

Beulah Shoemith School

1330 East 50th Street
Chicago, IL 60615
www.shoemith.cps.edu

Main Office: (773) 535-1765
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Student/Parent Handbook
2015-2016

Sabrina L. Gates
Principal

Nicole D. Neal
Assistant Principal



This handbook belongs to:

Name: _____

Room: _____ Grade: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____

Beulah Shoemith School

Chicago Public Schools Core Values

We hold high expectations for every student.

We expect excellence in the adults who serve our students and hold them accountable.

We base every decision on what is best for our students.

Chicago Public Schools Pillars

Pillar 1: High Standards, Rigorous Curriculum and Powerful Instruction

Pillar 2: Systems of Support that Meet Student Needs

Pillar 3: Engaged and Empowered Families and Community

Pillar 4: Committed and Effective Teachers, Leaders and Staff

Pillar 5: Sound Fiscal, Operational and Accountability Systems

Shoemith's Mission

At Shoemith School, we believe that every student in our school is capable of learning and thinking at high levels. We will meet the academic and social/emotional needs of all of our students by providing a safe and nurturing learning environment that encourages self-expression and creativity; setting high expectations for teaching and learning; utilizing rigorous, research-based instructional materials; implementing differentiated instructional practices and collaborating with stakeholders.

Shoemith's Strategic Priorities

1. Increase percentage of students in grades 3-6 meeting/exceeding growth and attainment targets by the end of the year (EOY) testing window, by increasing small group instruction as a tool to differentiate instruction; implement school-wide use of Claim, Evidence, Reasoning (grades K-3) and Claim, Evidence, Reasoning, Argument, Audience (grades 4-6); explicitly instruct students to use the writing process to construct, revise and publish written pieces focused on argument (genre).
2. Increase percentage of students in grades 3-6 meeting/exceeding growth and attainment targets by the end of the year (EOY) testing window, by increasing small group instruction focused on Des Cartes skills; increasing fidelity to math talks, increasing use of supplementary math resources; and continuing use of ST Math and IXL to differentiate and provide enrichment.
3. Build teacher capacity to understand the new NGSS through focused professional development (provided by university partners and Network #9) and science unit planning in grade level teams.
4. Increase current attendance percentiles by implementing quarterly attendance incentives; scheduling quarterly meetings for parents of students with attendance rates under 95%; calling parents of truant students on the day of the absence (room parents, community volunteers, LSC members).
5. Continue to improve the school-wide fidelity to PBS by focusing on Tier 2 students by reestablishing the H.U.G (Hello, Update, Goodbye) system; providing more engaging recess activities for female students; extending Second Step lessons outside the homerooms; providing Second Step training for all paraprofessionals; holding monthly PBS meetings, establishing consistent consequences and procedures for inappropriate behaviors and increasing opportunities for peer observations.
6. Increase the number of parents productively engaged in their child's academic performance by creating, distributing and reviewing grade specific checklist with parents; increasing public acknowledgement of parents (i.e Parent of the Month); implement "parent passports" to document/track parent involvement; establishing a minimum of two room parents per homeroom.

Shoemith School Pledge

I promise to do my duty at Shoemith School, to obey its rules, protect its property and to respect myself and the rights of others at all times!

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Shoesmith's Human Rights

The following human rights for students have been adopted by Shoesmith. Thank you to the Des Moines public Schools and the human relations Department, Madison, Wisconsin Public Schools for developing these rights.

I have a right to be happy and to be treated with compassion in our school:
This means that no one will laugh at me or hurt my feelings.

I have a right to be myself in our school:
This means that no one will treat me unfairly base on my skin color, tall or short, boy or girl, the way I look, or my disability

I have a right to be safe in our school:
This means that no one will hit me, kick me, push me, pinch me, or hurt me.
I have a right to hear and be heard in our school
This means that no one will yell, scream, shout, make loud noises, or use profanity

I have a right to learn about myself in our school
This means I will be free to express my feelings and opinions in an appropriate manner and time without being interrupted or punished

I have a right to learn according to my own ability:
This means no one will call me names because of the way I learn

From the Desk of Ms. Gates

Dear Students and Parents,

We hope you've been enjoying a peaceful and fun-filled summer and preparing for an awesome school year!

