

Sauganash Elementary School

Student & Parent Handbook 2016-2017



6040 N. Kilpatrick Avenue
Chicago, Illinois 60646
773-534-3470 phone
773-534-3707 fax

www.sauganash.cps.edu

Christine Munns, Principal
Melissa Raich, Assistant Principal

SCHOOL HOURS: Students will attend school from 8:00 am until 3:00 pm.

WELCOME

The entire staff of Sauganash Elementary School would like to welcome all of our students and parents to the new school year. We know that this will be a year of outstanding educational growth for all of us. We are pleased to distribute the Sauganash Parent/Student Handbook. It will inform you of the policies and procedures which help to keep our school running smoothly. Please read carefully and keep as a reference during the school year. Please note that the administration of Sauganash School may change or deviate from any statement in the handbook without prior notification when circumstances warrant a different course of action.

SCHOOL MISSION

Student Philosophy

At Sauganash Elementary School, we are committed to work toward possessing the following qualities:

- A mastery of academic skill
- A love for learning
- Self-discipline
- Embracing diversity
- Good study habits
- Respect for ourselves and others
- A sense of self-worth
- Ability to apply our knowledge to improve our quality of life

STUDENT RESPONSIBILITIES & EXPECTATIONS

1. Be on time and come prepared to learn.
2. Bring necessary supplies.
3. Complete all assignments/homework and turn them in on time.
4. Listen to and follow teachers' instructions.
5. Do your best at all times.
6. Treat each other with dignity and respect.
7. Know your audience when communicating, and always use appropriate language.
8. Keep the school neat and clean.
9. Demonstrate pride in yourself, your family, your school, and community.

LOCAL SCHOOL COUNCIL

State law created Local School Councils in 1989 to make recommendations regarding school topic. The twelve members consist of 6 parents, 2 community members, 1 teacher, 1 non-teacher staff member and the principal. The LSC evaluates the principal each year, approves the expenditures of discretionary monies and the approval of the school improvement plan (CIWP). Meetings of the LSC are held at 6:30 in the school (room 104) on the following dates: Sept. 19; Oct. 24; Nov. 14 (State of the School meeting); Jan. 23; Feb. 27; March 20; April 17 and May 22. The public is encouraged to attend. Please check the school website for LSC committee information.

PARENT TEACHER ASSOCIATION (PTA)

<http://www.sauganashpta.org>

PTA holds meetings at Sauganash School beginning at 6:30 P.M. in the school cafeteria on the following dates: Sept. 14; Oct. 12; Nov. 8; Jan. 11; Feb. 8; Mar, 8; April 5; May 3; and June 7. All parents are welcome! Please join our PTA, it is such an integral part in supporting many of the culturally and academically rich programs that have been and continue to be a part of our school. Visit the PTA website for more details.

ARRIVAL & DEPARTURE PROCEDURES

We ask that parent and students not park or walk in the staff parking lot for safety reasons.

******No dogs are permitted on school property while students are present.**

Morning Entry: Students should not be on school grounds until 7:45.

- Kindergarten students are to line up on the Kilpatrick entrance sidewalk at 7:55 a.m. They will be greeted by their teacher and enter the building at 8:00.
- 1st and 2nd grade students are to line up on the sidewalk by the staff parking lot entrance at 7:55 a.m. They will be greeted by their teacher and enter the building at 8:00.
- 4th, 5th and 6th grade are to line up on the sidewalk by the east door (door located closest to the playground) at 8:00.
- 3rd, 7th and 8th grade students are to line up on the sidewalk by the main entrance and enter through the main entrance doors at 8:00.

1. Remain lined up with your classroom in assigned areas.
2. **The playground is off limits before school. Students must have adult supervision to remain in the playground after school hours.**
3. Use the door assigned to you when entering the building.
4. Report all accidents to teacher/staff on outside duty.
5. Throwing objects, such as balls, rocks, sticks, snowballs, etc., is not permitted.
6. Respect all assigned teachers and staff members on outside duty.
7. Bicycles, skate boards and scooters are not to be ridden on school property. You must walk your bicycle onto school property and lock it up on designated bike racks ONLY.

To and from school:

1. Stay on sidewalks. Cross streets only at corners, looking both ways before crossing.
2. Follow the rules of the school safety patrol and police department crossing guards (located at Peterson and Forest Glen).
3. Vacate the school grounds immediately after school.
4. Take the safest route to and from school.
5. Never, under any circumstances, talk to or accept rides with strangers.

