

# Beulah Shoemith School

1330 East 50<sup>th</sup> Street  
Chicago, IL 60615  
shoemith.cps.edu

Main Office: (773) 535-1765  
Fax: (773) 535-1877

**Perseverance. Effort. Growth**  
**#PEGYourFuture**

Student/Parent Handbook  
2018-2019

Sabrina L. Gates  
Principal



This handbook belongs to:

Name: \_\_\_\_\_

Room: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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### **Chicago Public Schools Mission**

To provide a high quality public education for every child, in every neighborhood, that prepares each for success in college, career and civic life.

### **Chicago Public Schools Commitments 2016-2019**

- **Academic Progress**

Preparing our students for success in college, career and community requires a holistic approach.

Our curriculum must evolve to include the courses demanded by today's colleges and the skills demanded by today's employers. Our educators must be supported and empowered, and our schools must be safe and nurturing learning environments for all

- **Financial Stability**

Student success remains the shared priority of the district and the Chicago community. Despite financial challenges that force painful choices, protecting and improving student achievement comes first. We must continue to streamline our spending, implement best business practices and advocate for equal treatment of our children under Illinois law

- **Integrity**

Educating the next generation is a great responsibility, and it depends on strong relationships between the district, its schools, students families and their communities. CPS will demonstrate integrity in all its relationships through clear, honest communication; by achieving results and by respecting the expertise in our diverse communities

### **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 Vision**

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### **Shoesmith's Goals**

1. Increase percentage of students in all grades meeting/exceeding growth and attainment targets, in math and reading by the end of the year (EOY) testing window by 10%.
2. Increase EOY attendance percentage to 96% or above.
3. Improve our "On Track" metrics in grades 3-6 to 75% (by EOY).
4. Improve the school-wide Social-Emotional Learning (SEL) model to better meet student needs and decrease the
5. Increase the number of parents productively engaged in their child's academic performance and increase Parent Portal usage by 15%.

### **Shoesmith School Pledge**

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

### **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

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## From the Desk of Ms. Gates

***“Education is a shared commitment between dedicated teachers, motivated students and enthusiastic parents with high expectations.” – Bob Beauprez***

Dear Students and Parents,

Welcome to school year 2018-2019! The quote above summarizes my belief about education. I truly believe that the most successful students, both inside and outside of classrooms, have all of the above. In addition, the students who successfully navigate the world of academia also come to school at least 95% of the time, have few behavior infractions, have a B average (3.0) and have agency and ownership of their learning. School matters to them!

I know that school matters to you too. Remember our school's vision statement: **Perseverance. Effort. Growth.** 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, 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, all of you will have access to Parent Portal if you sign up. I strongly encourage you to sign up for 24 hour access to your child's grades. All students will receive yellow homework/communication folders and those in grades 2-6, will receive student planners. Students, the planner is designed to help you keep up with your assignments, activities and programs offered at our school. 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 yellow homework/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.

It is our goal to communicate upcoming events 3-5 different ways. We will use email blasts, robocalls, parent monthly newsletters and calendars, parent bulletin board and the interactive calendar outside the main office most frequently. Please visit the school's website: [www.shoesmith.cps.edu](http://www.shoesmith.cps.edu) for regular updates and to access information about what is happening in your child's class. Also, like us on Facebook and follow us on Twitter @ Shoesmith Bees.

We are looking forward to an amazing school year!

Warm Regards,  
Sabrina L. Gates  
Principal

### **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 (\$65.00) have not been paid will not be allowed to participate in any extra-curricular activities.**

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**Sports** - The following competitive sports are offered: soccer, cross country, volleyball, softball, track and field, basketball, cheer. Only students in grades 5 and 6 are eligible to join competitive sports teams. **Students must meet the school's eligibility requirements for participation: up to date immunizations and physical, 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** – Shoemsmith 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 w/ Hyde Park Arts Center
- Band (4th-6th) – during school day and after school
- Chicago Children's Choir (3rd/4th and 5th/6<sup>th</sup>) – school choir – during school day. NOTE: Students must audition to participate in choir.

**Other Programs** - Additional extra-curricular programs include: MADE, BETA Club, chess, Step team, Principal's Posse, newspaper, STEM Inspire Girls, coding, robotics, field day, walk-a-thon, school dances, debate, Winning Words, school plays, drama club, Double Click, HBA, math club, soccer, cheer, Girls on the Run, Sisterhood and Earth Club. 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 is available for conferences **by appointment only** between the hours of 3:45 and 4:45 PM. Please call the main office at (773) 535-1765 or email at [slgates@cps.edu](mailto:slgates@cps.edu) to schedule an appointment. You can also reach Ms. Gates from the drop down menu located on the school's website: [shoemsmith.cps.edu](http://shoemsmith.cps.edu)

### **Assemblies**

Assemblies are scheduled as part of the curriculum and designed to provide educational and entertaining experiences for all Shoemsmith 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, including being asked to leave the performance.