Perseverance. Effort. Growth. These are all characteristics of teaching and learning that we at Shoesmith hold in high esteem. We acknowledge their importance in student achievement and, as a result, we have made these words our new vision statement. Taking full advantage of a high quality education is where it begins. Students, we want you to be the BEST that you can be. We are here to help you be successful and realize the excellence that lies within each of you. Parents, as we share this new vision statement with students, we invite you to reflect on how you will partner with us to encourage perseverance, effort, and growth in your children.

This handbook is a starting point. It is a useful guide for school policies, procedures and expectations. It contains essential information about Shoesmith School and what you can do to reach academic excellence. Read it, discuss it, and understand what is expected of you.

In addition to this handbook, each of you will receive a student planner and a gold communication folder. The planner is designed to help you keep up with your assignments, activities and programs offered at our school. Students, please take time every day to write down all assignments in your planners. Parents, the planner will be used to promote student success through goal setting, organization, parent/teacher communication and time management of school assignments. Please read your child's planner on a daily basis to see what your child is learning in class and sign it **after** you review the assignments. In addition, we strongly encourage regular communication with your child's teacher through e-mail, telephone and certainly through the planner.

The gold communication folder will be sent home regularly and will contain important information about upcoming events, as well as school updates. We encourage you to check for the folder daily and respond to the information as necessary.

Please visit the school's website: www.shoesmith.cps.edu for regular updates and to access information about what is happening in your child's class. I also encourage you to sign up for the Parent Portal to gain access to your child's grades.

We are looking forward to an amazing school year!

Warm Regards,
Sabrina L. Gates
Principal

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Activities

Shoesmith School offers a variety of activities to introduce our students to new learning and team building experiences. Students are encouraged to participate in extra-curricular activities to build self-esteem, promote collaboration, and enhance interpersonal skills. **Students whose student fees (\$50.00) have not been paid will not be allowed to participate in any extra-curricular activities.**

Sports - The following competitive sports are offered: flag football, cross country, volleyball, softball, track and field, basketball, cheer and pom-pom. Only students in grades 5 and 6 are eligible to join competitive sports teams. **Students must meet the school's eligibility requirements for participation: a minimum of a "C" average including conduct, teacher recommendation, written parent consent, and no outstanding debt to the school.**

It is very important that both students and parents demonstrate good sportsmanship when competing. All students are expected to respect team mates, coaches, officials, and opposing team members. Students are expected to maintain good grades and demonstrate exceptional behavior and leadership skills while at school, practice, and games. Students who fail to maintain a "C" average or demonstrate expected behavior will be removed from the team.

Fine Arts – Shoesmith is pleased to offer several Fine Arts courses to our students. Some programs require instructional fees which must be paid prior to participation. Please contact the main office for additional information:

- Visual Arts (Kdg-6th) – during school day and after school by application
- Music (Kdg-6th) – during school day
- Chicago Children's Choir (4th-6th) – school choir – during school day
- Band – fee required – after school

Other Programs - Additional extra-curricular programs include: BETA Club, field day, walk-a-thon, school dances, debate, Winning Words, school plays, technology club, math club, and Battle of the Books. In addition, students are encouraged to participate in school sponsored science, multicultural, African-American History, math and history fairs; as well as, contests like Spelling Bee and Young Authors.

Administrative Conferences

Ms. Gates and Ms. Neal are available for conferences **by appointment only** between the hours of 3:30PM and 5:00PM. Please call the main office at (773) 535-1765 to schedule an appointment.

Assemblies

Assemblies are scheduled as part of the curriculum and designed to provide educational and entertaining experiences for all Shoesmith stakeholders. They provide an opportunity to learn formal audience etiquette. All audience members are expected to be respectful of performances. Disrespectful behavior is subject to consequence in accordance with the CPS Student Code of Conduct.

