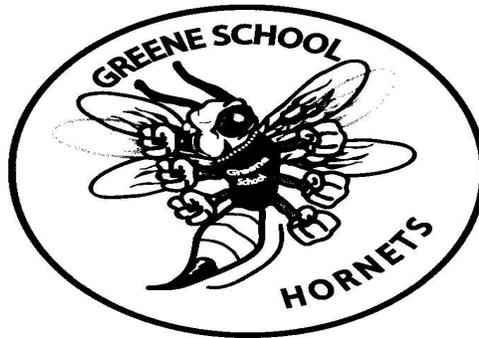

Nathanael Greene Elementary School

2013-2014

Parent Handbook



Nathanael Greene Elementary
3525 S. Honore
Chicago, IL 60609

773-535-4560
www.greeneschool.net

Welcome to Greene School!

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Mission and Vision

Greene's Mission

Greene School will maximize the potential of every student including students with disabilities and English Language Learners. Our mission is to provide quality learning experiences that foster cooperative attitudes, good citizenship, enhanced literacy and mathematics strategies, critical-thinking skills, and effective use of technology through a shared commitment with students, staff, parents, and the community in a safe, supportive learning environment.

Vision Statement

Greene School will educate all students, including those with special needs and English Language Learners, in a positive, engaging learning environment that will ensure that they become literate, mathematically and technologically competent, self-confident individuals who will work successfully and cooperatively to their ultimate goals in life and contribute productively to society.

About This Handbook

The following pages contain information regarding policies and procedures of Chicago Public Schools and Nathanael Greene Elementary School. The intended goal of the handbook is to provide a resource that contains important information and policies that impact students and families on a daily basis. The principal will notify parents when an official change in policy or procedure has been made. We value the many talents and abilities of our parents and students, and we seek to foster an open, cooperative and dynamic environment where they can thrive. If

you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the principal.

Chicago Public Schools

David J. Vitale.....	Board of Education
President	
Jesse Ruiz.....	Board of Education Vice
President	
Barbara Byrd Bennett.....	Chief Executive Officer
Julio Contreras.....	Deputy Chief Pershing
Network	

Nathanael Greene Elementary School Local School Council

Maria Zuno	Parent Representative /
Chairperson	
Mario Estrella	Parent Representative
Miguel Gutierrez	Parent Representative
Cristina Hernandez.....	Parent Representative
Karina Macedo.....	Parent Representative

Alicia Krok.....	Community Representative
Maria Suarez	Community Representative
Gina Burrows.....	Teacher Representative /
Secretary	
Mary Kimball-Vrba	Teacher Representative
David Titsworth.....	Non-teacher representative

Nathanael Greene Elementary School Administrative Team

Michael Heidkamp.....	Principal
Deidre Wess.....	Assistant Principal
Mary Kimball-Vrba.....	Counselor
Denise Scott.....	Case Manager
Olga Vasquez.....	Parent Resource Teacher

Important Dates and Holidays

HOLIDAYS (No classes)

September 2	Labor Day
October 14	Columbus Day
November 11.....	Veterans Day

November 27, 28, 29..... Thanksgiving
 January 20.....M.L.King Day
 February 12.....Lincoln’s Birthday
 May 26 Memorial
 Day

VACATIONS

Winter vacation -- Schools are closed from December 23, 2013 to January 3, 2014.

Spring vacation -- Schools are closed from April 14, 2014 to April 18, 2014.

QUARTERS -- Each quarter ends on the following day:

- Q1 ends October 31, 2013
- Q2 ends January 23, 2014
- Q3 ends March 27, 2014
- Q4 ends June 10, 2014

Progress Report Distribution Days:

- Q1 September 25, 2013
- Q2 December 11, 2013
- Q3 February 26, 2014
- Q4 May 7, 2014

Report Card Distribution Days:

Please note that report cards for the 2nd and 4th quarters will be sent home on:

- Q2 January 30, 2014
- Q4 June 10, 2014

Parent-Teacher Conference Days:

Parents are asked to pick up report cards and conference with teachers after the 1st and 3rd quarters. Parent-Teacher conference days are non-attendance days for students. They are:

- November 12, 2013
- April 7, 2014

ATTENDANCE

Attendance is critical. If students are not at school, there is the potential that they are falling behind in their learning. Please ensure that your child arrives in school at 8:00 a.m. ready to learn. Any child arriving after 8am should enter through the main doors.

