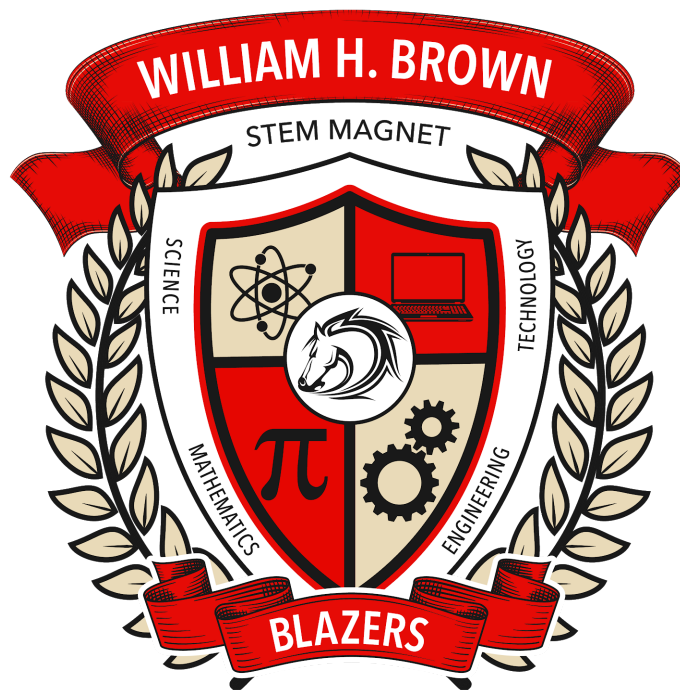


# Student Handbook

## 2018-2019



William H. Brown STEM School  
54 N. Hermitage Avenue  
Chicago, Illinois 60612  
773-534-7250

**Mrs. Latoya Lyons, Principal**

## **Chicago Public Schools Calendar 2018-2019**

**September 4th** - First Day of School School Day is 7:30 am-2:30 pm

**October 5th** - Q1 Progress Reports Go Home

**October 8th** - No School- Columbus Day- No School

**November 2nd** - School Improvement Day- No School for students

**November 14th** - Q1 Report Card Pick Up - No School for students

**November 21st-23rd** - Thanksgiving Break- No School for students

**December 14th** - Q2 Progress Reports Sent Home

**December 24th-28th** - Winter Break- No School

**January 1st-4th** - Winter Break-No School

**January 21st** - Dr. Martin Luther King Jr. Day- No School

**January 31st** - Q2 Report Cards Sent Home

**February 1st** - School Improvement Day - No School for students

**February 18th** - President's Day- No School

**April 5th** - School Improvement Day- No School for students

**April 10th** - Q3 Report Card Pick up Day: No School for students

**April 15th-19th** - Spring Break- No School

**May 27th** - Memorial Day- No School

**June 18th** - Last Day of School for students & Q4 Report Cards Sent Home

### **Student Commitment**

At Brown we believe that EFFORT & COMMITMENT to learning makes all the difference. Using your capabilities to the fullest extent is critical in the process of becoming an active and productive citizen. Developing a good work ethic will also build a foundation for becoming an exemplary student. Making a consistent effort to complete homework, participating in class and other healthy school activities will enrich your experience at Brown School. Make the choice and commit to give your best effort everyday.

### **BE RESPONSIBLE**

Responsibility can be defined as duty. It is your duty to help keep our school safe so that all students have the opportunity to take advantage of a rigorous learning environment. Arriving to school and class on time, being prepared, cooperating with teachers and peers, keeping hands feet and objects to oneself, putting trash in garbage cans, and caring for personal belongings are actions that will promote a positive environment at Brown School. These are just a few of the duties you have as a Brown School student. Fulfilling these responsibilities will contribute to your growth as a successful member of the school community.

## **BE RESPECTFUL**

To show respect is to show honor and consideration towards yourself and others. Showing others respect through the use of good manners and appropriate verbal and non-verbal communication is expected at Brown School. Maintaining eye contact, using a person's name when in conversation, listening without judging, and keeping arms relaxed at one's side are ways to show other people respect. In contrast, rolling of the eyes, using a loud voice, smacking lips, and making wild, exaggerated arm movements can project disrespectful messages to others. To ensure that communication is respectful and inviting, follow the parameters outlined above to promote positive personal exchanges.

## **BE READY TO LEARN**

Being on time and attending school daily allows you to make the most out of your school experience. A very famous American comic once illustrated the importance of being present and its relationship to being successful in the following statement, "Seventy percent of success in life is showing up." It is expected that you come to school every day and arrive on time. Doing this will keep classroom disruptions to a minimum and will allow you and your peers the opportunity to maximize class time for learning.

### **Pledge**

*I am smart, and capable of greatness, so today I pledge to do my best in reading, math and all the rest. I promise to obey the rules; in my class and in my school. I expect the best in all I do. I will dream big dreams today and honor others with all that I say. I am having a positive impact on my society. This is my number 1 priority.*

## **SCHOOL SCHEDULE and CAMPUS SUPERVISION**

Please do not send or bring your child to school before 7:25 a.m., as staff will not be available to supervise them. Our school hours are 7:30 am-2:30 pm. Breakfast is in the classroom at 7:30 a.m. Students arriving after 7:30 a.m. are marked tardy. Tardies have an effect on the student's overall quarterly and annual attendance rate.