Assessments

Each year, students are required to take the following assessments:

Grades K-2—DIBELS/TRC and NWEA MPG (September, January, May)

Grades 3-6—PARCC (March)

Grades 3-6-NWEA MAP (January & May)

Grade 2 – NWEA MAP (May)

ELL students—WIDA Screener/ACCESS (September, February)

All grades— weekly and quarterly interim assessments based on the curriculum taught and the Common Core Standards and REACH Performance Assessments

Attendance

SCHOOL HOURS - 8:30AM-3:30PM

Regular attendance is essential for academic achievement. Shoesmith's attendance goal is 96%. Students are expected to come to school every day and to arrive on time. Shoesmith's school day begins at 8:30AM. The school day begins promptly at 8:30AM and ends at 3:30PM. Frequent absenteeism and tardiness will affect grades.

Staff is here to supervise students beginning at 8:00AM before school and until 3:45PM after school. **Students will not be allowed in the building before 8:30AM or after 3:30PM unless they are having breakfast in the lunchroom, or are registered for before and/or after school programs or extra-curricular activities.** Please contact Ms. Leah

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Cummings at 773-531-6437 to enroll your child(ren) in the Rockets before/after school program. Information about extra-curricular activities will be made available as activities are scheduled. Students not enrolled in after school programs or extracurricular activities should be on their way home at 3:30PM. **Shoesmith accepts no liability for the actions of students who are loitering before 8:00am and after 3:45pm.**

Attendance Incentives – Students who maintain 96% attendance (with no tardies) will be invited to participate in quarterly and semester incentives sponsored by the PTO. Students with perfect attendance will also be acknowledged and receive awards at quarterly Honors assemblies. ***Students who do not maintain a minimum 95% attendance rate will not be able to participate in extracurricular activities.***

Absences - The school office should be notified by phone when a student is going to be absent. Parents should call the office at (773) 535-1765 before 8:30AM with the following information: the child's name, the date of absence, the child's homeroom number and the reason for absence. When students return to school, a **written** note from the parent or legal guardian is required the day the student returns from absence. If the student does not bring an excused note for the absence upon his/her return, the student will be marked truant. **Please note: Students are responsible for all missed assignments and tests. Arrangements should be made with the teacher(s) for completing missed work. Frequent, unexcused absences without accompanying notes will result in involvement in the adjudication process.**

Truancy – Students who are repeatedly absent from school without a valid excuse (illness) are considered truant. Most parents comply with the Illinois Code of School Attendance. However, it is sometimes necessary to investigate excessive or unexcused absences. If the school finds extreme and gross neglect on the part of the parent, the Illinois Code of School Attendance requires that legal action be taken to allow for the child's education. **Students who accumulate more than 4 absences in a quarter will be required to attend an administrative conference.**

Tardiness - Tardy students miss valuable instruction and disrupt classroom routines. Therefore, every effort should be made to ensure that students arrive at school on time. Students may enter the building at 8:30AM. Tardy slips will be written for students after the halls have been cleared and students are in their classrooms. **THERE IS NO GRACE PERIOD. Students who arrive after 8:30AM must be accompanied by their parent/guardian into the building to obtain a tardy slip from the front desk or main office. Parent conferences will be held for students who demonstrate a pattern of frequent tardiness.**

Awards

Shoesmith School will distribute awards at the quarterly Honors assemblies in November, January, March and May. Areas and selection criteria are as follows:

Honor Roll - Awards will be given to those students who display exemplary academic achievement and behavior. Students must maintain an "A" or "B" average in all major subject areas (Reading, Language Arts, Science, Math, Social Studies) on report cards. Students who receive grades lower than a "B" in other subject areas (Spanish, P.E., music, library, health, computer), or who receive checks for behavior, are not eligible for the Honor Roll award.

Citizenship – Awards will be given to students who are respectful, helpful, courteous, and display exemplary behavior inside and outside of the classroom.

Star Readers – Awards will be given to those students who have made significant gains in reading.

Stellar Student (Sponsored by PTO) – Awards will be given to one 6th grade female and one 6th grade male student who have demonstrated exceptional work ethic and citizenship throughout the school year. Recipients will be nominated by the 6th grade teachers.

Perfect Attendance - Awards will be given to those students who have not had any tardies or absences.

PE Awards – Awards will be given to students who have achieved high scores in athletic skills challenges and assessments.

Sports Recognition - Awards will be given to the students who have participated in sports programs.

