

STUDENT AND FAMILY HANDBOOK, 2017-2018

John H. Hamline Elementary School

September 2017

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GENERAL INFORMATION

John H. Hamline is a pre-Kindergarten through 8th-grade neighborhood elementary school located in the Back of the Yards neighborhood. Our student population is primarily Latinx and also includes African American, Caucasian, and multi-racial students. We provide a quality instructional program along with after school sports and enrichment programs.

Hamline Main Building	Hamline Branch Building	School Administration
4747 S. Bishop Street	1548 W. 48 th Street	Erik Olson, Principal
Chicago, Illinois 60609	Chicago, Illinois 60609	Natasha Ortega, Assistant Principal
Hours: 7:45 am – 2:45 pm	Hours: 7:45 am – 2:45 pm	Ernesto Saldivar, Jr., Assistant Principal

Vision and Mission

We, the community of John H. Hamline, believe that by providing all students with the tools to achieve academic growth and social emotional development, then each child will reach his or her full potential and become knowledgeable and productive citizens who will pursue a path towards college and career readiness.

We are committed to using data to guide research based instruction and social emotional learning to create rigorous tasks aligned to state and national standards that will support student engagement.

In collaboration with parents and community stakeholders, we will create an environment that reinforces positive, safe, respectful, and responsible actions within our school culture.

School Colors

The official colors of Hamline are royal blue and gold. The color blue stands for strength and dependability. Hamline students stand strong in the face of adversity. They are dependable friends, hard workers, and are loyal to their families. The color gold symbolizes success. Hamline students will succeed and will generously share their success with others.

School Mascot

Hamline's mascot is the hawk. Hawks soar high above the earth and can provide a unique perspective on a situation. They see the whole picture and take charge when the time is right. Our students will be the next generation of leaders in their community and take charge when they see a need arise.

School Song

*John H. Hamline in the school we're proud of
Blue and gold our colors true.
We have goals and future plans to strive toward
And we'll share our dreams with you.
Lifelong learning is our motto
As we stand up strong and proud.
John H. Hamline is our school
And we'll shout it right out loud!*

Local School Council

The Local School Council (LSC) consists of the following members: six parents, two community members, two teachers, one non-teaching staff member, and the Principal. Other than the Principal, each LSC member is elected to serve a two-year term of office.

Erik Olson, Principal	Esmeralda de la Rosa, Parent
Chairperson: Yamileth Ortiz, Parent	Patricia Limon, Community
Vice Chairperson: Juanita Hernandez, Parent	Karen Miller, Community
Secretary: Geszilla Lightfoot, Teacher	Pablo Lozano, Non-Teacher Staff
Rosa Escobedo, Parent	Vacancy, Teacher
Taryn Miller, Parent	Vacancy, Parent

School Calendar

Quarters

Each quarter ends on the following day:

Q1 ends November 2, 2017

Q3 ends April 12, 2018

Q2 ends February 1, 2018

Q4 ends June 18, 2018

Progress Report Distribution Days

Schools will distribute progress reports on the following dates:

Q1 on October 6, 2017

Q3 on March 9, 2018

Q2 on January 8, 2018

Q4 on May 18, 2018

Parent-Teacher Conference Days

Parents are asked to pickup report cards and conference with teachers after the first and third quarters. Parent-Teacher conference days are non-attendance days for students. Elementary and high schools are expected to run a Parent-Teacher Conference Day:

Q1 on Wednesday, November 15, 2017

Q3 on Wednesday, April 18, 2018

Report Card Distribution Days

Please note that report cards for the second and fourth quarters will be sent home:

Q2 on February 9, 2018

Q4 on June 18, 2018

Vacations

Schools are closed for the following breaks:

Winter vacation— Schools are closed from December 25, 2017 to January 5, 2018.

Spring vacation— Schools are closed from March 26, 2018 to March 30, 2018.

Graduation Dates

8th grade graduation will be held on June 14, 2018

Kindergarten graduation will be held on June 18, 2018

Anticipated Summer Programs

Anticipated Summer Programs include Summer Bridge, Bilingual Bridge, English Language Summer Support, Extended School Year, Summer Acceleration and High School Summer Credit Recovery.

