



**ARTHUR E. CANTY SCHOOL**  
**3740 N. Panama Ave.**  
**Chicago, Illinois 60634**  
**773-534-1238**

Jennifer Rath  
Principal

Shannon Puckett  
Assistant Principal

## **2024 – 2025 FAMILY HANDBOOK**

### **PRINCIPAL’S MESSAGE**

Welcome to the 2024-2025 school year. We are excited to have you back. We will have lots of activities and events happening this school year and hope to see you all at Canty! Please review this handbook for all of the information you may need this school year. I know you will have an amazing year!

Sincerely,  
Jennifer Rath  
Principal

### **VISION**

Canty School envisions a continued collaboration between staff, students, parents and community to achieve every child’s greatest potential. We foresee that all Canty students will develop an intrinsic motivation to explore higher education and career opportunities while contributing to the community.

### **MISSION**

Canty School encourages and nurtures an appreciation for higher education with an emphasis on the individual success of every child. We believe in providing a curriculum rich in academic excellence, technology, fine and performing arts, with the development of healthy social and emotional skills in a safe and least restrictive environment. The outcome of the Canty experience is well-rounded, respectful, responsible and productive global citizens.

### **GENERAL SCHOOL INFORMATION**

Office 773-534-1238  
Fax 773-534-1236

### **REGULAR BELL SCHEDULE**

Entry Bell 8:00 a.m.  
Tardy Bell 8:05 a.m.  
Prepare for dismissal 2:55 p.m.  
Dismissal 3:00 p.m.

### **SCHOOL HOURS**

Students begin classes at 8:00 a.m. and are dismissed at 3:00 p.m. Students will have a twenty-minute lunch period and 25 minute recess with an additional 10 minutes of recess in grades K-5 with their homeroom teachers. Students may bring a lunch from home or eat a school lunch.

### **STUDENT ARRIVAL AND DISMISSAL**

Students should arrive at school between 7:50 a.m. and 8:00 a.m. since supervision is provided only during this time. Students will enter the school beginning at 7:50am to enter classrooms at 8:00am.

### **SCHOOL ENROLLMENT**

Canty is a neighborhood school with an attendance boundary. Students who live within this area may attend our school. Students outside of the attendance boundary must apply through GoCPS. Students in Pre-k who do not live in the Canty attendance boundary must also apply for Kinder through GoCPS. Visit [www.cps.edu](http://www.cps.edu) to verify your address. Principal may request current proof of residency at any time.

### **STUDENT ASSIGNMENT TO HOMEROOMS**

The principal makes final decisions on student assignments. Parents are not able to request specific classroom assignments.

### **PARENT CONFERENCES**

Parents are encouraged to schedule a conference with their child’s teacher whenever they have questions or concerns. A conference request may be made by emailing the teacher and a mutually agreeable conference time will be scheduled. Parents should make a request at least two days in advance, and must report to security for check-in before proceeding to the teacher’s room. Parent conferences may also take place virtually using Google Meets.

## SAFE PASSAGE TO AND FROM SCHOOL

- Crossing guards are present at Panama and Forest Preserve and at Irving Pk. and Paris; students should obey and cross with the guard.
- Stay alert at all times. Accidents happen most often when we are not paying attention. Don't wear headphones. Texting may cause distraction.
- Parents need to designate a safe route. Refer to the Canty School map to determine the safest route. Children must always follow the designated route to school. Stay out of alleys and stay away from abandoned buildings.
- Never talk to strangers or accept rides from strangers. If someone you don't know approaches you, run away from him/her. Run to where there are other people and tell your parents.
- If a stranger tries to grab you, run away and yell, "Help! This is not my Mommy/Daddy!"
- Look for and obey traffic lights. Cross the street only when the sign says WALK. Watch out for cars making right turns.
- Always look both ways before crossing the street - look left, look right, look left again - then proceed.
- Never run across the street; if you fall, you might not be able to get up in time. WALK.
- Always cross the street at the corner. Don't cross in the middle of a block.
- Don't walk between parked cars.
- Pay attention to traffic sights and sounds.