Breakfast Schedule

Breakfast is served in the cafeteria from 7:30AM-8:30AM. Students will have a choice of hot or cold breakfast each morning. Students may enter the building to eat breakfast beginning at 7:30AM. At 8:30AM students will transition to their classrooms to begin instruction. **Students who eat breakfast after 8:30AM will be marked tardy.** Students who do not wish to eat breakfast may not enter the building before 8:30AM, unless enrolled in a before-school program.

Care of School Property

Shoesmith strives to provide a safe, clean, inviting, and nurturing environment that fosters school pride and a sense of community. We expect students to treat our school with care and respect. Students should not make any marks on school furniture, walls, ceilings, floors, or equipment. Students must not tamper with fire alarms fire extinguishers, or any electrical systems. Students should not litter and place all trash in the containers provided.

Corridor Courtesy

Students are asked to keep corridors open to traffic by walking to the right and passing through the corridors quietly (voice level 0) as to not disturb others in the halls and classrooms.

Emergency Drills

Precautions are taken for the safety and protection of every child during the school day. Emergency drills will be held periodically throughout the school year. Students are expected to follow directions and remain orderly throughout the drills. Students who fail to behave as expected during emergency drills are subject to disciplinary action outlined in the CPS Student Code of Conduct (SCC).

Field Trips

Shoesmith School encourages field trips that enhance the curriculum. One field trip slip for the 2013-2014 school year will be sent home for parent/guardian signature. This slip covers all field trips for the year. Students may only attend field trips if a signed permission slip is returned to school and if the \$50.00 student fee has been paid.

Forbidden Items

There are certain items that children bring which can cause disruption to the educational program. They are of no educational value and may take time away from the business of learning. We ask that you make sure to honor our requests for the following:

Food - CPS policy prohibits food made at home being brought to school and passed out to students. Only store bought, wrapped items are permitted. Soda and chewing gum are not permitted. Students may bring lunches from home or choose to eat school lunch. **However, please do not send items with peanuts or peanut oil as CPS has a strict peanut free policy. This policy is in place to protect students with life-threatening allergies.**

Cell Phones and Handheld Technology - **Students are not allowed to use cell phones during the school day.**

Students who bring cell phones to school must turn them in to the classroom teacher upon entering the classroom. Cell phones will be returned to students upon dismissal at the end of the school day. The school assumes no responsibility for lost cell phones. **Students found in use of cell phones without permission will face disciplinary action as outlined the Chicago Public School Student Code of Conduct (SCC).**

IPODs, MP3 players, musical devices, and video game units are not allowed in school. Students who bring them to school risk confiscation by school staff, loss, or theft. **The school assumes no responsibility for lost or stolen items.**

Teachers have been instructed to confiscate any forbidden items and notify the parents. The items will only be returned to the parents.

Grades

1st-6th Grade

The following grading scale is used at Shoesmith:

A	90-100%	Substantially exceeds the standard
B	80-89%	Exceeds the standard
C	70-79%	Meets the standard
D	60-69%	Less than acceptable performance on the standard
F	59% and below	Does not meet the standard

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Kindergarten

W	Well Developed
P	Partially Developed
B	Beginning to Develop
/	Areas Not Covered

Parents who register on the IMPACT Gradebook Parent Portal may access their child's performance 24 hours a day. Please contact Mr. Willis, Technology Coordinator, for assistance.

Homework Policy

Homework is an important element in students' learning and instruction. Homework is assigned to:

- Reinforce learning within the class
- Provide enrichment activities for students
- Prepare for the next day's learning
- Extend learning beyond school hours
- Foster a closer relationship between home and school
- Provide opportunities to use community resources
- Provide positive ongoing parental involvement in students' education

Students are expected to write assignments in student planners/homework folders daily. If there is no homework assigned, students are expected to write "**NO HOMEWORK**" in planners. Parents are expected to check and sign planners daily.