Dismissal from School:

- Kindergarten students will be dismissed from the Kilpatrick doors at 3:00 p.m.
- 1st and 2nd graders will be dismissed from the staff parking lot doors at 3:00 p.m.
- 3rd, 7th and 8th graders will be dismissed from the main entrances at 3:00 p.m.
- 4th, 5th and 6th graders will be dismissed from the east door (door located closest to the playground) at 3:00 p.m.

Students are dismissed from school unless they participate in an after-school program. Students are not permitted to linger after school. Once they exit the building they must go straight home. Please make sure you pick your child up on time at the end of the school day. There is no staff supervision of students after 3:00.

ATTENDANCE

The school day for all students begins promptly at 8:00 a.m. and ends at 3:00 pm. Regular school attendance is absolutely necessary for successful learning. **If a student must be absent, as in the case of illness, please call Sauganash School (773-534-3470) before 8:00 am.** Also, a note stating cause and date of absence must be given to the teacher immediately upon the student's return to school even if a phone call has been made. **If a child returns to school without a written absence excuse, the absence will be counted as an unexcused absence. Absence forms can be found on the school website: sauganash.cps.edu**

In the event parents neglect to notify the school of a child's absence, the school makes every effort to confirm the whereabouts and safety of each absent child. Upon receipt of the daily classroom attendance lists, the office calls

parents who have not yet accounted for their child's absence. If parents are inaccessible, the school will use the student's emergency information to locate a responsible adult.

We greatly discourage appointments being made during school hours. However, we understand unavoidable doctor or dental appointments, family emergencies, and/or special circumstances may occasionally require a student to arrive to school after 8:00 a.m., leave before 3:00 p.m., or miss part of the school day. When this is the case, parents must send a written note to school explaining the reason for the late arrival, early dismissal, or partial absence. **When arriving late, the child must be escorted to the main office to receive a tardy pass before reporting to their homeroom.**

A student is considered tardy if he/she arrives to school after 8:05 and before 10:30a.m. A child is given a half day absence if he/she arrives after 10:30 a.m. A student must be present until 2:30 to get credit for a full day of attendance.

Tardiness is disruptive to the homeroom and/or classroom setting. Students are expected to be in their homeroom by 8:00 a.m. Tardy students must report to the office upon arrival to receive a tardy pass before going to their homeroom. **Because of the serious disruption it causes both student and class, frequent tardiness is not tolerated.** Per state law, a student that receives 300 or more minutes of instruction on a regular attendance day is present. The CPS extended elementary school day has 360 minutes of instruction. Therefore, a student must miss at least 60 minutes of instruction due to a tardy and/or early dismissal before that student's attendance code must be edited to absence.

- Tardy students with less than 300 but at least 150 minutes of instruction are recoded ½ day absence.
- Tardy students with less than 150 minutes of instruction are recoded full day absence.

High School Shadow or High School Investigation Days:

When a student visits a CPS school on a planned and approved 'shadow day' or 'investigation day', the student is considered present by the enrolled school after their receipt of proof of attendance from the receiving school is shared with the main office.

When a student visits a non-CPS (out-of-district) school in a CPS attendance day, the student is coded absent because the absence is not for one of the six Board of Education approved valid reasons. Out-of-district school visits should be made on CPS non-attendance days.

Excluding serious illness, frequent absences will not be tolerated according to the Chicago Board of Education's Attendance Policy.

BEHAVIOR CODE & EXPECTATIONS

Sauganash School uses a proactive approach to teach students how to behave responsibly. Using the CHAMPS strategies designed by Dr. Randy Sprick and his Safe and Civil Schools Organization, Sauganash School has developed methods for clearly communicating our high expectations to students for every school activity and transition.

Sauganash School's beliefs about student behavior:

- All students are treated with dignity and respect
- Students are taught the skills and behaviors necessary for success.
- Motivation and responsibility are encouraged through positive interactions and building relationships.
- Student misbehavior represents a teaching opportunity.

CHAMPS:

Conversation: Can students talk to each other during this activity?

Help: How do students get the teacher's attention and their questions answered?

Activity: What is the task/objective? What is the end product?

Movement: Can students move about during this activity?

Participation: How do students show participation? What does participation look/sound like?

Success: When students meet CHAMPS expectations, they are successful!

