an electronic item is brought to school and observed by staff it is taken away from the student, taken to the school office and a parent/guardian must come to the school to retrieve it.

Field Trips

Permission slips are required for children to go on any field trip. Parents must sign and return these slips before their child can be taken on a trip. We will not call parents for verbal permission. Students remaining at school will spend field trip time with a designated teacher. If there is a fee for the trip, the fee must be paid prior to the trip. Contact your child's teacher if financial assistance is needed.

Food Policy

There are students who attend our school who have life threatening allergies. For the safety of these students, all classrooms will be a peanut/tree nut safe. The following guidelines will be followed:

- Students will wash their hands upon arrival to the classroom and again before and after lunch.
- Fresh fruits and vegetables are the only allowed classroom snacks
- No art products/projects containing peanut/tree nut ingredients can be used inside of the classroom.
- All celebrations/activities are food free.

Lost & Found

Many items of clothing are left on the playground and in the gym. At the end of each trimester unclaimed items are donated to a charitable organization that accepts clothing.

Putting your child's name in all jackets, lunch boxes, shoes etc. is a good way to ensure that your child's belongings will be returned to the correct owner.

Small lost and found valuables (including eyeglasses) are kept at the front desk. Clothing, lunch boxes, water bottles etc. are kept in the multi-purpose room. Clothing is on a rack and other items are in the basket below it. Parents are always welcome to check the Lost & Found rack and basket.

Lunch/Recess

Lunch Times

The lunch and recess periods are between 11:00 and 1:00 pm depending on grade level.

Lunch Schedule	Lunch	Recess
11:00-11:25	First Grade	Kindergarten
11:30-11:55	Kindergarten & Third Grade	First & Second Grades
12:00-12:25	Second & Fifth Grades	Third & Fourth Grades
12:30-12:55	Fourth Grade	Fifth Grade

Breakfast and lunch menus are posted on the digital backpack monthly. Many families keep the monthly calendar in a convenient place and go over it weekly choosing which days the students will sign up for school lunch or bring a lunch from home. Each morning, students will submit their lunch order for the day.

Payment

Families wishing for their children to have school lunches must deposit money in advance into a lunch account. If paying by cash or check, payment should be sent in a **sealed envelope labeled 'Lunchroom'** with the student's name written on the outside of the envelope. Food service payments can also be made online at the District 97 website by selecting the Meal Time option, <https://www.mymealtime.com/>. The student's district ID number is required for online payments.

There are four choices each day for lunch, a hot entrée, a pizza kit, a sandwich and a salad. Milk is included with the lunch purchase. The cost for a school lunch is \$2.90/day, .40 for reduced. **Milk only is .45, regardless of fee status.** The monthly menu can be found on the district website.

The lunch account operates like a debit card with amounts subtracted via a scan card as the student participates. When the balance reaches less than \$10.00 you will be notified via school messenger that money needs to be added to your child's account. Negative balances are not permitted.

Daily cash payment for hot lunches or milk only is not an available option.

Milk Purchase

All school hot lunch program meals include a choice of skim, 2% white or chocolate milk. Families wanting their children to have milk with a lunch from home also deposit money into the School Food Program account and purchases are charged daily through use of a scan card. Milk and meal accounts are the same. Any child who orders just milk, regardless of fee status, is charged .45 per day.

Lunch from Home

- Children bringing lunches to school should store them in the designated classroom storage area.
- Lunches should not require refrigeration or heating.
- All food items brought to school must be nut-free
- Each lunch bag or box needs to have the child's name on it. This prevents confusion at lunch time and allows lost lunch boxes to be returned to the correct child. Bag lunches must be stapled or taped shut to avoid items falling out.
- Please use only non-breakable food and beverage containers
- Due to concerns about food allergies students should eat only their food. Food items should not be traded or shared.
- Nutritious, healthy lunch and snack food is requested as this helps students perform their best during the school day. Do not send gum, candy or high sugar content foods and drinks to school.
- Food is not permitted on the playground or in the auditorium

Lunch Supervision

Lunch in the multi-purpose room is supervised by a combination of certified staff, teaching assistants and staff lunch supervisors.

Lunch Recess

All children have half of lunchtime to eat and half to play. Children play outside except in wet or extremely cold weather (below 15 degrees), please make sure you child is appropriately dressed for expected weather conditions each day. Students are supervised on the playground by certified staff, teaching assistants and adult playground supervisors.

Going Home for Lunch

No student will be given permission to leave school during lunch unless escorted by a parent or guardian. An adult must sign the student in and out of the building.

Playground Expectations

Always respect and follow the directions of the playground supervisors. They are here to help you and keep you safe.