For children riding a school bus:

- While waiting at the bus stop, stay at least six feet from the street curb.
- Never walk behind a school bus or cross within ten feet of the front of the school bus.
- Always wear your seat belt.
  - Stay in your seat at all times and, to avoid falling, only get up after the bus has come to a complete stop.
  - Always listen to the directions of the bus driver and bus attendant.
  - Keep the aisles clear at all times and help keep the bus clean and safe for everyone.
  - Never throw anything out of the bus window and always keep your head, hands, and arms inside the bus.

For parents driving children to school:

- Obey all traffic safety rules.
- Drivers must never block crosswalks.
- Drivers must not double-park.
- Drivers must have children enter and exit cars from curbside doors.
- Do not cause problems by blocking traffic,

getting in the way of school buses.

- Do not drop children off in the middle of the street.
- Do not use the staff parking lots to load or unload children.
- Be patient and exercise caution.

## KISS AND GO

There is no parking along the school side of Panama and Paris Ave 7am-4pm. During drop off and pick up **no one** should be parked along the school side of the street to allow parents to drop off students curbside. Double parking should never happen and is a significant safety concern. Doors open and student supervision begins at 7:50am for K-8th students. Students will immediately enter the building upon arrival ready for school to begin promptly at 8:00am

## FORGOTTEN ITEMS

Once the school day begins, instructional time must be protected from unnecessary interruptions. It is the student's responsibility to be prepared with homework, projects, signed forms, materials/supplies, lunch, gym attire, etc. In accordance with our efforts to have our students be "responsible citizens," parents are not to deliver forgotten items such as homework, backpacks, gym shoes, lunches, books, projects, etc. It is the student's responsibility to come to school prepared for all aspects of their day. Delivering items to the class, or calling the classroom for students to pick up forgotten items interrupts the entire class. If a student forgets their lunch they will receive a free school lunch.

## TARDY PROCEDURES

Canty School places a high priority on all students developing an awareness of being on time. It is essential that students arrive at school on time to maximize their learning potential. Repeated and excessive tardiness will result in a conference with the parent/guardian to discuss the child's excessive tardies and to create an attendance plan.

- Students who arrive at school late (PreK after 7:45am and 1-8 after 8:03am) must enter through Door 1 and go to the security desk before being admitted to class.
- Per Board policy, students who arrive after 9:15am are recorded as half day attendance.

## ATTENDANCE

Regular attendance at school is important.

### **Excused/Unexcused Absences**

To succeed, your child needs to be in school, on time, every school day, prepared to participate. Good attendance and good grades go hand in hand. Parent/guardians of children who are absent from school can either call the attendance office between 6:30-8:30 AM at 773-534-1238 and Press Option 3 leave a phone message **or** report the absence via [Aspen Parent Portal E-Absence](#). A parent/guardian who phones-in their child's absence to the school may still receive an automated absent student notification call from CPS.

### **Unexcused Absences and Absence Notes**

Each student's absence is recorded as unexcused until the school's receipt and acceptance of an E-Absence, Call or Phone message from the parent/guardian identifying one of six CPS Board approved valid reasons for the absence.

If your child misses 3 or more consecutive days of school s(he) recommended to have a doctor's note upon his/her return to school for an excused absence.

As listed under Section 5/Art. 26 of the Illinois School Code and the Chicago Board of Education Policy on Absence and Truancy (05-0126-P02), there are six acceptable reasons for a student's excused absence from school:

## Valid Reasons for Student Absence

CPS recognizes six reasons for an absence to be considered excused:

- Student illness
- This includes mental or behavioral health (As of January 1, 2022, absences can be attributed to mental or behavioral health for up to five days based on Public Act 102-0321. Learn more here: [\(ENGLISH | SPANISH\)](#))
- observance of a religious holiday (absence note required for student file)
- Death in the immediate family
- (Specified) Family Emergency
- Circumstances which cause reasonable concern to the parent for their child's safety or health (must be approved by the principal)
- Other situations beyond the control of the student (as determined by principal)

All other absences are unexcused. Please note that absences due to family vacations/sporting events are unexcused absences. Once a student has 5 and 10 unexcused absences, the school will send a notice to the parent/guardian.