ADMISSIONS AND REGISTRATION

The Chicago Board of Education requires that a parent or legal guardian present the following documents when registering their child at a Chicago Public School:

<p>Proof of age</p> <ul style="list-style-type: none"> - Requires ONE of the following documents: 	<ul style="list-style-type: none"> <input type="radio"/> Child's birth certificate <input type="radio"/> Child's baptismal record <input type="radio"/> Passport <input type="radio"/> Court documents <input type="radio"/> Medical records
<p>Proof of current address</p> <ul style="list-style-type: none"> - Requires TWO of the following documents: 	<ul style="list-style-type: none"> <input type="radio"/> Current utility bill <input type="radio"/> Illinois driver's license or State of Illinois identification card <input type="radio"/> Deed <input type="radio"/> Employee identification number <input type="radio"/> MediPlan/Medicaid card <input type="radio"/> Court documents <input type="radio"/> Illinois Department of Public Aid card <input type="radio"/> Stamped United States Post Office change of address form <input type="radio"/> Illinois state aid check/social security check

Health Requirements for Admission

Children are encouraged to submit their required immunizations and physicals prior to the start of the school year during early registration, but no later than October 15 of the current school year. Students who are medically non-compliant may face expulsion from school. Avoid an interruption to your child's education and make a doctor's appointment today.

The State of Illinois requires that every elementary school child have a complete physical exam before entering kindergarten, fifth and ninth grade. Medical Forms are available in the school office. Students transferring from another school system, regardless of grade, must have a current Medical Form (which includes up to date immunizations records) on file. You will be notified in writing if your child is not in compliance.

Physical Examination

All students must have a physical examination within one year of:

- ✓ Entering schools in the State of Illinois for the first time, at any grade level
- ✓ Entering kindergarten or 1st grade, 6th grade, and 9th grade

Immunization Requirements

- ✓ Diphtheria, Pertussis (Whooping Cough), Tetanus (DTP/Td)
- ✓ Inactivated Polio
- ✓ Measles
- ✓ Rubella
- ✓ Mumps
- ✓ Hepatitis B

- ✓ Varicella (Chicken Pox)
- ✓ Haemophilus Influenza, Type B (HIB)

Dental Requirement

All students in Kindergarten, 2nd, and 6th grade must have a dental exam completed by a licensed dentist prior to May 15th of the current school year.

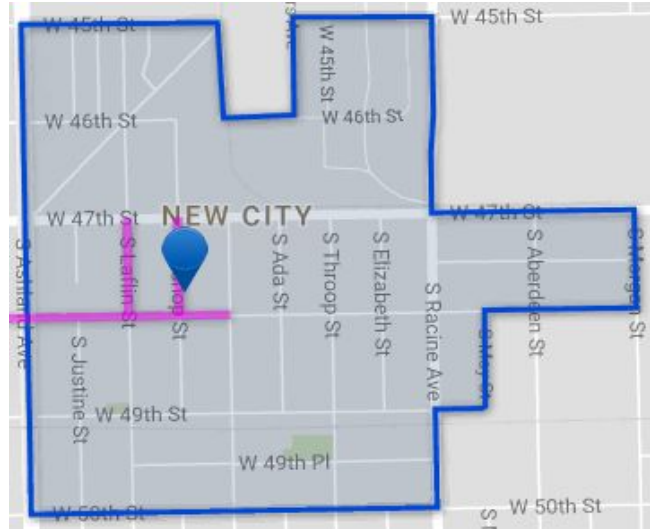
Attendance Boundaries

Reside Within Boundaries

We register all students whose families reside within the school's neighborhood boundary.

Reside Outside Boundaries

We accept students from outside our attendance boundaries when space is available. Students who reside outside our attendance boundaries and wish to attend our school must fill out an Options for Knowledge application form available at the school office or at their home school (available September thru December). Applicants will be entered in a lottery the following spring and will be notified of the status of their application for the following school year. If the student has not been selected to attend our school and they still wishes to be considered, another Options for Knowledge application must be completed the following September.



Head Start Program

Hamline houses one half-day Head Start Program and one full day Headstart Program. An application is required for a child to be considered for attendance in the upcoming school year. Parents are notified by the school or the Head Start Program if their child is accepted. The Head Start Program requires parental involvement and participation.

Kindergarten

All children residing in the City of Chicago who are 5 years old, but not yet 6 years old, on or before September 1 of the current school year are eligible for enrollment into a CPS Kindergarten program.