### **Assessments**

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

Kindergarten--NEW KIDS survey (October)

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

Grades K-6- REACH Performance Task (September, May/June)

Grade 4- NAEP (February)

Grades 3-6--PARCC (April)

Grades 3-6-NWEA MAP (September, January & May/June)

Grade 5- Illinois Science Assessment--ISA (April)

ELL students--WIDA Screener and ACCESS (September, January- February)

All grades-- weekly and quarterly interim assessments based on the curriculum taught and aligned to the Common Core Standards

### **Attendance**

#### **SCHOOL HOURS - 8:45AM-3:45PM**

Regular attendance is essential for academic achievement. Shoemsmith's attendance goal is 96%. Students are expected to come to school every day and to arrive on time. Shoemsmith's school day begins at 8:45AM. The school day begins promptly at 8:45AM and ends at 3:45PM. Frequent absenteeism and tardiness will affect grades.

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Staff is here to supervise students beginning at 8:15 AM before school and until 3:45PM after school. **Students will not be allowed in the building before 8:15 AM unless they are having breakfast in the lunchroom, or after 3:45 PM are registered for before and/or after school programs or extra-curricular activities.** Please contact Ms. Leah 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 3:45PM. **Shoemith accepts no liability for the actions of students who are loitering before 8:15 AM and after 3:45PM.**

**Attendance Incentives** – Students who maintain 96% attendance (with no tardies) will be invited to participate in quarterly and semester incentives. Students with perfect attendance will also be acknowledged and receive awards at quarterly Honors/Awards assemblies. ***Students who do not maintain a minimum 95% attendance rate will not be able to participate in school field trips and 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 by 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 8:45AM. 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 8:45AM 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.**

**Early Dismissal**-- Students who frequently receive early dismissals miss key instruction. If a pattern of early dismissals occurs, parents will receive written notice and an administrative conference will be required. Students are required to make up missed work due to early dismissals.

## **Awards**

Shoemith 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 (P.E., music, health), 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 growth in reading.

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**Math Stars**--Awards will be given to students who have made significant growth in math.

**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.

**Fine Arts Awards**--Awards will be given to students who exceed the expectations in fine arts (participation, collaboration, performance etc.)

**Principal's Awards**--Awards will be given to students who maintain straight As in all major subjects (Reading, Language Arts, Science, Math, Social Studies) and no grades than B (P.E., music, health) for all four quarters.

**Sports Recognition** - Awards will be given to the students who have participated in sports programs. Coaches determine the award categories.

### **NEW SY18-19**

**Growth Mindset**--Awards will be given to students who persevere in learning, apply consistent maximum effort and utilize their mistakes as opportunities to grow.

**Student of the Month**--awards will be given to students who exceed the standards for positively impacting the school community.

### **Breakfast Schedule**

Starting SY 18-19, breakfast will be served in the classrooms, as a part of the district mandated breakfast program: Students will have a choice of hot or cold breakfast each morning. At 8:45AM students will transition to their classrooms to begin instruction. **Students who eat breakfast after 8:45AM will be marked tardy.** Students who do not wish to eat breakfast may not enter the building before 8:45AM, unless enrolled in a before-school program or due to inclement weather.

### **Care of School Property**

Shoemith 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 silently (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).

### **Academic Fairs**

Students in all grades are required to participate in one of the following academic fairs: science, math, Chicago History, conservation, African American history, book fair, Big Life Journal. All fair information will be sent home with students in

advance with detailed explanations, expectations, submission dates and rubrics. All the information will be available on the school's web site.

### **Field Trips**

Shoesmith School encourages field trips that enhance the curriculum. Students may only attend field trips if a signed permission slip is returned to school and if the student fee has been paid. If students do not attend field trips, students will be provided with instructional task related to the content covered at the field trip. Students who do not participate in field trips SHOULD NOT take that as an opportunity to miss school and stay at home. ***Students who do not maintain a minimum 95% attendance rate will not be able to participate in school field trips. Teachers also have the discretion of keeping students from a field trip based on incomplete classwork, projects, and student behavior.***

### **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 teachers 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 of students who did not comply with the cell phone policy. **Students found in use of cell phones without permission will face disciplinary action as outlined the Chicago Public School Student Code of Conduct (SCC).**

**Slime/GAK/Flubber etc.** -- forbidden and will be discarded.

**Fidget Spinners**--allowed at recess and with teacher's discretion.

IPODs, tablets, 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 on the 1st infraction. After the 1st infraction, the items will be confiscated and returned only to the parents.**

### **Fundraising**

Due to federal, state and district budget cuts, we are asking parents to off-set by fundraising. We ask that each FAMILY fundraise a minimum of \$200.00 each school year. Parents may select the fundraisers to participate in.