Parents/guardians of students with patterns of absences will be required to meet with school administration to create an attendance plan to increase their child's attendance.

## EARLY DISMISSAL PROCEDURES

Early dismissals are very disruptive to the classroom and should be avoided whenever possible. Per CPS Policy, Carty can only release a student to the custody of his/her legal guardian(s) or listed emergency contact indicated on the student's emergency form of the current school year.

- Parent/Guardian or listed emergency contact must provide a valid government issued ID to be able to have students released.
- When a student needs to leave school early, the parent/legal guardian must visit the security desk and sign the child out.
- Per Board policy Students dismissed before 1:45pm are recorded as half day.
- Early dismissals should be on rare occasions. Families with a pattern of early dismissals will be required to meet with school administration to create an attendance plan.

## MAKE-UP WORK AFTER ABSENCE

Students are expected to make-up assignments and tests that were missed during absences. If your child is absent from school they will be given the same amount of days that they were absent to make up their work. Assignments that were due prior to their absence must be turned in upon their return.

## TELEPHONE CALLS FROM SCHOOL PHONES

Students are not permitted to use the school phones for any reason except for an emergency or illness. Students will not be allowed to leave class to receive a call from a parent. Arrangements for after school commitments need to be made with students prior to the school day beginning. Messages for students should be for emergencies only.

## SCHOOL SECURITY

All parents and visitors must enter the school through the Main Entrance (Door 1) on Panama Ave. All visitors are required to report directly to the security desk to sign in, provide a valid photo ID (state or drivers license), and obtain a visitor's pass before reporting to any other location in the building. Visitors are not to go directly to a teacher's classroom. Visitors who violate this may be subject to restricted access to the school.

Weapons and dangerous objects are forbidden on school premises. All persons entering the school are subject to personal search and examination of their hand-carried possessions. Metal detector screening of students and their personal effects may be conducted periodically.

## BREAKFAST AND LUNCH

Breakfast and Lunch are free of charge for all students. At the beginning of each year, parents must complete a family income form. Federal and state money are dependent on these forms so it is very important to get them in quickly. We are participating in Breakfast in the Classroom. Students have the opportunity to pick up a breakfast bag as they enter the building.

## HEALTHY SNACKS/BIRTHDAY CELEBRATIONS

The Department of Health and CPS prohibit the dispensing of food products that are prepared in private homes. Food served to children at school must be purchased at a store and prepared in an approved commercial kitchen. Parents must make arrangements with their child's teacher before sending food to school. Only healthy food options will be accepted. Please follow the CPS healthy food guidelines on Canty's website.

## GUIDELINES FOR PROMOTION

Promotion Criteria is provided each year by Chicago Public Schools. When made available by CPS, this information will be provided to families.

### GRADING SCALE

|                    |   |
|--------------------|---|
| 100-90.....        | A |
| 89 - 80 .....      | B |
| 79 - 70 .....      | C |
| 69 - 60.....       | D |
| 59 and below ..... | F |

## HONOR ROLL CRITERIA

Honor roll lists are based on grades received in all four quarters. Students in grades 5-8 qualify for the "A/B" honor roll by receiving A's and B's in all subjects all four quarters, and no check marks for all four quarters. Students qualify for the "A" honor roll by receiving A's in all subjects in all four quarters.

## HOMEWORK SUCCESS

All students should either be read aloud to or engage independent reading for 30-60 minutes per day.

The following are daily time allocations for teacher-directed homework assignments:

|                |                       |
|----------------|-----------------------|
| Kindergarten   | 15 minutes per day    |
| Grades 1, 2, 3 | 30 minutes per day    |
| Grades 4, 5, 6 | 45 minutes per day    |
| Grades 7, 8    | 60-90 minutes per day |

## STUDENT LOCKERS

Lockers are assigned by classroom teachers for student use. Bags and jackets are not allowed in classrooms and must be stored in lockers. No adhesive materials may be used inside or outside of the lockers. Anything stored in the school locker is subject to searches at any time. The school is not responsible for anything missing from lockers. It is recommended that valuables stay at home.