Emergency Forms

Each child must have a current Emergency Form on file in their homeroom. The form details the student's home address, phone number, parent/guardian's work information, phone number of the student's physician and two names and phone numbers of family members or friends to be used in case of an emergency when the parent/guardian cannot be reached. Please update these forms as soon as there is a change in the information provided. Emergency forms will be sent home at the beginning and midpoint of the current school year.

Medication

Whenever possible we encourage medication to be administered at home. Only designated staff members may administer medication to students. Written permission from a parent or guardian must first be provided along with a required doctor's form. Only medication properly labeled and in the original pharmacy container will be administered. The Chicago Board of Education may reject requests at their discretion. You may contact the school nurse for the necessary forms in the main building or by calling 773-535-4565.

Care of Emergency Injuries

Sick or injured children will be given first aid emergency care until parents arrive. Parents should report to the front office to have the child released into their care. In a serious emergency, 911 will be called and the student will be taken to the nearest hospital for medical attention. Ice packs and Band-Aids are only provided to children with an injury that displays visible swelling and/or bleeding.

STUDENT ATTENDANCE

Regular school attendance is important if a student is to make academic progress. Hamline students are expected to come to school every day and arrive on time. Students should enter the building prior to the 7:40 a.m. entry bell. The school day ends at 2:45 p.m.

Absences

If your child is absent, due to illness or other reasons, please call the school no later than 7:45 a.m. on the day of the absence. The following day, send a note to the classroom teacher explaining the absence.



773-535-4792 for grades Pre-K to 3rd



773-535-4565 for grades 4th to 8th

Absences of more than three days are referred to the attendance monitor, counselor, and administration for investigation. If a student has had a communicable disease, then a doctor's note is required before they are readmitted to class.

Late Arrivals

Doors open at 7:30 a.m. and students are expected to be in their homeroom by 7:45 a.m. Late arrivals interrupt the educational process. Students arriving late will be marked tardy. Students arriving after 7:55 a.m. must obtain a late pass from the main office. Excessive late arrivals will be referred to the counselor and administration for investigation. Please ensure that your child arrives at school on time.

Early Dismissals

Students leaving school prior to the end of the school day must be picked up by a parent, guardian, or designated adult listed on their emergency form.

- ✓ **NOTE:** A child will not be released to anyone who is not listed on the emergency contact form

An early dismissal form must be completed at the main office. Teachers will not release any student without authorization from the front office. Please remember to update your emergency contact information if it changes.

SAFETY AND SECURITY

All school visitors must enter through the main entrance and sign in. Visitor passes to individual classrooms will be issued in the front office, if approved. Your cooperation is appreciated.

Drop off & Pickup

Please schedule your arrival for drop off and pick up no more than five minutes before the entrance or dismissal bell.

Doors open at 7:30 a.m.

Classes begin at 7:45 a.m.

Dismissal is at 2:45 p.m.

In order to ensure safety, we must keep halls clear of visitors. Please wait for your child by his/her dismissal outer door. Do not meet them by the classroom. Your cooperation in helping us maintain building security for the safety of our students is greatly appreciated.

Security Check

All students are subject to a security check upon entry into the school building. Prohibited items include, but are not limited to: drugs and alcohol, weapons, cell phones, personal electronic devices, toys, and unapproved outside food or drink.

1. Students are to enter through Door 2 (center) at the Main Building and then proceed downstairs to the ground floor.
2. School security personnel will conduct a bag and metal check of each student.
3. Students will wait in a supervised location until classes begin at 7:45 am.

Student Code of Conduct

Every student will receive a copy of the *CPS Student Code of Conduct* booklet in either English or Spanish to read, share, and review with parents or guardians.

- ✓ **NOTE:** All students are required return a signed copy of the “acknowledgement of receipt” by the end of the first week of each school year.

The Student Code of Conduct guidelines are followed when students fail to comply with the Code. The Chicago Board of Education amends the Student Code of Conduct handbook yearly. Please be sure to review these changes. Additional copies of the handbook are available in the school office.

School procedures, routines, and behavioral expectations will be taught, discussed, and reinforced within each classroom. All staff will enforce District and School rules and procedures. In addition, every classroom teacher will outline respective classroom-specific expectations that are aligned to District and School rules. Classroom teachers are required to implement the Second Step curriculum in pre-K to 8th grade.