### **Grades**

#### **1<sup>st</sup>-6<sup>th</sup> 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

#### **Kindergarten**

W Well Developed



P	Partially Developed
B	Beginning to Develop
/	Areas Not Covered

Each teacher is required to create and distribute his/her grading policies to parents during the month of September. All grading policies will be available on the school's website.

Parents who register on the IMPACT Gradebook Parent Portal may access their child's performance 24 hours a day. Please contact Ms. Keine, Director of Curriculum, Instruction and Technology at [ankeine1@cps.edu](mailto:ankeine1@cps.edu).

## **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 in grades 2-6 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. All*** 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+10-15 minutes of sight word practices
Grade 1	30 minutes +10-15 minutes of sight word practice
Grades 2-3	45 minutes
Grades 4-6	60 minutes

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

All grades should read for 20-30 minutes daily in addition to the assigned homework.  
 Grades K-1 should plan for a minimum of 1 hour of technology assignments per WEEK.  
 Grades 2-6 should plan for a minimum of 2 hours of technology assignments per WEEK.

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/supplies 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 has 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](http://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 1<sup>st</sup> 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 by the deadline, even if the student does not intend to eat lunch provided by the school.** Applications must be renewed every year.

### **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 12, 2018. 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.

**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:

- Ensuring that students are at school, on time, DAILY
- Adhering to safety expectations at drop off and pick up
- Ensuring that students have the necessary school supplies
- Encouraging good behavior in the school and at school activities
- Checking the gold communication folder daily
- Establishing productive homework routines and structures
- Checking planner and homework daily
- Signing up for Parent Portal and checking it regularly
- Attending all parent, teacher conferences
- Attending and participating in school activities, fundraising
- Assisting child in correcting behaviors
- Following through with teacher/administrator recommendations and responding to teacher/administrator requests in a timely manner
- Volunteering for a minimum of 4 hours per school year

- Being courteous to staff and other parents and refraining from the use of profanity and abusive language

**Parent Informational Events/Meetings** – Throughout the year, parents will have the opportunity to meet with Shoesmith Administrators to receive important information about school updates, upcoming events, and tips for supporting learning at home. These events include: Back to School Breakfast or Picnic, Ice Cream Social/Parent Orientation, Fall Open House/Curriculum Night, Coffee And, and parent 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 (PTO, LSC, PAC, BAC). 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, Shoesmith teachers are expected to communicate regularly with parents/guardians regarding student performance in 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** - Shoesmith 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. Please speak with the classroom teacher to learn about volunteer opportunities.

### **Planners**

Students in grades 2-6 attending Shoesmith 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/initial 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](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 14, 2018 (1<sup>st</sup> Quarter) and Wednesday, April 10, 2019 (3<sup>rd</sup> Quarter)**. Report cards will be sent home with students (2<sup>nd</sup> Quarter) and (4<sup>th</sup> Quarter).

### **School Pictures**

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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.

### **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.

### **Shoesmith Gold Communication Folder**

In an effort to ensure that parents receive important school information in a timely manner, Shoesmith 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**

Shoesmith 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** - Teachers will use this social/emotional learning program 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 Shoesmith’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 Shoesmith’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 2018-2019 school year is **\$65.00**. 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.

### **Technology Fee**

\$5.00 tech fee covers wear and tear and accidental damage (included in student fee). Families are responsible for damages made intentionally to technology.

### **Uniform Policy**

Shoesmith 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 \$15.00 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.

Visitor's Guidelines:  A. General Requirements for Visitors to School

- a. A visitor is defined as any person seeking to enter the school building who is not an employee at Shoesmith or student currently enrolled at Shoesmith.
- b. All visitors must enter the building at door number "1" and report to the main security desk for an approved entrance.
- c. Once approved, the visitor will be required to sign in and be directed to the main office to obtain a visitor's badge.
- d. Upon request, visitors must present appropriate form of identification when on school premises.

***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**

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

- Room Parent
- Coach or club sponsor
- Lunch/Recess Monitor
- Office assistance
- Drop off/Pick Up Safety Parent Patrol

All volunteers must complete the **CPS Civicore Volunteer Application**. Forms can be found at [cpsvolunteers.org](http://cpsvolunteers.org). The steps are outlined on the website and a one pager distributed to families.

**Student Fee Breakdown (2018-2019)**

The student fee (per pupil) for the 2018-2019 school year is \$65.00. The fee assists in covering the following extra educational expenses, programs etc. not covered in the school budget:

- Digital curriculum license and usage fee
- Copy cost
- Art Supplies
- Student Planner
- Various Journals
- Tech repair

## **Acknowledgement of Receipt of 2018-2019 Student/Parent Handbook**

**Please detach and return to the classroom teacher ASAP.**

**I acknowledge that I have received and reviewed the Shoemith 2018-2019 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:** \_\_\_\_\_