These rules have been developed to encourage sportsmanlike behavior and protect the health and safety of all students. Each student is expected to abide by them every day before and after school, during class recess and at lunch recess.

General behavior guidelines

- Always display good sportsmanship
- Keep hands and feet to yourself
- Be Respectful, Be Responsible, Be Safe
- Stay inside the fenced playground area
- Line up quickly and quietly when the whistle blows

The following behaviors are not allowed

- Climbing or walking up the slides
- Climbing trees
- Walking or sitting on top of the monkey bars
- Throwing, kicking or tossing wood chips or snow
- Play fighting, karate, judo, or other aggressive play
- Tackle football or hard-hitting soccer

Sharing and caring for playground equipment

- Share the play equipment and supplies with others
- Take turns on the equipment. Count to 60 then switch.
- Return all school play equipment to the cart before you leave the playground
- Do not bring **anything** from home to play with during recess

PTO

The Holmes School-Parent Teacher Organization (PTO) is a partnership between parents and teachers that enriches the school experience for the entire Holmes community - students, parents, and staff. Simply by being a parent or guardian you are a member of this group. Your involvement is welcomed, needed and appreciated.

- Visit our website at <http://www.holmespto.org> for current news and events.
- Find us on social media @HolmesPTO on Facebook and Twitter.
- Email us at pto@holmespto.org and we'll connect you with a PTO division to get you started. We welcome your feedback, so please let us know how we're doing throughout the school year.

Safety Drills

In accordance with local and state laws, Holmes conducts various safety drills throughout the year. The required drills include fire drills with and without the local fire department, a lockdown drill with the local police department, a severe weather drill and a bus evacuation drill.

School Pictures & Yearbook

Each year individual pictures are taken by a professional photography company. Pictures are scheduled for October 6, with a rain date of October 16. Students missing picture day are photographed on a re-take day, November 6. Every effort is made to include every student in the school yearbook. The yearbook is distributed the last week of school.

Security

All visitors, including all parents, must enter through the main doors, sign in at the office and receive a visitor's pass to gain entry to the building and classrooms. All doors are locked after students enter the building at 8:00 am. Please use the front door buzzer to be admitted into the building. Any volunteers who regularly assist in activities where students are present will need to submit a copy of their driver's license. Any volunteers who chaperone field trips must be fingerprinted. Fingerprinting can be done at the district office by appointment. (See Background Checks for fingerprinting hours.)

Snacks

Classes break for a morning or afternoon snack. Fresh fruits and vegetables will be the only snacks allowed in classrooms. Some classrooms may have additional food items that are not permitted due to allergy concerns in that classroom. If snacks do not comply with the snack guidelines, they cannot be eaten and will be sent home with a reminder notice.

Student Placement Policy

The faculty of Holmes School is dedicated to providing a successful learning environment for all students. Criteria used for the heterogeneous placement of students will include race, gender, academic needs and teacher recommendations.

A letter and form will be sent home in April asking parents to express their thoughts about their children's learning needs and styles for the following year. This information will be considered in the class selection process.

Traffic Plan

In conjunction with the Village of Oak Park Public Works Engineering Division, The Oak Park Police Department and the village's traffic consultants, KLOA Consulting, Inc., a plan was developed to provide safe and efficient pick-up and drop off for all students.

Please understand that our main concern is the safety of our students. Making sure that traffic/child interfaces are carefully planned is one of our top priorities. Thank you for your cooperation in abiding by these procedures.

Between the hours of 7:30–8:15 a.m. and 2:00–3:30 p.m. all Holmes School students should be dropped off and picked-up on Chicago Avenue to the WEST of the traffic light.

Between the hours of 7:30–8:15 a.m. only vehicles of the residents of the 500 block of North Kenilworth will be permitted south of Iowa Street during these hours.