The benefits of CHAMPS is that teachers establish clear expectations with logical and fair responses to misbehavior; teachers spend less time disciplining and more time teaching; teachers learn tools to motivate student to do their best; and students are taught how to behave responsibly.

Students are also expected to follow the Chicago Public School Student Code of Conduct. The Discipline Code booklets are distributed to all students during the first week of school. Parents are required to sign a form located in Appendix H to acknowledge receipt of the Student Conduct Code by the parents and students and agree to its terms.

Gum chewing is not permitted.

All cellular phones MUST remain off during school hours. If a child brings a cellular phone to school it must be registered with the office along with a note from a parent stating the emergency reason for needing the phone (cell phone permission slips can be found in the main office). If a child has the cellular phone turned on during school hours, the cellular phone will be confiscated and a parent must come to the school to retrieve the phone. If a cell phone is confiscated two times during the school year, it will be recommended that the student no longer be permitted to bring the phone to school.

Students are instructed to leave valuables at home. The school is not responsible for personal items. Student lockers do not have locks.

Students may not bring toys, games or electronics to school. Such items are prohibited from recess and lunch. Such items may not be used during instructional time. If a student has such items and is causing a disruption/disturbance, the items may be confiscated and held in the main office. Parents/ guardians may retrieve such items from the main office. The school is not responsible for toys, games or electronics that are lost or stolen.

Plagiarism is a serious act of misconduct! If a child is caught plagiarizing, he/she will receive a failing grade for the assignment and/or suspension.

SCHOOL UNIFORM POLICY

Sauganash Dress Code for gym Days:

3rd-8th grade:

Shirt: PE Navy Shirt; Sauganash Wear (original PE uniform); or Believe to Achieve clothing (polo shirts are not PE uniforms)

Pants: Navy blue sweat pants and navy blue shorts **(No yoga pants of any color)**

No PE clothes on "Recess Game Day"

Kdg-2nd grade:

Shirt: PE Navy Shirt; Yellow Sauganash Shirt; Sauganash Wear (original PE Uniform); or Believe to Achieve clothing

Pants: Navy blue sweat pants and navy blue shorts **(No yoga pants of any color)**

No PE clothes on "Recess Game Day"

Dress Code for Non-PE days

6th - 8th grade:

Shirt: navy blue polo shirt (either no emblem or Sauganash polo only). You may wear a Sauganash or navy blue sweatshirt over your blue polo on cold weather days.

Pants: Khaki pants or capris/ skirt (knee length)/

Shorts: (April 1st-Nov 1st ONLY):Khaki knee length

Kdg-5th gr

School appropriate – there is no set dress code, but keep this in mind:

- Clothes should be clean and in good repair. Ripped or slashed clothing, which exposes the skin, is unacceptable.
- The following clothes are **not** acceptable:

- Shorts after November 1st and before April 1st.
 - Bandanas or any other type of hat
 - Low cut tops or tops that show child's stomach
 - Clothes that advertise drugs or alcohol, contain profane language or include language, or pictures promoting violence or sex
 - Flip-flop shoes
 - Pierced earrings for male students (for safety purposes)
 - Pajama pants
 - Pants with words on the backside
- Skirts and shorts must be no shorter than 5 inches above the knee.
 - Outdoor clothing such as jackets, coats and gloves are to be stored in lockers during the school day. Students should keep an extra sweater or sweatshirt in their lockers to use when they are cold. All hats should be removed upon entering the school building. Any type of distraction from the day-to-day instructional routine is unacceptable and will be dealt with on a case-by-case basis. When violations occur, school officials will take disciplinary action in accordance with the Chicago Public Schools' Uniform Discipline Code.

Administration reserves the right to restrict any clothing items or accessories that disrupt teaching and learning.

INTERNET POLICY

General Understandings:

Sauganash Elementary School has made a profound and pervasive commitment to providing excellence in computer related educational experiences for all its students. In order for students to take optimum advantage of all devices and technology applications, mature and responsible behavior is expected at all times.

Respect for administrators, teachers, staff, other students, as well as for the equipment itself is essential. The various Sauganash and CPS programs (including the Internet) available to students in a variety of classes are meant to enhance the learning environment and contribute to the overall development of knowledge both in the subject areas and in computer-related technology helping prepare students for high school, college and career ready and the 21st Century .