Phones and Electronic Devices

Mobile phones and personal electronic devices are not allowed in school. Please be sure your child leaves their cell phone at home. If, for some extraordinary circumstance, the student must carry a cell phone, please fill out the Cell Phone Permission Form at the end of this handbook. The cell phone must be turned off and kept in the student's book bag.

- ✓ **NOTE:** The school is not responsible for the security of the cell phone. The school will confiscate unauthorized cell phones and only return them to a parent or guardian.

Fire and Disaster Drills

Emergency drills are necessary for the safety of students and staff. A prolonged loud ring announces a fire drill, at which time everyone must exit the building at the direction of their teachers. Six short staccato rings announce a disaster drill, which requires students to take assigned positions in the halls at the direction of their teachers. Appropriate student behavior is expected during drills.

Student School Uniform Policy

All students will strictly adhere to the Student School Uniform Policy:

- ✓ Royal blue polo shirt
- ✓ Navy blue pants or skirt
- ✓ Black or brown shoes
- ✓ Black or brown belt (optional)
- ✓ Black or white socks

Physical Education Uniform

Students may wear a royal blue T-shirt and either navy blue mesh shorts or navy blue cotton sweat pants on days that they participate in physical education. Athletic shoes



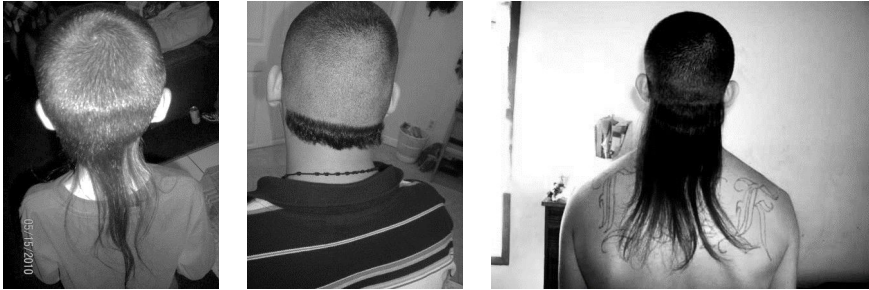
must be black or brown. Otherwise, students will be expected to wear their normal school uniform to gym class.

Prohibitions

Students are not permitted to wear jewelry, makeup, hairstyles or any other accessory that displays “overt gang affiliation” (Section 3-9 of the SCC). The colors red, red and black, light blue, and tan or beige are expressly prohibited. Moreover, uniforms are to be solid and free from all non-manufacturer logos, lettering, and graphic designs.

A special note on hairstyle

The hairstyle illustrated below is absolutely forbidden as a matter of school safety and security. Students with this type of hairstyle will be subject to discipline if it is not remediated.



Rationale and Reinforcement

The school uniform policy is to be reinforced by all parents and guardians, teachers and staff, and school administration. Classroom teachers are to be reviewed and discuss the Student School Uniform Policy at the beginning of each school year. The rationale for the uniform policy is: safety and security, school identification, unity, equality, and school pride.

Restorative Approaches to Discipline

Hamline Elementary strives to be a school that is characterized by having and implementing policies and procedures that emphasize proactive, instructive, and restorative approaches minimizing punitive consequences. With this in mind, we endeavor to realize the following ethics of restorative practices:

1. School discipline practices primarily focus on shaping behavior as opposed to punishing behavior.
2. The school only uses out-of-school suspension as a last resort and utilizes a systems-change approach to bring about a more restorative culture.
3. The school is also characterized by strong and consistent school and classroom climates.
4. The school reinforces positive behaviors and responds to misbehaviors in calm, respectful, and thoughtful ways, teaching students important social and emotional skills that enable them to get along with others, make responsible decisions, and focus on learning.
5. When misbehavior occurs, the school seeks to understand the underlying reasons (root cause) in order to design a response that effectively changes student behavior using a menu of instructive, corrective and restorative responses.

Mandatory Parent Conferences

A conference is required after three (3) written referrals. The conference must include the student, parent or guardian, teacher, and administration or designee (e.g., dean, counselor, etc.). This requirement for conference may be substituted by another procedure if both the school administration and teacher agree.