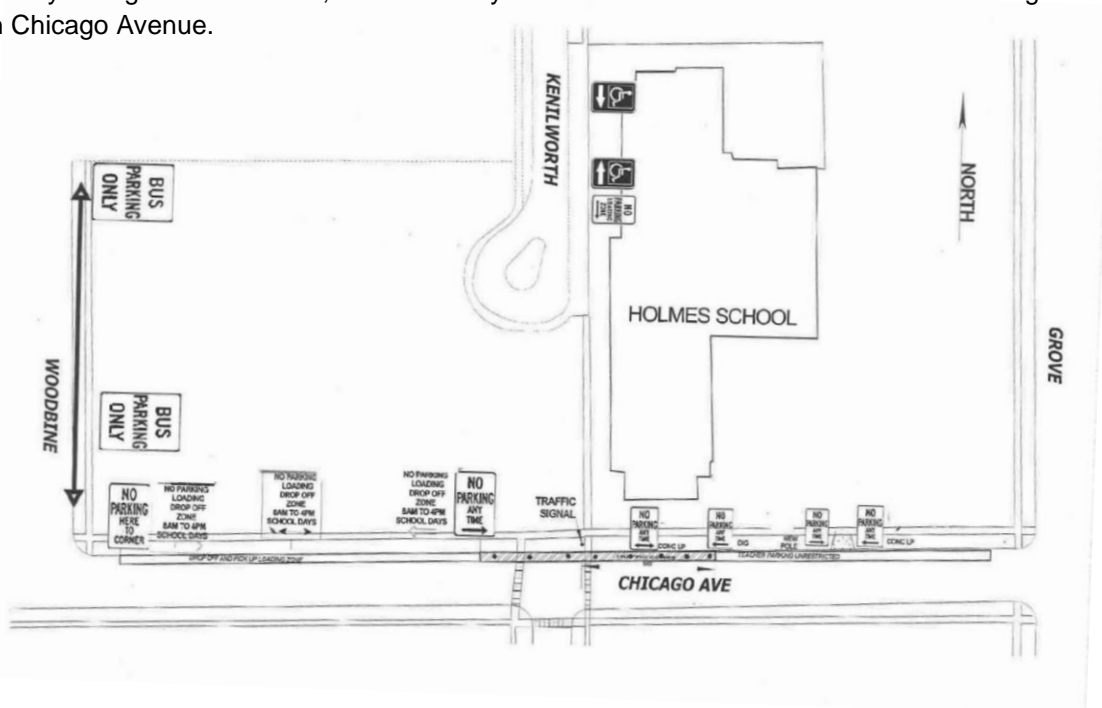
Between the hours of 2:00–3:30 p.m., after school vans will be permitted into the cul-de-sac for pickup.

Parents or guardians displaying a green Holmes pass may pull into the cul-de-sac to drop off students.

Please do not drive past the barricades on Kenilworth. Our students are crossing the street to enter the building. Please use the Chicago Avenue drop off zone, or park in a legal parking spot and walk your student to their line. There is usually parking available on the west side of Woodbine.

There are several key points to the traffic plan:

- Drivers must pull up to the furthest west spot available on Chicago Avenue to let their students exit or enter their cars.
- Students must be ready to exit or enter the car as soon as it stops.
- Students exit or enter vehicles ONLY on the sidewalk side. School staff will be on-hand in the morning to assist them.
- Last minute instructions need to be taken care of before the car pulls into the drop-off zone.
- Parents/guardians wishing to walk their children to the playground or into the school must park in a legal parking spot on Chicago or Kenilworth Avenues before walking with their child. Please be aware that there is NO PARKING on the north side of Chicago Avenue from the east side of the school building to Woodbine.
- Parking is not allowed on either side of the 400 block of Kenilworth from Chicago Avenue, south to mid-block, between 7:30-8:30 in the morning and from 2:30-3:15 in the afternoon.
- School buses load and unload on Woodbine Avenue. Please do not drop your students off in the bus loading zones.
- Cross with crossing guards
- If stopped by the light at Kenilworth, do not leave your children off in traffic. Proceed to the designated drop off zone on Chicago Avenue.



Classroom Visit Procedures

School and classroom visits must be unobtrusive to the educational process and learning environment and should not occur on an excessive basis. All requests for visits will be coordinated through the building principal, his/her designee and teacher at least one day in advance. The school principal or designee will accompany all classroom visitors. In general, visits should not exceed 40 minutes or the duration of one class period. Any exceptions to this time guideline must be approved by the principal or designee. Additional information about school and classroom visits, including the number of people who can participate in a visit, the process for viewing instructional materials and the protection of the privacy of students, is available in the administrative guidelines that correspond with this policy. These guidelines can be found on the district's website.

Any individual who shows up at a school for a visit without making prior arrangements must speak with the principal or designee about the purpose of his/her visit and either get permission to remain on school grounds or determine a more appropriate time to come back and conduct the visit.

Visitors will not be allowed to visit classrooms during testing.

Visitors are expected to respect the instructional environment and the learning process. If questions arise during a visit while instruction is in progress, visitors should contact the principal or designee after the visit so they can be answered during non-instructional time.

Visitors may view the instructional materials being used by students and/or teachers if copies of these materials are readily available during their visit. Otherwise, arrangements can be made to view the instructional materials at another time.