The right of a student to use computers is contingent upon his/her cooperation with the understandings and procedures outlined here, within the CPS Student Code of Conduct, as well as those indicated by the individual classroom teachers. The understanding and procedures outlined here are in effect for all computers throughout the building, including iPads, Chromebooks, laptop, and desktop devices.

All students using technology (including Chromebooks, computers, laptops, and iPads) and their parents are required to adhere to the Acceptable Use Policy. All equipment and internet is owned by Sauganash School and CPS including Google email accounts. All CPS email accounts are monitored by both CPS and Sauganash School

Specific Understandings:

Devices at Sauganash School are for academic purposes.

1. Students are not to bring computer games to school, nor are they to spend time online, or otherwise, playing games.
2. Students are not to occupy themselves in writing personal letters, journals, blogs, social networking sites, or sending personal e-mail messages on the school's devices without the explicit permission of a teacher or staff member.
3. Students may not use any removable media including flash drives, external hard drives, floppies, etc. on school devices unless approved by the teacher in charge.
4. Students may use data storage flash/USB drives only. No installation programs or portable applications are permitted on flash drives.
5. Students are allowed to access their CPS Gmail accounts and Google products authorized by CPS.
6. Any attempts to bypass content filtering or security by using a portable application or proxy server will result in severe consequences.

CPS Gmail Accounts:

Each student receives a CPS Gmail account, username, and password.

1. Your password is private and must not be shared with anyone else. If there are any difficulties that arise from you sharing your password, all individuals involved, including the student who has shared his/her password, is responsible for the incident.
2. Students shall log on to their device (Chromebook or other CPS device) with the appropriate CPS account credentials.

Appropriate Usage

1. All computers and devices are for school use only.
2. Transmitting indecent material includes making, creating, soliciting, copying, or initiating the transmission of any comment, request, test, graphic file, suggestion, proposal, image, or any other communication that is obscene, offensive, or otherwise inconsistent with the Chicago Public School Policy and Student Code of Conduct.
2. Students are not to use the computer to threaten, harass, insult, or defame others. Students must follow the CPS Student Code of Conduct Handbook.
3. Teachers, school administrators, and other authorized CPS employees always retain the right to access, read, alter, or perform any needed function regarding any files, documents, or programs ON all school computers and CPS issued Gmail accounts and programs.
4. CPS monitors all computer usage breaches of security and/or inappropriate use.
5. Students files on any CPS device are property of CPS at all times.

Unacceptable Behaviors *

CPS Student Code of Conduct and Sauganash School consider the following behaviors unacceptable:

1. Logging in-or attempting to log in- to the computer as another student
2. Logging in-or attempting to log in-to the computer as a teacher, administrator, or other CPS employee
3. Sending inappropriate school related messages of any kind
4. Damaging, defacing, marring, or in any way harming the device hardware or furniture, including but not limited to the screen, desktop, laptop, monitor, Chromebook, keyboard, CPU, headphones, printers, desks, trays, chairs, glass, etc.
5. Doing-or attempting to do-any damage or mischief to the software-including the introduction of viruses or any form of hacking
6. Any activity deemed inappropriate by the CPS Student Code of Conduct Handbook
7. Copying-or attempting to copy-the work of another student whether from a device, USB, disk, or hard drive
8. Destroying or tampering with another's devices and/or USB flash drive
9. Copying or attempting to copy licensed software
10. Intentionally wasting limited resources
11. Posting personal contact information about yourself or other people
12. Employing the network for commercial purposes
13. Accessing chat rooms, forums, message boards, journals, instant messaging, blogging, AIM, email, games, on-line games, auction site (i.e. E-Bay) unless permitted by Sauganash School or CPS
14. Printing personal topics or pictures for non-school purposes
15. Downloading information for personal use
16. Changing and/or adding software of any type to a school computer including but not limited to apps, extensions, or add-ons
17. Changing any settings to a school computer, (including backgrounds)
18. Executing applications from the Internet
19. Hacking, spamming, and phishing
20. Any attempts to bypass content filtering or security by using a portable application or proxy server will result in severe consequences.