Please assure that your child knows where to go when school ends at 2:30 p.m. School supervision of students ends at 2:30 pm. Help us to assure that our students are safe and secure by picking your child up on time. Thank you for your cooperation in this very important matter.

## **PARENT COMMUNICATION**

At Brown we have an open two-way communication policy that is a crucial component to the success of your child and our school. All teachers will use Classdojo to document student behavior and homework completion. Class Dojo is a behavior management system that teachers use as a communication platform to encourage students and

parents to help build community within the classroom. At Brown School we will use ClassDojo to help parents track their child's behavior as well as their homework.

## **DRESS FOR SUCCESS**

Student dress should be conservative as to keep distractions to a minimum and to promote a positive environment. Dress and appearance will be safe, appropriate, and not present a health problem. Outerwear such as hats, coats, hoodies, and gloves will only be worn outside of the school. These items are to be removed upon entering the building.

Skirts/shorts will be at least fingertip length. Undergarments must be concealed by clothing apparel. All pants should be worn above the hips. Body piercings (lips, nose, ears, etc.) must be removed during school day. Shirts should be tucked in at all times while on the premises.

### **School Uniforms**

Students' uniform colors are:

**PreK to 8th grade:** red shirts and khaki bottoms; red knit sweaters can be worn over the red shirt for cooler temperatures

- Solid red school polos with logo
- Student's red tops should be visible at all times when worn under sweaters, vests etc..
- Student's heads are to remain uncovered inside the school; free of hats, caps, hoodies and scarves unless religious garment is required.
- Boys should wear belts or keep pants pulled up.
- Girls are not allowed to wear leggings or jeggings as school pants.
- Students are not permitted to wear clothing inside out.
- Students out of uniform will be provided a uniform by the school (we do not guarantee sizing).
- Students out of uniform will be issued a temporary uniform and a detention.
- Students are **REQUIRED** to wear gym clothes for P.E. Uniforms will be for sale at Back to School Bash or in office.

### **DISCIPLINE POLICY**

When a child misbehaves, Brown follows the Chicago Public School Student Code of Conduct (SCC). Because the SCC does not include all types of misconduct, the student who commits an act of misconduct not listed shall be subjected to the discretionary authority of the classroom teacher and the principal or her designee. All disciplinary actions for misconduct will include a conference between the teacher and or administrator and the student, followed by notification to the parent(s)/guardian as necessary.

## **Bullying**

Bullying is considered any acts of repeated intentional behavior that occurs in order to intentionally harm others through verbal or non-verbal harassment, physical assault, or other more subtle methods of coercion. Such behavior may include, but is not limited to, manipulation, teasing, taunting, threatening, hitting, stealing, and destroying personal property, sending threatening / abusive emails or cyber bullying.

## **Dangerous Objects, Weapons or Look-Alike Weapons**

Dangerous objects or weapons include, but are not limited to, knives, tools (such as those commonly used for construction or household repair), mace/pepper spray, firearms (including look-alike firearms such as squirt guns, B.B. guns, Air guns, or other “toy” objects that resemble real firearms), explosive devices (including fireworks) and other objects such as, slingshots, metal/brass knuckles, throwing stars and taser/stun guns.

Water balloons are prohibited on school grounds and school buses.

Any of the above violations mandate the most serious disciplinary action up to and/or including expulsion.

At Brown, we believe when home and school send a consistent message to children about what is acceptable/appropriate and the consequences for unacceptable behavior, discipline problems will be minimal. Thank you for your support and assistance with our discipline policy.

## **SCHOOL POLICIES**

### **ATTENDANCE**

Our expectation is that students maintain a 96% attendance rate by being here on time, everyday!

When students return to school after being absent, a signed note giving the reason for his/her absence from the parent/guardian must accompany the student. The four acceptable causes for an excused absence are: illness, death in the immediate family, family emergency and observance of religious holidays. Absences templates can be found in the student planner.

A child who is absent without an acceptable cause (excused absence) is considered truant according to Chicago Public Schools and is subject to compulsory attendance rules. A chronic truant is a child who is absent without an acceptable cause for 10% of the school year. After 5 and 10 days of unexcused absences, a notice will be sent by the school to the parent/guardian. After 18 days of unexcused absences, legal proceedings will begin. Our school day begins at 7:30 a.m. and ends at 2:30 p.m. Tardies and early dismissals from school are not acceptable. Students are expected to be at school on time

for the entire day every day. Interrupted attendance decreases the opportunity for our students to learn, affecting grades and behavior. Your cooperation in observing this policy will lead to continued success for your child.

### **TARDIES**

Chronic tardies not only affect student attendance rates but affects how the student's day flows.

Students who are tardy to school miss valuable instructional time that cannot be made up. Students with chronic tardiness will warrant a parent/teacher/administrative conference and loss of privileges, participation in school activities, and/or a misconduct referral may be warranted.