Students are expected to read to or with an adult and independently, for 30 minutes every night. Students are expected to read a minimum of 25 books per year. In addition to daily reading, students must complete written homework assignments in curricular areas. The average number of recommended minutes is as follows:

Kindergarten	15 minutes
Grades 1-3	30 minutes
Grades 4-6	45 minutes

Times listed above are an average amount for completing written homework assignments (this does not include studying for tests, reviewing class notes or working on projects). **Times will vary for individual students and teachers.**

Parental involvement and encouragement is important to students' academic success. Parents are expected to:

- Be positive about homework.
- Make sure your child has a quiet, well-lit place to work
- Make sure your child has the materials necessary to complete work.
- Check your child's work.
- Initial the bottom of the homework or sign the assignment notebook after the child has completed the work.
- Communicate to the teacher if your child had extreme difficulty doing or completing an assignment.

Taken from the CPS *Guide to Homework Success* and the NCLB *Homework Tips for Parents*

Inclement Weather/Emergency Days/Early Closing

Information regarding school closings will be announced on the radio (WBBM 780AM, WGN 720AM, or WBEZ 91.5FM) and on the Chicago Public Schools website (www.cps.edu). In addition, students and parents should check local news stations for updated information on school closings. Students who are bussed to school should call the bus company to determine if buses are running on schedule.

In the event that an early dismissal of school is required and authorized, students will be dismissed provided they have a safe place to go (home, with relative or neighbor). Children who are unable to go home are to remain at school until regular dismissal or be picked up by a parent or parent's designee.

Lost and Found

Any lost items will be placed in the "Lost and Found". Shoemith School's Lost and Found is located by the stairs of the 1st floor lobby. The school assumes no responsibility for lost items. On Report Card pick up days, all lost and found items will be placed on a table for students and parents to claim. Unclaimed items will be donated at the end of each quarter.

Lost or Damaged Books

Students are responsible for the proper care of their textbooks, library books, and student planners. Students and parents are responsible for replacing lost or damaged books. A signed textbook agreement must be on file in the office. Failure to return textbooks, library books or planners will result in school records being held.

Lunch Information

At the beginning of the school year, all students in grades K-6 will be given a lunch application to be completed and returned back to the main office. Lunch applications are directly linked to funding our school receives from the state of Illinois. Those monies fund several programs at the school. **All applications must be returned to school, even if the student does not intend to eat lunch provided by the school.** Applications must be renewed every year. Eligible students may participate in free or reduced price breakfast and lunch.

We strongly encourage those parents who pay for lunch to send monies for the week on Monday. **Please send exact change.**

Medical Information

Immunization Requirements - As required by state law, students are to have record of all health examinations and immunizations on file at the school by October (date to be announced). If current physical exams (and vision exams for Kindergarten) are not on file by the above date, students may be excluded from school. Students will be allowed to return to school upon receipt of the physical exam and immunization records. **To assist parents with obtaining physical examinations and immunizations, Shoemith School will be hosting a Health Fair on Saturday, September 19th, from 10:00AM-2:00PM.**

Medication - The Chicago Public Schools discourages the taking and administering of medication to students during school hours. We understand that sometimes it is necessary for students to take medication during school hours. However, in order for a student to be allowed to take prescription or non-prescription medication at school, completed recommendation and consent forms, from the doctor and parent/guardian, must be on file in the main office. These forms are available from our school nurse, Mrs. Brenda Carter.

Parental Support and Involvement

Expectations for Parental Support - Parental support is important to the success of our students and our school. We ask that parents support our commitment to "Excellence without Excuses" by:

- Being courteous to staff and other parents and refraining from the use of profanity and abusive language
- Encouraging good behavior in the school and at school activities
- Checking the gold communication folder daily
- Attending parent, teacher conferences
- Attending and participating in school activities
- Assisting child in correcting behaviors
- Following through with teacher/administrator recommendations and responding to teacher/administrator requests in a timely manner

Parent Informational Events/Meetings – Throughout the year, parents will have the opportunity to meet with Shoemith Administrators to receive important information about school updates, upcoming events, and tips for supporting learning at home. These events include: Back to School Breakfast, Parent Orientation, Fall Open House/Parent Night, and monthly Coffee, And meetings. Parents are strongly encouraged to attend these meetings and will earn credit on the Parent Passport for their attendance.

Parent Organizations - Parents are strongly encouraged to participate in parent organizations (LSC, PAC, PTO). Participation in any of these organizations meets the parent volunteer expectation.