*** The preceding list is not an all-inclusive list of inappropriate uses and activities.**

Every student is responsible for following the Sauganash School Code of Conduct and the CPS Student Code of Conduct. If a user acts inappropriately through the communications systems, CPS reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

EARLY DISMISSALS (STUDENT)

Parents requesting an early dismissal for their child during school hours must alert the homeroom teacher AND main office as soon as possible. When picking up your child, please report to the office to sign an early dismissal slip. **We ask that you NOT request an early dismissal after 2:30 pm.**

If a child becomes ill during school, the parent or guardian will be contacted by phone. Your child will be waiting in the main office. If a parent or guardian is unable to be reached the next available person on the student's emergency form will be notified.

- Early dismissal students with at least 300 minutes of instruction do not require recoding but must be signed out by a person authorized to pick up the student.
- Early dismissal students with less than 300 but at least 150 minutes of instruction are recoded ½ day absence and must be signed out.
- Early dismissal students with less than 150 minutes of instruction are recoded full-day absence and must be signed out.

ELECTRONIC DEVICES

Students may obtain their teacher's permission to utilize Kindle, Nooks or other reading devices during specified silent reading time. The school is not liable to any loss or damage of the property that is brought to school.

EMERGENCY CLOSING OF SCHOOL

Should severe weather require the closing of school or make it impossible for buses to operate, listen for an announcement on local TV or radio from 6:30 to 8:00 A.M.

EMERGENCY INFORMATION

It is important that the information on your child's emergency form is kept current. Please notify your child's teacher and the main office of any changes in phone numbers, email addresses and contact information.

FEE REQUIREMENTS

Students are expected to turn in field trip, sports and any other school related fees by the assigned deadline. Late fees and forms will not be accepted and students will not be able to participate in the specific program/activity.

FIELD TRIPS

Students will be encouraged to participate in field trips during the school year. Parents/guardians will be informed about the specifics of the trip in advance. They are responsible for signing the permission slip and the payment of any fees required. A student's participation in a field trip can be canceled for various reasons.

Younger siblings are not to accompany parents who have volunteered to chaperone.

FOOD POLICY

Sauganash School has enforced a Nut Sensitive Food Policy due to the high number of grade-school students having a food allergy. We want our school to be a safe, healthy environment for all of our students. When a severely food-allergic child eats even a tiny amount of the food to which he is allergic (or, in some extreme cases, merely touches or inhales particles of that food), his immune system releases massive amounts of chemicals and histamines. Symptoms, which can begin within seconds of exposure to the allergen, can range from mild – such as a few hives on the face – to an extreme, potentially fatal reaction known as anaphylaxis. The severity of the reaction cannot be predicted, which is why the Sauganash School Community must be vigilant in avoiding these allergens.

Please notify the school if your child has a food allergy.

Sauganash School Food Policy:

Snacks in the Classroom

The kindergarten through second grade may be provided snack time during the instructional day. Please provide healthy, nut free snacks such as fruits or vegetables. If a starch is brought to school, such as crackers, please read the label to ensure the product contains no peanuts and the product states it was manufactured at a plant that does not contain peanuts.

Classroom Parties

Classroom parties (holiday parties) should focus on activities such as games or crafts. Room parents should organize a list of needed items for the classroom party. Items provided could be games, supplies for arts and craft projects, paper products or a healthy store bought nut free food (i.e. fruits and vegetables).

If food items (which must be nut free and store bought) are provided by any parent for the class, notification should be given to the main office AND the homeroom teacher one week prior to the event. **However, non-food items are preferred for birthday/classroom treats.** This notification will then be passed on to all parents. Should a parent have any concerns over allergies, as it relates to the food being served, the parent should have an alternate treat for their child.

Peanut Free Zone Classrooms

It is very important for parents to read the food labels to ensure the food product contains no nut ingredients or the product is manufactured at a plant where nuts are packaged.

Tree Nut/Peanut Free Zone Table

A table will be provided in the lunchroom for an alternative place to sit and have lunch. It is mandatory for a child that sits at this table to have a tree nut/peanut free lunch. It is not mandatory for any child to sit at this table, it is only provided as an alternative. Parents, please speak to your child if you wish to have them sit at this table.

FOOD SERVICE

****To promote healthy eating habits, we ask that fast food lunches, (i.e. Burger King, KFC, McDonald's, etc.) not be brought to school by parents.***

Breakfast is provided free of charge to all students every morning. If your child is interested in eating breakfast at school, they are to go to the cafeteria located in the new addition at **7:45** where they will eat their breakfast. At 8:00 they will be allowed to go to their homeroom to start their instructional day.