## SCHOOL FEES

Thank you for your continued support of our school. Student fees are applied to every student in grades K-8th. The \$100.00 fee will be added yearly to your child's Aspen profile. Fees should be paid by October 15, 2024 and school fees must be paid prior to field trips. On October 16th, the school fee will increase to \$125.00. To avoid having multiple unpaid fees on the portal we suggest paying before the next school year's fee is added. Cash options are no longer available for payment. All fees including school trips, Gradation, etc.. must be paid on Aspen Parent Portal. If you have not created an account or need assistance, call the main office.

The School Fee pays: for a majority of school supplies, supplemental materials that are crucial for educational learning for all students on all core subjects. Some materials such as novels, vocabulary books, math workbooks, academic magazines. Also, academic online programs such as Reading A-Z, IXL, and Brainpop, Student Planners, and one bus per grade K-8 to offset the cost of a student field trip yearly. If you are experiencing hardship and need assistance paying the full or reduced school fee, School waivers will be available and processed during the month of October. Proof of income and/or hardship is required to qualify for the fee waiver. If you qualify the student fee will be waived or reduced for that school year only. If you have further questions please contact the main office.

## DAMAGE TO BOOKS AND PROPERTY

Students must take care of school books and equipment. Should a student lose a textbook, the student will be responsible for the full cost of a brand new book (many are above \$60). If the book is damaged in any way beyond normal wear we will assess an appropriate replacement fee.

Students have access to the use of chromebooks and will be assigned chromebooks for their use. Students are responsible for the technology they are assigned to use and will be held responsible for any damage that occurs. If a chromebook screen is damaged the cost of repair is \$80. If the chromebook cannot be repaired the cost of replacement is \$250.

## **ACADEMIC INTEGRITY/PLAGIARISM**

Students should use their own words, ideas or phrases. If a student uses other people's ideas, words or phrases, it should be given a proper citation. Plagiarism is taking somebody's words, ideas and phrases and using them as your own. Common forms of plagiarism are using another student's writing, copying and pasting whole sections of words online and using it as your own. If students are caught plagiarizing, they will receive a zero for that assignment/project in addition to receiving a misconduct report for violating the CPS Students Rights and Responsibilities.

## **DRESS CODE POLICY AND PROCEDURES**

The dress code is applicable to students in all grades. Clothing and footwear must not present a safety hazard to the wearer or to others.

### Tops

Appropriate-

- \* Any color
- \* Any type of shirt with sleeves
- \* Any hoodies with hood down

Not Appropriate

- \* Drugs, alcohol, or graphics containing or implying offensive representations

### Bottoms

Appropriate-

- \* Any color
- \* Any type of pants (jeans, khakis, sweatpants or dress pants)
- \* Any type of shorts
- \* Any dresses, skirts or skorts

Not Appropriate-

- \* Drugs, alcohol, or graphics containing or implying offensive representations

### Shoes

Appropriate-

- \*Gym shoes with rubber soles
- \*If shoes have laces they must be tied
- \* Winter boots (November to March only)

Not Appropriate-

- \* Open toed sandals (ie. slides), open back sandals, clogs, crocs, Birkenstocks, Heelys, platform shoes, heels greater than 1 inch.
- \*Crocs may be worn with the backstrap the first Friday of every month.

### Hats/Hoods/Wraps

Appropriate-

- \* Hoods and Hats ONLY allowed during OUTDOOR recess
- \* Head coverings for religious, cultural or health reasons

Not Appropriate-

- \* Blankets or blanket like clothing
- \* Hats and hoods worn inside

## **Gym Uniform**

Canty Logowear only (T-shirts - Royal blue or Grey) (Can be purchased during the summer and periodically through the year online with our approved retailer.)