Any visitors interested in using audio or video equipment to record school or classroom activities must get approval from the principal or designee to do this. If approval is granted, visitors must use this equipment in accordance with the law, and work with the principal, his/her designee or teacher to identify any students participating in these activities whose parents/guardians have requested they not be photographed or interviewed.

Visitors must agree that they will not disclose any information about student work groupings, behavior, or classroom contributions that would result in the identification of individual students.

If a situation requires a student to be called to the front office of the school to meet with a visitor who is not a parent/guardian, the principal or designee must be present during the visit. A student will not be permitted to leave the school with anyone who is not identified as his/her parent/guardian or an appropriately authorized person. No one may visit a student in school unless it is with the specific approval of the principal or designee.

Grade Level Supply Lists

Backpacks should not have wheels. Wheeled backpacks do not fit in our lockers.

All students should have an Oak Park library card.

There may be additional items requested by your child's teacher. Check with him/her at the start of the school year for detailed information.

A change of clothes is recommended for all students, regardless of grade level. Things happen.

Kindergarten Supply List 2023-2024

Please label the following supplies with first name, last initial. (Shannon S)

- 1 Full Size Backpack
 - Minimum of 15 inches tall. Large enough to hold a daily folder (size 9" x 12")
 - Should not have wheels. Wheeled backpacks do not fit in our lockers.
 - Label inside of backpack with first and last name.
- 1 white 1" 3-ring binder with plastic cover. Label Name on inside left cover
- 1 set of 5-tab binder dividers placed inside the 3-ring binder.
- 1 set of headphones with headphone jack – no ear buds, no wireless, no bluetooth
- 1 Container of Playdough 4 oz.
- Change of clothes to be kept at school, including shoes. Please label all clothing items (spills and accidents happen at school--ALL students must have a change of clothes at school).

Please DO NOT label the following supplies

- 2 packages crayons (24 ct)
- 1 package washable markers - thick line, 10 ct or greater
- Folders (NO designs/pictures on folders):
 - 1 heavy-duty plastic, 3-pronged solid GREEN folder
 - 1 heavy-duty plastic, 3-pronged solid RED folder
 - 1 heavy-duty plastic, 3 pronged solid YELLOW folder
- 1 pack fine point black dry-erase markers
- 1 pack of thick dry-erase markers
- 1 clean sock to be used for cleaning dry-erase boards
- 3 small glue sticks
- 2 large boxes of tissue
- 3 containers of disinfecting wipes
- 1 package gallon-sized zipper storage bags
- 1 roll of paper towels
- **Jan-Apr** birthday – sandwich sized Ziploc bags and 1 bottle hand sanitizer
- **May-August** birthday – quart sized Ziploc bags and 1 package of baby wipes
- **September- December** birthday- snack sized Ziploc bags and post-it notes

First Grade Supply List 2023-2024

Please do not label unless indicated

- 2 boxes of Crayons (24ct)
- 2 box of 24 Pencils (sharpened)
- 1 set of Headphones (no earbuds- no bluetooth)
- 24 Dry erase Markers
- 2 Dry Erasers
- 1 book bag or backpack
- 3 Plastic folders
- 2 pink erasers
- 4 large glue sticks
- 2 Play-Dough containers
- 1 Pair of child Scissors
- 1 package washable markers (thick line, 10 ct or greater)
- 1 1" white 3-ring binder with plastic cover and inside pockets if new to Holmes
- 5 tab dividers if new to Holmes
- 6 containers of biodegradable disinfecting wipes
- 2 boxes of tissue
- 1 box gallon sized ziploc bags
- 1 box sandwich sized ziploc bags
- Change of clothes to be kept at school (in a bag labeled with child's name)
- Water bottle with straw lid

Second Grade Supply List 2023-2024

Please do not label. These supplies will be collected and shared.

- 1 pair of headphones (no earbuds or bluetooth)
- 1 pair of non-adult scissors
- 1 eraser
- 1 box of crayons (24 ct)
- 1 box of colored pencils (12 ct)
- 1 package washable thick markers (10 ct. classic)
- 4 chisel-tip dry erase markers (Expo preferred)
- 4 fine point dry erase markers (Expo preferred)
- 48 #2 pencils (sharpened)
- 4 small glue sticks
- 2 wide-ruled composition notebooks
- 1 wide-ruled spiral bound notebook
- Folders (NO designs/pictures on folders):
 - 1 heavy-duty plastic GREEN folder
 - 1 heavy-duty plastic RED folder
 - 1 heavy-duty plastic PURPLE folder
 - 1 heavy-duty plastic **3-pronged** BLUE folder
 - 1 heavy-duty plastic folder (any color)
- Play-Dough (5 pack of 4 oz.)
- 1 package of clear, plastic sheet protectors (minimum 20)
- 3 packages baby wipes
- 2 containers of disinfectant wipes
- 3 large boxes of tissues
- 1 roll of paper towels
- Change of clothes to be kept at school (in a bag labeled with child's name)
- District-issued iPad charger and iPad
- 1 backpack (NO WHEELS)
- Water bottle with squirt/straw top
- 1 can of shaving cream