A free lunch will be provided for all students. If students would like a milk only, the cost is \$0.35. Students will continue to receive a **Family Income Information Form** that **MUST** be returned within the first week of school. We ask that all Sauganash families return a fee waiver form. The information on the forms helps CPS determine a portion of our school funding.

Daily lunch orders are placed at 8:10. If a student arrives after this time and is in need of a school lunch, they will be offered a cheese stick and crackers.

FORGOTTEN ITEM BINS

Once the school day begins, instructional time will be protected from unnecessary interruptions. It is the students own responsibility to be prepared for each school day with homework, projects, materials/supplies, gym attire, and so on. If it becomes necessary to drop off a forgotten item, there will be grade level bins located in the school lobby area. **You are to place the child's forgotten item(s) in the correct bin, write your child's name on the board above the bins so that your child can retrieve the item during the school day. As always, parental cooperation in minimizing unnecessary interruptions to the academic day is greatly appreciated.**

FRIDAY FOLDERS

All Sauganash students will be given a "Friday Folder" in which to take corrected student work and school news home each Friday. **Parents are to review the work, sign-off noting you have received the enclosed work and information, and return the empty folder to the homeroom teacher on the following Monday.**

FUNDRAISERS

Students are not to sell outside fundraisers on school property (this includes Girl Scout cookie fundraisers).

HOMEWORK POLICY

Amount and Frequency:

Homework will be assigned Monday through Thursday; however Friday assignments may be given at the discretion of the teacher. Students must read or be read to for a minimum of 20 minutes a day.

Students in grades 2nd through 8th are given an assignment notebook to write their daily homework assignments. The classroom teacher writes the daily and sometimes weekly assignments on a chart for the students to copy onto their assignment notebook. The student's responsibility is to correctly copy all homework assignments and take home the necessary items in order to complete their work. **Please be sure to review/check and sign your name once your child has completed the day's assignments.**

Sauganash Homework Policy:

Students are expected to complete their homework on a timely manner. **Homework not present at designated class time is late or incomplete. Consequences for late or incomplete homework will result in a score of zero for the assignment (grades 3-8).**

All parents are encouraged to make homework a priority for their children by following the recommended steps:

1. Provide your child with a quiet place and adequate space to work on homework.
2. Establish a daily homework time.
3. Review math and reading skills.
4. Provide positive support when homework is completed.
5. Encourage children to read-for-pleasure at least 20 minutes a day.

Make-up work after Absence:

Students are expected to make up assignments and tests that were missed during absences. **If your child is absent from school, he/she will be given the same amount of days that they were absent to make up their work. Homeroom teachers will provide homework when your child returns to school.**

ILLNESS

A student should remain home when ill and must not return to school until he/she is completely recovered. A child who is sent back to school without fully recovering typically experiences a relapse and inadvertently spreads illness to others. When deciding whether or not to keep a child home from school, use the following criteria:

- The child should be fever free for 24 hours without medication.
- The child should be symptom free from intestinal upsets (vomiting or diarrhea) for 24 hours.
- If there has been a serious injury (sprain, bump on the head, cut which requires stitches) the child should not be in school the following day.

Students are expected to make up assignments and tests that were missed during absences. If your child is absent from school, they will be given the same amount of days that they were absent to make up their work. **Homeroom teachers will provide homework when your child returns to school. We do not send home the homework the day of the absence.**

LOST AND FOUND

The Lost & Found area is located in the main lobby area. Those items not claimed will be donated to charity at the end of each month. When items do not fit in the locker, a table will be set out for students and parent to locate lost items.

MEDICATION AND DRUG POLICY

Many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illnesses that will hinder the health and welfare of others. The Board of Education strongly recommends that medication be administered in the home. Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. If this is not possible, parents may come to school to administer medication to their child. In the event that this cannot be done, the parent must adhere to the following regulations:

1. A written order for administration of the medication must be obtained from the student's licensed prescriber. The order must include:
 - Student's name
 - Date of birth
 - Licensed prescriber and signature
 - Licensed prescriber phone/emergency phone

- Name of medication, dosage, frequency and time of administration
- Date of prescription and date of order
- Discontinuation date
- Diagnosis requiring medication

2. All medication must be brought to school in the original packages or an **appropriately labeled** container, which includes the following:

- Student's name
- Prescription number
- Medication name/dosage
- Administration routine and/or other directions

3. A physician's order should accompany any over the counter medications such as aspirin, Tylenol, Advil, etc., or cough medications.