- Gym Shoes only
- Jewelry should not be worn during gym/dance class due to safety concerns.
- No collared shirts, yoga pants or leggings pants of any kind. They are not part of a gym/dance uniform.

(Failure to wear appropriate gym clothes and shoes will result in loss of preparation points)

## **Canty School Dress Code Consequences**

Students who do not come to school with proper dress code attire will be required to call home for a change of clothes. If a parent is unable to bring clothing, the student will be provided with rental clothing from school which will need to be washed and returned to school the next day. Repeated incidents will be assigned consequences according to the Student Code of Conduct.

Canty is not responsible for any clothing that is lost or stolen. Lost and Found items will be displayed during 1<sup>st</sup> and 3<sup>rd</sup> quarter Report Card pick-up days. Lost and Found items that are not claimed on Report Card pick-up days will be donated at the end of that day.

## **SPORTS/ACTIVITY ELIGIBILITY**

Students must meet and maintain strong academic requirements for eligibility in Canty's extracurricular activities, which include sports and clubs. Students must have passing grades, good attendance, and display appropriate behavior to remain on a team or club. If a student is determined to be ineligible, then the sponsor and administration determines the term of non-participation. In some cases students may be removed permanently from a program. Students may not participate in an afterschool activity if they were absent during that same regular school day.

## ELECTRONICS POLICY

We encourage that all electronic devices, including cell phones, smart watches that have the ability to text or call or air pods stay at home. The Canty Electronics Policy reflects the Chicago Board of Education's policy on electronics. Before a child is allowed to have an electronic device at school (cell phone) the Canty Student Electronic Device Agreement must be completed, signed, and given to the homeroom teacher or a completed Google form.

Once students are in the building (during, before or after school), cell phones, smart watches that have the ability to text or call or air pods are ONLY allowed to be in the students' backpacks and must be turned off! Cell phones are not allowed to be taken out of students' backpacks or turned on until the students have left the building. If a student does not abide by these rules the following consequences (taken from Chicago Public School's Student Code of Conduct, code 2-12) and will be strictly enforced.

- 1<sup>st</sup> offense: Device is taken away- Parent must pick it up after school.
- 2<sup>nd</sup> offense: Device is taken away – Parent must come and pick-up after a conference with school administration.
- 3<sup>rd</sup> offense: Device is taken away – Parent must come and pick-up after a conference with school administration, formal plan created with family.
- 4<sup>th</sup> offense: Device is taken away – Parent must come and pick-up and student receives in-school suspension.

It is the decision of the family to have a device at school. We are not responsible for lost or stolen electronic devices.

## VOLUNTEERS/CHAPERONES

Parents are encouraged to volunteer at Canty. Per CPS policy all volunteers/chaperones are required to fill out the online CPS Volunteer application through CIVICORE

<https://chicagopublicschools.civicore.com/index.php?action=english>

In order to volunteer at Canty, help with events, chaperone field trips, and assist in classrooms, all volunteers must complete the CPS Volunteer application and obtain approval to be a Level 1 or Level 2 Volunteer. You will fill out the initial application one time with CIVICORE, but you must reapply each year for approval. Approval is done by bringing your current license/Government issued ID to the main office, a copy will be taken and submitted to CIVICORE for approval. Currently approval status is good for **one school year ( August through June )**. CPS employees who volunteer at schools other than where they are employed, must complete a volunteer application in order to be eligible to participate.

## PARENT ORGANIZATIONS

Canty Local School Council (LSC) is composed of six parents, two teachers, one staff member, two community representatives, and the principal. The LSC's responsibilities include school budget approval, school improvement plan approval, and principal selection. LSC members are elected every two years. We encourage all parents to attend LSC meetings. The meeting dates for the 2022-2023 school year will be on our website and on the LSC board located by the main entrance.

Bilingual Advisory Committee (BAC) is composed of parents of students whose children participate in the bilingual program. They typically meet bi-monthly. BAC is an LSC standing committee.