EDUCATIONAL PROGRAM

Our outstanding staff works toward a shared goal of excellence while being attuned to the individual needs of each student. We are committed to developing the whole child. Aside from an exceptional academic program in the core content areas of language arts, social science, math, and science, we provide instruction in visual and performing arts as well as physical education and health. Additionally, our before and after school programs offer activities that engage students in language arts and math instruction, arts enrichment, and athletics.

We place special emphasis on teaching integrated curricular units to assist students in reaching their highest potential. Our teachers have created clear and concise learning outcomes which our students should become proficient in by the end of each grade level. Throughout the school year, our teachers update their plans of action to move all of our students toward these desired learning outcomes.

At Hamline, we know that we cannot do the job of educating all of our children alone and that we all must work in partnership with parents to bring the best education to all of our students.

Counseling Services

Hamline School offers a range of counseling services for students. Students in 6th-8th grade receive guidance for high school selection and placement. Individualized counseling is provided on a case by case basis. Students who exhibit consistent academic or behavioral challenges may be referred to and evaluated by the Special Education Team and/or Behavioral Health Team under the direction of the District Representative or School Counselor.

Recess and Inclement Weather

Recess provides students the opportunity to take a break from their class work and engage in structured play with their peers. Students are expected to abide by school rules when using playground equipment. We have an alternate recess plan in case of inclement weather. All recess decisions are subject to Principal discretion.

Recreational Reading Requirement

All Chicago Public School students are required to read a minimum of 25 books during the school year. To become good readers, children need lots of practice. Please encourage your child to read daily and keep track of the number of books read.

Internet

The library, computer lab, and classrooms have access to the Internet. Teachers are available to assist students with the use of the computers. In order for students to use the Internet they must agree to follow the Chicago Public Schools Internet Users Policy as found in the CPS Student Code of Conduct Handbook. Misuse will result in the revocation of technology privileges and possible disciplinary action.

Library

The school library contains various reference materials along with Internet access. Students are encouraged to use these resources for their enjoyment as well as for completing assignments. We encourage Hamline families to frequently visit their neighborhood Chicago Public Library.

Lost Books

Books are assigned to students at the beginning of the school year. Each student is responsible for the care and protection of all books. Students will be charged a fee for damage beyond normal wear and tear. If a book is lost or stolen the student is charged for the replacement value. If the book is later found and returned in good condition the student's money will be refunded. Report cards will be issued from the office at the end of the school year for any students owing money for lost or damaged books.

Native Language Instruction

At Hamline, we view bilingualism and bi-literacy as assets. As such, teachers and staff who are bilingual in both English as well as a student's native language are highly encouraged to provide an appropriate level of native language instruction in combination with English language instruction in order to support bi-literacy in both languages.

Diverse Learners

Least Restrictive Environment

The Individuals with Disabilities Education Act (IDEA) mandates that to the maximum extent appropriate, children with disabilities should be educated with children who are not disabled. This law is commonly referred to as the least restrictive environment (LRE) mandate. In compliance with LRE, to the maximum extent appropriate, students with disabilities should be educated where they would be educated if not disabled. Special classes or other removal of students with disabilities from the regular educational environment should occur only when the nature or severity of the disability of the child is such that education in the general education classroom with the use of supplementary aids and services cannot be achieved satisfactorily.

- ✓ **NOTE:** A student with disabilities may not be removed from the age-appropriate general education classrooms solely because of needed modifications to the general education curriculum.

Accommodations and Modifications

All teachers, including both LBS1 and general education teachers, are required to implement the accommodations and modifications detailed in the IEP of a diverse learner. Specific details for a particular student are available in an electronic copy of the respective IEP, which is housed in the SSM application in IMPACT.

Homework

The purpose of homework is to reinforce, review, and provide practice on concepts that have been previously introduced in the classroom. Assignments should be reasonable, interesting, meaningful, and within the capabilities of students. Please review the Chicago Public Schools Homework Policy.

- ✓ **Students will receive homework at least four times a week in grades K through 8th**

Students are expected to spend a respective amount of time on homework each afternoon. Unless there is an extenuating circumstance, homework assignments are to be completed by students and returned to teachers on the date they are due.

Kindergarten	15 minutes per day total, across all subjects
Grades 1, 2, 3	30 minutes per day total, across all subjects
Grades 4, 5, 6	45 minutes per day total, across all subjects
Grades 7, 8	90 minutes per day total, across all subjects

We believe how a student studies is as important as how long a student studies. We offer the following suggestions to help your child do their best:

1. Come prepared to class.
2. Use what you learn and apply it to other situations.
3. Listen and get involved in the class.
4. Always do your best.
5. Ask questions if you do not understand.
6. Take pride in yourself and your work.