4. Your child may carry and self-administer quick-relief asthma inhalers at school as long as a copy of their prescription and a note from the parent/guardian is submitted to the school nurse. The nurse will then request a parent meeting to discuss medications.

5. All orders must be renewed annually and parent/guardian must supply non-expired medication.

A responsible adult, (not the student), is to provide the above information and medication to the principal and/or school nurse. The medication is kept in the main office. Please also make arrangements to discuss your child's health and medication needs with the school nurse.

All medical forms and health policies can be accessed within the following site: <http://cps.edu/oshw/Pages/HealthPolicies.aspx>

PARENT PORTAL

We ask that every parent activate their parent portal account.

To view your child's grades, visit the website: <http://parent.cps.k12.il.us>. Step-by-step instructions are available online at www.cps.edu. Under *Parent Resources* click on *Check my Child's Grades*; then under *Tutorials and Instructions* click *Guide to Creating Parent Portal Account*. To activate your account you will need your child's CPS 8-digit student ID number, which is located on the top of your child's report card. You will also need your child's pin number. To get your child's pin number, contact Ms. Raich at 773-534-3622 or marach@cps.edu.

PARENT-TEACHER COMMUNICATION

The partnership between parents and teachers is component in successfully educating your child. When requesting to speak to your child's teacher, please observe the following procedure:

- **Step 1: Email the teacher directly or schedule all conferences by calling the main office at 773-534-3470. At this time the school clerk will transfer you to the teacher's voicemail where you may leave a message.**
- **Step 2: On the day of the scheduled parent-teacher conference, you must sign in at the security desk to receive a visitor's pass before proceeding to the office. The school clerk will notify the teacher that you have arrived for the scheduled meeting. If necessary and/or requested, a school administrator will be present during the meeting.**

***All meetings with teachers MUST be arranged in advance. No impromptu meetings will be acknowledged, as this interrupts the structure and instructional day for our students.**

Report card pickup/parent-teacher conference dates: November 9, 2016 and April 19, 2017.

Report card distribution days (report cards will be sent home with the students): February 10, 2016 and June 20, 2017.

To assist you in conducting a productive conference, the following guidelines are available for your use:

Before the Conference:

Make a list of what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Discuss concerns with your spouse. Ideally, both parents/guardians should attend the conference. To make certain all concerns are addressed, parents/guardians are encouraged to bring personal notes relating to the conference and to get the facts about a school situation before reacting to it.

The teacher may have other appointments, so please arrive on time.

PARTY INVITATIONS

To prevent any children from feeling left out or hurt, please **do not** distribute party invitations on school grounds.

PHOTOGRAPHS/VIDEO TAPING

On several occasions teachers may photograph and/or videotape the students participating in learning activities. If you do not want to have your child photographed or videotaped, please contact the main office and your child's teacher.

PHYSICAL EDUCATION

Physical Education is mandatory for all students. Only students with a parent or doctor's medical report can be excused from physical education classes.

Gym Uniforms:

Gym uniforms must be worn in order to participate in gym classes. The gym uniform consists of a navy-blue t-shirt or sweatshirt; any navy-blue gym shorts or sweatpants, and proper gym shoes.

PROGRESS REPORTS AND REPORT CARDS

Progress Reports:

Progress reports will be issued to only those students who are receiving **D or F letter grades in a subject area** after the fifth, fifteenth, twenty-fifth and thirty-fifth week of school. The progress report informs parents of their child's progress and allows for more constructive communication regarding grades before they become permanent at the quarter's end. The progress report must be signed by the parent/guardian and returned to the teacher. Please make sure to check Parent Portal on a regular basis to stay aware of your child's academic achievement.

Report Cards:

Report cards are prepared and distributed every quarter on the designated days for grades K-8. Grades will reflect class participation, homework, test results, and effort made by each student.

Report card pickup/parent-teacher days: November 9, 2016 and April 19, 2017.

Report card distribution days (report cards will be sent home with the students): February 10, 2016 and June 20, 2017.

Sauganash School's Grading Code – 1st – 8th grades:

A = 100-90% B = 89-80% C = 79-70% D = 69-60% F = 59-0%

STUDENT ENRICHMENT FEE

With the rising cost of supplies and materials and the inadequate amount of federal and state funding, we have found it necessary to collect an annual student fee.