Friends of Canty is a 503c charitable organization. promotes school goals through educational, social, and fundraising activities directed toward parents, teachers, and students. Fundraising goes directly to the school. All parents are urged to join and participate in these groups' activities. See our website for volunteering information.

## BULLYING BEHAVIORS

Bullying is not tolerated at Canty. According to the CPS Student Code of Conduct book bullying is all acts of repeated intentional behavior that occurs in order to intentionally harm others through verbal or non-verbal harassment, physical assault, or other more subtle methods of coercion. This includes sending threatening/abusive emails or cyber bullying. Please watch what your children are posting on social media.

All students should feel safe at school. Please let Mr. Cardenas, Dr. Puckett or Ms. Rath know immediately of any acts of bullying so we may stop it before it continues. If the incidents are happening using technology, screenshots will be required. For all incidents of alleged bullying we cannot act on hearsay alone and will conduct a thorough investigation.

Hate speech can be considered bullying and will not be tolerated in any form. Students who engage in the use of hate speech in any form will receive consequences according to the CPS Student Code of Conduct.

## STUDENT RIGHTS and RESPONSIBILITIES

The Student Code of Conduct is strictly enforced. A copy of the revised code for 2023-24 will be sent home as soon as it becomes available.



## MEDICATION POLICY

The only medications to be administered in school, during school hours, are those prescribed by a doctor and are absolutely necessary for the critical health and well being of a student. If it becomes necessary for your child to take medication at school, there are certain procedures that must be followed. The following is a brief explanation of the Board of Education's revised policy. This policy is designed to reduce the number of medications given in school, and at the same time, assure safe and therapeutic administration for those students who require them. If you would like a more detailed copy, please see the school nurse or principal.

1. [Forms](#) found at this site must be filled out by the doctor and by the parent. These forms state that the student, under supervision, can self administer medication. This is necessary because there is not a nurse in the building on a daily basis to administer medication.
2. These forms will be given to the school nurse. If necessary, the nurse will confer with the doctor and/or parent to determine if the time of administration can be adjusted so that it doesn't have to be given during school hours.
3. If the student must take medication in school, it will be brought to school in the labeled prescription bottle. This must be brought to the school by the parent, not the student.
4. The medication will be kept in a locked drawer or cabinet, as designated by the principal. The student will take the medication at the appropriate time under the supervision of the principal's designee.
5. The doctor's and parent's request forms must be renewed annually or whenever there is a change in the medication.
6. Medication will not be administered if the required forms are not supplied, if the parent refuses the school access to the doctor or medical records, or if the nurse and the student's doctor agree it is not medically necessary.
7. Medication may not be administered if the student continually refuses to accept medication, the parents fail to provide medication in the appropriately labeled container or refuse to deliver the medication to school, or there is an adverse reaction to the medication.

## Authorization to Carry and Self-Administer Medication:

A student may carry and self-administer their medication during school hours once the [parent](#) and [physician](#) requests have been completed. :

- (1) Asthma Inhalers – when authorized in writing by the parent/guardian using forms above AND completed [Physicians Report on a Child with Asthma](#).
- (2) Epinephrine Auto-Injector (“Epi-Pen”) to treat life-threatening allergies – when authorized in writing by the parent/guardian using forms above AND completed [Physicians Report on a Child with Allergies](#) and [Physician Request to Carry an Epi Pen on Person](#)
- (3) Diabetes Testing devices and Insulin- in addition to the forms above a [Physician's Report on a Child with Diabetes](#) is required. .

End of School Year Medication Removal: At the end of the school year or the end of the medication, procedure and/or treatment regimen, the student's parent/guardian will be responsible for removing any unused medication. If the parent/guardian does not pick up the medication by the end of the school year, the school nurse will dispose of the medication(s) in accordance with the procedures specified in the medication guidelines.

---

Please complete [THIS GOOGLE FORM](#) or sign this slip as evidence that you have read and understand the contents of this handbook and turn in to your homeroom teacher

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Homeroom \_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Homeroom \_\_\_\_ Date \_\_\_\_\_