### **PARENT CONFERENCES**

Teachers are available for parent conferences by appointment only before school or after school. Please do not stop in during the school day after instruction has begun, as this interrupts our teacher's valuable instructional time for all children, including yours.

Upon entering the building all visitors are required to sign in at the security desk, then enter the main office to receive a visitor's pass before visiting any classroom or conducting any other school-related business. Visitor's passes are to be visible on your person throughout your visit to the school.

### **WELLNESS POLICY (HEALTHY SNACKS & FOOD)**

- No food may be offered or sold in competition with the school meal programs
- Food may not be used as a reward or punishment
- Schools are encouraged to host non-food fundraisers and celebrations that do not compete with the school meals
- Students may only bring healthy snacks to school. The following items are NOT allowed in school:
  - Soda
  - Flaming hots or hot chips of any kind
  - Candy, gum or candy bars
  - Pastries: donuts, honey buns, cinnamon rolls etc.
  - Sunflower seeds
  - Fruits packaged in their own juice, light syrup or dried will not exceed 150 calories for elementary schools, 180 calories for middle schools,
  - Beverages such as soft drinks, fruit drinks, vitamin water drinks and energy drinks with minimal nutritional value are prohibited

**Celebrations:** Principals, school staff, parents/guardians and before and after school program partners should promote healthy classroom and school celebrations/rewards by not using candy and sweet snacks as part of a celebration or reward. In the event no plan is established, a school may only permit food or beverages of minimal nutritional

value to be served to students at a maximum of two celebrations per school year.

### **ACADEMICS & HONORS**

Brown distributes a number of awards to recognize the learning progress and achievements of our students. Ribbons are distributed at the end of each marking period. Trophies and/or medals are given during our June Awards Assembly. Academic honors include:

Principal's Honor Roll – An award is given in grades 1-8 to students who have all A's in all areas and no checks.

Academic Honor Roll – An award is given in grades 1-8 to students who have all A's and B's in all areas.

Citizenship – An award is given in grades 1-7 to students who have received no checks in the behavior section of their report card or discipline referrals.

Perfect Attendance – An award is given to students in grades K-8 who have perfect attendance for each marking period. Students are allowed one early dismissal and one tardy.

### **INDIVIDUAL LEARNING PLANS**

Students in danger of failing, as identified during the school year, will be given opportunities for remediation through available tutoring, required after school programs, counseling, monitoring of homework, parent/teacher/administrative conferences and other resources to help our students achieve success. Students who continue to fail face retention. Please continue to collaborate with us in ensuring your child does well in all school subjects, as well as in their behavior and attitudes.

Teacher created remediation plans are given to students with D's and/or F's at the end of the first quarter. Parents are notified in a timely manner when their child is in danger of failing.

### **GRADING POLICY**

Our grading scale is as follows for all classes, unless otherwise noted in this handbook:

A = 100 – 90

B = 89 – 80

C = 79 -70

D = 69-60

F = below 60

Brown School will use “/” and attach a skills checklist for students in Grade PK & K. Letter grades will be given to students in grades 1-8.

### **HOMEWORK POLICY**

The Chicago Public Schools Homework policy recommends minimum homework time for grade levels and specifies the roles and responsibilities of students, parents, teachers and administrators.

Your child will have homework every night. Homework often includes reading, math, studying, reviewing and working on long-term projects, in addition to written work. Homework reinforces and provides practice and application to the classroom instruction and fosters a home-school relationship.

Brown students are expected to complete all homework assignments carefully and accurately and turn them into the teacher by the designated due date. Due dates can only be extended by the teacher and a reduced grade/point scale applies. Parents should monitor and support their child's homework on a daily basis.

### **PROMOTION**

The Chicago Public Schools has a mandatory summer bridge program for students in grades 3, 6, 8 who do not meet minimum promotion criteria. Information will be forwarded to all 3rd, 6th and 8th grade parents in the fall.

### **CELL PHONES**

All students K-8 must turn in cell phones as soon as they arrive to school. Phones will be kept by security and returned at the end of the day.

If students fail to turn a phone in the below consequences will occur:

- 1st offense: phone will be returned to a parent
- 2nd offense: phone will be returned to the student after 1 week
- 3rd offense: cell phone will be returned to the student after 1 month

### **ELECTRONIC DEVICES**

MP3 players, radios, electronic games, tape, CD players and any other electronic devices are prohibited and should not be brought to school. If they are, they will be confiscated and a parent must pick them up. They can be turned into security and held to the end of the day if they are accidentally brought to school.



## Acknowledgement and Receipt

The student handbook describes important information about Chicago Public Schools and William H Brown STEM School, and I understand that I should consult with administration regarding any questions not answered in this handbook.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements previously disseminated by [school name].

**I have received the handbook, and I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it. In addition, I understand that it is my responsibility to read and comply with all other Board policies and rules not specifically mentioned in this handbook.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Parent's Name (Print)

\_\_\_\_\_  
Date

**You are required to return the completed Acknowledgement and Receipt to teacher by September 7, 2018.**