\$200.00 per student. \$600.00 for 3 or more students per family

If there is an issue with paying the student enrichment fee, please see Mrs. Munns.

Cash, checks, and money orders will be accepted. Please make payable to **Sauganash Elementary School**. The student fee is to be given to either the homeroom teacher or the office clerk who will issue a receipt.

All student fee monies will be used to purchase instructional materials, enrichment positions, and to support technology.

TELEPHONE CALLS

Please convey to your child how they will be getting home from school before the school day begins. In the past the main office has experienced an increased amount of calls regarding personal family matters. When calling the school asking to leave a child a message, this involves interrupting the entire classrooms' instructional time to convey the message to your child. Therefore, we are asking that you take care of personal family matters before your child comes to school.

The main office phone is an essential component to day-to-day operations. Students are not permitted to use the school phones for any reason except for an emergency or illness. A staff member must monitor all phone calls.

All cellular phones MUST remain off during school hours. If a child brings a cellular phone to school it must be registered with the office along with a note from a parent stating the emergency reason for needing the phone (cell phone permission slips can be found in the main office). If a child has the cellular phone turned on during school hours, the cellular phone will be confiscated and a parent must come to the school to retrieve the phone. If a cell phone is confiscated two times during the school year, it will be recommended that the student no longer be permitted to bring the phone to school.

Calls to the teachers can be placed through the main school office at 773-534-3470. The school clerk will transfer you to the teacher's voice mail, who will return the call at his/her earliest convenience. Neither teachers nor students will be called out of class to receive phone calls. All messages will be given to the student at an appropriate time in order to reduce interruptions of the instructional day.

TEXTBOOKS AND MATERIALS (including technology equipment)

The textbooks, classroom library books, and materials are the property of Sauganash School and are on loan to the students for the school year. Students are expected to care for all materials and textbooks given to them. Therefore, if they are lost and/or damaged, monetary compensation will be expected. This will allow us to order new textbooks and materials to replace the lost or damaged items.

TECHNOLOGY EQUIPMENT:

Students are given access to computers, Chromebooks, and/or iPads for academic purposes while at school. Students are to follow the acceptable use policy:

- If you have any computer account, you are responsible for the use made of that account. If you discover that someone has made unauthorized use of your account, you should report it to a teacher. You should only use a computer account that belongs to you. You must never change your password without permission.
- You must not intentionally seek information about, browse, obtain copies of, or modify files, or passwords, belonging to other people.
- If you encounter or observe anyone misusing any computer account, you must report it to a teacher.
- Do not include your address or phone number in any correspondence.
- Use of impolite or abusive language will not be tolerated.
- Sauganash School/Chicago Public School District-owned hardware, software, manuals, and supplies must remain at district computing sites. Any exception to the rule requires proper authorization.
- Student use of online resources such as the Internet is by teacher/administrative approval. Adult supervision will accompany any internet usage by students.
- Copying of commercial software in violation of copyright laws will not be tolerated. In addition, no installation of computer programs, commercial or otherwise, will be configured on school/district computers without the knowledge of network and/or systems administrators.
- Vandalism (any malicious attempt to harm, modify, and destroy data of another user as well as the hardware equipment and software of the school district) will not be tolerated

It is highly suggested that parents purchase Chromebook insurance: <https://my.worthavegroup.com/sauganashil>

VACATIONS/EXTENDED ABSENCES DURING THE SCHOOL YEAR

If parents arrange a vacation that conflicts with the school calendar, the school expects a courtesy of advanced written notice at least 3 days stating the exact days the student(s) will be absent. Prior to leaving or immediately upon returning to school, parents are responsible for helping their child(ren) obtain missed work, assignments, learning the material, make up the work, and prepare for tests. **Students are required to be present during state/city standardized (PARCC & NWEA) test days.**

VISITOR PASS

All visitors entering the school must sign in at the security desk located in the main building. Once this has been completed and you will receive a visitor's pass and will be directed to the main office to inform the school clerk of your arrival. The school clerk or security guard will inform the teacher/student of your arrival. You are to go only to your immediate and scheduled area. Walking around the building is prohibited. For example, if you have volunteered to assist in the cafeteria, you are not to walk to your child's classroom without permission from security. This routine procedure is done to ensure the safety of our students and staff. If your child is outside on the playground during recess and/or gym class, please do not approach your child without first informing the teacher or staff member who is present.