Parent-Teacher Conferences - Parents and teachers must work together to ensure student success. Therefore, Shoemith teachers are expected to communicate regularly with parents/guardians regarding student performance in

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school. If you would like to meet with your child's teacher, **please schedule an appointment with the teacher before coming to the school.** You may call the main office at (773)535-1765 and leave a message for the teacher or email the teacher to schedule an appointment that is mutually convenient. Teachers are expected to return calls within a 24 hour window.

Parent Passports - Shoemith greatly values the positive and supportive involvement of our parents. We have several opportunities to get involved, and we expect that you will **commit a minimum of 4 hours of your time, annually, to volunteer at the school.** Parents will receive a Parent Passport that should be brought to each event/volunteer opportunity to document attendance and participation. Parents who fill up their passport will be invited to fun "parents only" events. Please speak with the classroom teacher to learn about volunteer opportunities.

Planners

Students in grades 2-6 attending Shoemith School are required to have a planner. The planners will be used to promote organization, goal setting, and time management—all useful life long skills. In addition, planners will be used to increase communication between home and school, resulting in fewer missed assignments and increased academic achievement. Replacement cost is \$6.00 per planner.

School-wide guidelines for planners:

1. All students will write homework in planners daily.
2. Parents are expected to check assignments and sign planners daily.
3. Students should have planners with them in all classes.

Promotion Policy (subject to district changes)

Promotion status and summer school requirements are determined by the student's District-Wide Assessment (NWEA) scores in reading and math followed by a review of the student's academic performance. The complete Elementary Promotion Policy can be accessed on the Chicago Public Schools website at:

http://www.cps.edu/SiteCollectionDocuments/PromotionPolicy/PromotionPolicyGuide_English.pdf.

Recess

Students will go outside every day, except in the case of inclement weather (rain, heavy snow, and temperatures below 30 degrees). Please be sure that students are dressed appropriately for the weather.

Report Card Pick-Up

Report cards are issued quarterly. Twice a year, Chicago Public Schools sponsors Report Card Pick-Up/Parent-Teacher Conference Day. This year's report card pick up days are **Wednesday, November 18, 2015 (1st Quarter) and Wednesday, April 13, 2016 (3rd Quarter)**. Report cards will be sent home with students on Thursday, February 11, 2016 (2nd Quarter) and Tuesday, June 21, 2016 (4th Quarter).

School Pictures

School pictures will be taken in the fall and spring. Classroom and individual pictures will be taken at this time. Ordering and payment information will be provided.

Science Fair

Students in grades 4 through 6 are required to participate in the Shoemith School Science Fair. All students in grades 4 through 6 must submit a science fair project that aligns with Illinois Learning Standards and current science curriculum, and incorporates language arts and math. All science fair information will be sent home with students and can be accessed via the school's web site.

Search and Seizure

School Officials are authorized to conduct searches of students, visitors, their outer clothing and belongings, and school property, in accordance with the requirements of the Chicago Public Schools Search and Seizure Policy. Individualized searches, such as Weapons Pat Downs, Belongings Searches, Contraband Searches and individual locker and desk searches, may be conducted if a Board employee or School Official has Reasonable Suspicion. Reasonable Suspicion is not necessary for random searches, such as random Metal Detector Screenings and mass locker and desk searches.

Shoemsmith Gold Communication Folder

In an effort to ensure that parents receive important school information in a timely manner, Shoemsmith will provide every student with a gold communication folder. This folder may contain: class and school newsletters and bulletins, school calendars, special announcements, reminders, and student behavior information. **Please check this folder daily.** Lost folders can be replaced with a standard yellow folder or a replacement folder may be purchased for \$5.00 in the main office.

Student Behavior

Shoemsmith School has high expectations for our students in every aspect of their education. We strive to create an environment where students feel safe, respected, and free to learn, grow, and develop their unique talents. We have implemented the following programs school wide to support our high expectations for student behavior:

CHAMPS - CHAMPS is a positive and proactive approach to classroom management. Teachers will teach students how to be fully engaged in their learning, removing the distraction of inappropriate behavior. Teachers will implement effective strategies to support positive **C**onversation, **H**elp, **A**ctivity, **M**ovement, and **P**articipation to ensure **S**uccess.