7. Plan for and schedule time for homework.
8. Show your homework assignments to someone in your family.

Evaluation of Students

The marking symbols A, B, C, D and F are used to indicate a child's progress, achievement, and effort in each subject area.

Grading Scale

Passing (on-track)	90-100 %	A	Indicates consistent excellent quality and quantity
	80-89 %	B	Indicates consistent good quality and quantity of work
	70-79 %	C	Indicates satisfactory achievement
Failing (off-track)	60-69 %	D	Indicates below average work
	Below 60 %	F	Indicates unsatisfactory progress

Progress Reports

Progress reports are distributed at weeks 5, 15, 25, and 35 to inform parents or guardians of student progress in the five-week intervals between report cards. Progress reports are reviewed by the administration prior to distribution. Progress reports are to be signed by the parent and returned to the teacher to verify receipt. It is important to ensure that parents are informed of student progress prior to final cumulative grades at the end of the school year.

Report Cards

Report cards are printed electronically and distributed every ten weeks. Parents are strongly encouraged to pick up their child's report card at the first and third marking periods. During report card pickup your child's academic progress is discussed. Please make arrangements for a conference with your child's teacher if you are unable to attend on the designated date. Report cards are sent home with students at the end of the second and fourth marking period. Parents are encouraged to call for an appointment with a teacher whenever they have a question concerning their child's academic progress or school behavior.

Parent Teacher Conferences

Parents are asked to pickup report cards and conference with teachers after the first and third quarters. Parent-Teacher conference days are non-attendance days for students. Elementary and high schools are expected to run a Parent-Teacher Conference Day: Q1 on Nov 15, 2017; and Q3 on Apr 18, 2018

Principal's List

Each quarter students may earn placement on the Principal's List. If a student has had perfect attendance for the ten week marking period they will be eligible for the Perfect Attendance List. If a student does not have any check marks in Growth in Habits and Attitudes, they will be eligible for the Top HAWKS list. For inclusion on the Principal's List for outstanding scholastic achievement, students must meet the following criteria:

- ✓ Honor Roll = all A and B marks
- ✓ High Honor Roll = all A marks

Promotional Policy

Students will be promoted from one grade to the next according to the Promotion Policy established by the Chicago Board of Education. Ultimately, decisions for promotion will be made on an individual basis taking into account all pertinent factors affecting the student. Retention decisions are made on a case-by-case basis by the Principal after the following have been completed:

- ✓ remediation plan submitted by the teacher and signed by the parent,

- ✓ Several documented conferences held with the parent to discuss student progress, and
- ✓ A final retention conference held with teacher, parent, and an administrator.

Finally, in order to retain a student, multiple failing grades must be documented on the report card and progress reports.

Benchmark Years

Students in grades 3, 6, and 8 must meet the criteria for promotion described in the CPS Promotion Policy. Students not meeting the criteria for promotion, which takes into account both reading and math scores from the District Wide Assessment as well as final grades in reading and math must attend the an appropriate, district-assigned summer program and meet the criteria of that program in order to be promoted.

Parents of students in grades 3, 6, and 8 are to be issued failure notices by the respective classroom teacher at weeks 5, 15, 25, and 35 if their child is in danger of not being promoted. Classroom teachers are urged to keep in regular, documented communication with the parent or guardian of students with failing grades. Furthermore, students in grades 3, 6, and 8 are strongly encouraged to participate in any extended day programming opportunities that focus on reading and math interventions or supports.

Please review the CPS Promotion Policy, which is amended yearly and accounts for a range of scores, retention within a grade cycle, classroom grades, and bilingual and IEP guidelines.

Graduation

All students are expected to meet graduation requirements by receiving acceptable academic grades, maintaining good attendance, meeting the Chicago Public Schools approved assessment requirements and by passing tests on the state and federal constitutions. All requirements must be met for participation in graduation activities. A fee schedule, list of all activities, and requirements for graduation will be published in the fall and spring. Students may lose the privilege to participate in graduation activities for serious and repeated infractions of the Student Code of Conduct. The criteria for participation and exclusion will be explained to students by the classroom teacher. The written criteria will be sent home for parent review.