For students who are new to Holmes:

- 1 1" inch white binder with clear cover
- Binder tab dividers (5)

Third Grade Supply List 2023-2024

- 1 pair of headphones (no bluetooth or wireless, please)
- 1 soft-sided zippered pencil case (around 7 x 10 in.)
- 6 thin Expo brand dry erase markers (*fine tip*)
- 6 regular Expo brand dry erase markers
- 24 #2 pencils pre-sharpened (*Ticonderoga preferred*)
- 1 white or pink eraser
- 1 pair of scissors (sharp point)
- 1 12" ruler w/ inches and centimeters
- 1 package washable markers
- 1 box of colored pencils (12 or 24 ct)
- 6 pack of small glue sticks
- 1 composition notebook (wide-ruled)
- Personal pencil sharpener
- 4 plastic, 3-prong folders (one red, one green, 2 blue)
- 1 2 pocket folder (any color/ design)
- 1 package plastic page protectors
- 2 containers of disinfectant wipes
- 2 canisters of antibacterial hand wipes (like Wet Ones)
- 2 boxes of tissues
- 3 rolls of paper towels
- Change of clothes to be kept at school (in a labeled bag)
- 1 backpack (NO WHEELS)
- District-issued iPad charger and iPad
- Personal non-spill water bottle

Students with Last Names A-M

- 1 large package of baby wipes

Students with Last Names N-Z

- 1 large bottle of pump-style hand sanitizer

For students who are new to Holmes:

- 1 1" inch white binder with clear cover
- Binder tab dividers (5)

Fourth Grade Supply List 2023-2024

Please label the outside of each item with the student's name.

- 1 backpack (no wheels)
- District-issued iPad
- District-issued iPad charger
- 1 set headphones (to be left at school)
 - *If they break, they will need to be replaced.*
 - *These should be functional, durable, and comfortable as they will be used daily.*
- 1 cloth, zippered pencil case
- 1 reusable water bottle
- 1 single-subject spiral notebook
- 2 durable two-pocket folders
- 1 plastic 3-prong folder (no paper ones)
- 1 package sheet protectors
- 8 dry-erase markers
- 1 dry-erase eraser (a clean sock will work)
- 1 package washable markers (thick line, 10 ct or greater)
- 1 set colored pencils (12 ct or greater)
- 1 pair scissors
- 2 glue sticks
- 2 highlighters
- 2 pink erasers
- 48 pencils, pre-sharpened
- 3 containers disinfectant wipes
- 2 large boxes tissues
- 1 pack wide-ruled lined paper
- 1 roll paper towels
- 1 stylus (optional)
- 1 change of clean clothes to be left at school (in a labeled bag)

Students with Last Names A-M

- 1 package Ziploc baggies (sandwich or quart size)

Students with Last Names N-Z

- 1 package Ziploc baggies (gallon size)

For students who are new to Holmes:

- One white 1 1/2" three-ring binder with plastic cover
- One pkg 5-tab dividers for binder

Fifth Grade Supply List 2023-2024

label the outside of each item with the student's name.

All Students

- 1 book bag or backpack - No wheels
- 1 set of headphones or earbuds (student preference)
- 1 stylus
- 6 composition notebooks (**not spiral bound**)
- 4 plastic folders
- 1 plastic folder with prongs
- 13 sheet protectors
- 1 supply pouch or pencil case
- 6 packages of pencils (**for community use**)
- 1 handheld pencil sharpener
- 4 erasers
- 1 package colored pencils (12 count or greater)
- 1 package washable markers (thick line, 10 count or greater)
- 1 package dry erase markers
- 1 thin, black dry erase marker
- 1 dry erase eraser or clean sock
- 1 black fine point marker
- 1 highlighter
- 1 pair full-size scissors
- 1 12" ruler with inches and centimeters
- 6 packages square sticky notes
- 4 glue sticks
- 2 packs of disinfecting wipes
- 2 boxes of tissues

Students with Last Names A-M

- 1 package Ziploc baggies (quart size)
- 2 small bottles of hand sanitizer or 1 large bottle

Students with Last Names N-Z

- 1 package Ziploc baggies (gallon size)
- 2 rolls of paper towels

Students New to Holmes

- 1½ inch white binder with clear cover
- 5 binder tab dividers