Second Step & Mindful Practices - Teachers will use these social/emotional learning programs to lead students in activities to promote listening skills, healthy decision making, and conflict resolution. Students will also learn vocabulary to appropriately and effectively express their emotions.

PBS - We have committed to the Positive Behavior Intervention Supports (PBS) system to manage student behavior. To ensure that all students conduct themselves appropriately, we have adopted the “Bee Attitudes”: **Be Responsible, Be Respectful, Be Safe (Please refer to Shoemsmith’s School-Wide Expectations)**. Teachers will educate students about appropriate behavior in the classroom and in the common areas of the school. Positive behavior will be rewarded with “Bee Bucks” which may be spent on items from our school store.

Students who do not meet Shoemsmith’s expectations for behavior may be assigned any of the following interventions/consequences:

- Restorative Conversation and Intervention
- Teacher/student conference
- Teacher/student/parent conference
- Teacher/student/parent/administrator conference
- Behavior expectation contract
- Referral for individual or group counseling
- Detention
- After-school work day
- Loss of extra-curricular privileges
- In-School or Out of School Suspension

All interventions and consequences related to student behavior will be assigned in accordance with the Chicago Public Schools Student Code of Conduct (SCC). The Chicago Public Schools created the SCC to ensure that all schools are safe environments for all students and provide students with clear and consistent expectations for behavior. A copy of the Student Code of Conduct will be sent home with every student. Parents are highly encouraged to read and discuss the SCC with students at home.

Student Fees

The student fee (per pupil) for the 2015-2016 school year is \$50.00. The fee assists in covering the extra educational expenses, programs, etc. not covered in the school budget. A complete list of allocations for student fees is located on the last page of this handbook.

Uniform Policy

Shoemsmith faculty and staff will vigorously enforce the uniform policy as adopted by the Local School Council. All parents are expected to sign and return the uniform agreement. Students in grades K-6 are expected to wear school uniform Monday-Thursday. Friday is casual, out of uniform day.

The school uniform is:

- 1) Khaki colored pants, skirts, skorts, shorts (must come to the knee standing straight up)
- 2) Gold, white, or black (optional) button down shirts with collar. Necklines must be appropriate. Absolutely no T-Shirts allowed. Shirts must be tucked into pants, skirts, skorts, or shorts.
- 3) Belts

Students who do not wear uniforms on a daily basis will be excluded from incentives and extra-curricular activities.

Gym uniforms are available for purchase for \$14.00 in the main office. Students may also wear navy shorts/sweats and white/gray t-shirts for gym. Students are required to dress for gym. Grades will be lowered for students who do not dress for gym.

Visitor Procedures

All parents and visitors must enter through the main entrance, sign in at the security desk, and proceed to the main office for further assistance.

To ensure the safety of all students and staff, parents picking up students at the end of the school day must wait outside of the school building. Waiting in the vestibule and main hallways is not permitted.

Volunteer Opportunities

Shoesmith welcomes volunteers to assist with a variety of activities including:

- Tutoring
- Recess Coach
- Office assistance
- Academic Enrichment

All volunteers must complete the CPS Volunteer Registration Form and the Shoesmith Volunteer Interest Form. Both forms can be found on the school website and in the main office.

Student Fee Breakdown (2015-2016)

The student fee (per pupil) for the 2014-2015 school year is \$50.00. The fee assists in covering the extra educational expenses, programs etc. not covered in the school budget.

➤ ST Math access and usage fee	\$10.00 per student
➤ Achieve 3000 access and usage fee	\$10.00 per student
➤ Copy cost (Everyday Math, Reading Street)	\$10.00 per student
➤ Art Supplies	\$5.00 per student
➤ Student Planner	\$6.50 per student
➤ Reader Response Journals	\$6.00 per student
➤ Writing journal	\$2.50 per student

Students will not receive access to ST Math or Achieve 3000 and may not participate in field trips, incentives or extra-curricular activities until student fees are paid.

Acknowledgement of Receipt of 2015-2016 Student/Parent Handbook

I acknowledge that I have received and reviewed the Shoemith 2015-2016 Student/Parent Handbook. I understand my role in partnering with the school to meet the expectations presented in this handbook.

Parent Name: _____

Student Name: _____ Room #: _____

Parent Signature: _____ Date: _____