CPS Healthy Schools Initiative

The CPS Office of Student Health and Wellness and the Hamline Elementary Wellness Team are committed to demonstrating our commitment to a safe and healthy learning environment by offering access to daily physical activity, nutritious foods, school-based health services, health education, and supports for students with chronic conditions.



Playworks

Hamline has contracted with Playworks in order to provide a fun, safe, and structured recess. Playworks works to develop students' social and emotional learning skills while engaging in fun physical activity each day. Playworks also reinforces healthy habits and wellness through classroom game time and a Junior Coach student leadership program.

Universal Breakfast and Fresh Fruit and Vegetable Programs

Hamline participates in the Universal Breakfast program as well as the Fresh Fruit and Vegetable Program. Both of these programs are provided to all students at no cost.



Healthy Celebrations

In order to further promote healthy eating habits, Hamline Elementary limits students' access to sweets and other types of traditionally unhealthy foods.

- ✓ **NOTE:** Students are not permitted to bring foods such as cupcakes and chips into the school during regular school hours—this includes during birthday and classroom celebrations.

Recommended alternatives include fresh fruits and non-food items, such as school supplies or stickers. Only two exceptions to this healthy food policy are allowed per school year. Your child's classroom teacher will communicate the dates of these exception days.

General Health and Wellness

The Chicago Board of Education has adopted a Local School Wellness Policy which addresses nutrition and physical activity in schools. This policy reflects the District's commitment to children's health and recognizes the critical role that schools can play in fostering lifelong habits of healthy eating and sustained physical activity. Providing opportunities for physical activity during the day increases the likelihood for children to be successful in school.

Field trips

Field trips are planned by the school staff at various times throughout year. Field trips must have an educational purpose and relate to the curriculum. At a minimum, one adult per ten students is required for a field trip. Trips without the required number of chaperones may be cancelled. If your schedule permits please accompany your child's class on a field trip. Written consent of a parent is necessary before a child is permitted to go on a field trip. We ask for your cooperation in this matter.

Parental Involvement

We believe in strong parental input, involvement and support. Specific programs designed to encourage parental involvement are:

1. Investigation Days
2. Family Nights
3. Parent Volunteer Program
4. Local School Council (LSC) Meetings
5. Special interest classes for parents
6. Parent Patrol
7. Parent Advisory Council (PAC) meetings and workshops
8. Bilingual Advisory Council (BAC) meetings and workshops

School Visitors

We encourage active parent/teacher communication. Parents who wish to meet with classroom teachers are asked to make arrangements prior to their visit. We strongly encourage arranging for conferences during non-instruction time either before or after school, or during the teacher's preparation period.

Emergency School Closing

Poor weather conditions may force school closure. During these times, local radio stations make regular announcements regarding the status of school closings. Recommended stations are AM670, AM720, AM780, FM91.5 (English), AM1200 and FM105.3 (Spanish).

Student – Parent – School Compact

Parent/Guardian

- I will attend school meetings, parent-teacher conferences, report card pick-up sessions, literacy classes, workshops, and trainings provided by the school and the City of Chicago to improve my ability to educate, inspire, and transform my child or children.
- I will make sure that my child arrives to school on time every day, in uniform, ready to learn and that my child completes all daily homework, including reading at least 20 – 30 minutes each night.
- I will update my contact information when I move or change my phone number.
- I will make sure that I contact my child’s teacher if I am concerned with the academic or behavioral progress of my child and work together with my child’s teacher to make a plan to support improved student achievement.

Student

- I will arrive to school each day, on time, in my uniform, follow The Student Code of Conduct and all School Rules, and ready to learn.
- I will complete all daily homework, including reading each night for at least 20 - 30 minutes.
- I will talk with my teacher and my parent or guardian if I need assistance in doing my work or getting along with others, and will make a change-plan with my teacher and parent/guardian when needed.

Teacher

- I will be prepared for my classes every day, using learning outcomes and assessments to advance student learning for all my students.
- I will contact parents/guardians if I am concerned with a child’s academic progress.

Principal

- I will ensure that the school has a current School Improvement Plan for Advancing Academic Achievement.
- I will ensure the school’s Bilingual and Special Education Programs meet all necessary requirements and that student learning is occurring for all students.
- I will support parent involvement activities that are focused on improved student achievement.

Parent

Student

Teacher

Principal