If your child is going to be absent or tardy, please call the main office at 773-535-4560. *We highly recommend that you schedule medical appointments or other appointments for after school hours.*

Late Arrival / Early Dismissal

At Greene, students are learning from the moment they enter school until 3:00pm. Any time missed at the beginning or end of the day can impact a student's growth as a learner. For that reason we ask that *you do not remove your children before their dismissal times unless it is absolutely necessary*. It is also critical that your child arrives by 8:00am each day. If your child does not arrive by 8:00am, he/she will be marked tardy and has to check in at the security desk before going to his/her room.

We will contact families whose children are consistently missing instructional time in order to work with them to develop a plan to insure children are attending school consistently.

Arrival Procedures

Students enter the building through their assigned doors. Please make every effort to ensure that your children enter through their assigned doors:

Pre-Kindergarten(morning)-South Play Lot (Gym Doors)

Pre-Kindergarten (afternoon) - Door 2

Kindergarten-South Play lot - Gym Doors

1st Grade- Main Entrance - Door 2

2nd and 3rd Grades- South Entrance - Door 3

4th and 5th Grades-North Entrance - Door 1

Dismissal Procedures

The South end of Honore Ave. will be blocked from 2:45 p.m. until 3:15pm each day.

Kindergarten - 2nd grade teachers wait with their students until all students have been picked up

by a parent, guardian, sibling or day care provider. All students not picked up on time will be escorted to the main entrance by the ESP on duty. At 3:15 if there are students that have still not been picked up, they will be escorted to the main office to call home.

Classrooms are dismissed from the following doors:

<u>Time</u>	<u>Location</u>	<u>Classroom</u>
3:00 p.m.	North Door (1)	213-Ms. Ruben 309-Ms. Land 310- Ms. Mullaghy 311-Mr. Lipsey 312- Ms. Heidy, 313-Ms. Brewer-Hill 314-Ms. Ramirez
2:55 p.m. (1 st Gr) 3:00 p.m. (KDG)	Main Entrance(2)	104-Mr. Echevarria 106-Ms. Garcia 107-Ms. Zicco 103-Ms. Caveda 109-Ms. Bernabe 110-Ms. Baker 111-Ms. Rodriguez 112- Ms. Stewart
3:00 p.m.	South Door (3)	201-Ms. Palafox 203-Ms. Castaneda 204-Ms. Swanson 214- Ms. McKenna 303-Mr. Duffy 301-Ms. Abbasi 304-Ms. Alvarez 305-Ms. Panaigua 306-Ms. Hoover(Tamayo)
3:00 p.m.	Gym Door	105- Castillo-Duran

GRADING POLICIES AND PROCEDURES

Grading Philosophy

- Grades reflect what we value as a learning community and focus on areas that lead to student growth as learners.
- Grades reflect both proficiency and growth.

- The method of determining grades should be uniform from class to class yet provide opportunity for the teacher to consider the individual differences of students.
- The grading system should be simple and easily understood by administrators, teachers, parents and students.
- Grades should be documented and based upon objective measures.

Grades Breakdown

Reading

- F&P – 40% (1st and 2nd) and 50% (3rd-5th)
- Goal Setting 15% (1st and 2nd) and 15% (3rd-5th)
- Collaborative Work / Student Talk 15% (1st and 2nd) and 15% (3rd-5th)
- Reading habits/strategies 20% (1st and 2nd) and 20% (3rd-5th)
- Word Study 10% (1st and 2nd)

Math

- Benchmark tests 40% (1st and 2nd) to 50% (3rd-5th)
- Goal Setting - 15% (1st and 2nd) - 10% (3rd-5th)
- Independent Work - 15% (1st and 2nd) - 15% (3rd-5th)
- Collaborative Work / Student talk - 15% (1st and 2nd) 10% (3rd-5th)
- Math Practices - 15% (1st and 2nd) - 15% (3rd-5th)

Writing

- On Demand Writing - 40% (1st and 2nd) and 50% (3rd-5th)
- Goal setting - 20% (1st and 2nd) and 15% (3rd-5th)
- Writing habits/strategies - 20% (1st and 2nd) and 20% (3rd-5th)
- Collaboration / Student talk - 20% (1st and 2nd) and 15% (3rd-5th)

Homework

- Students who are absent should turn in all missing homework by the day following their return to school.

Missing Assignments

- Students should be given an opportunity to complete missing work. They can receive a grade of no higher than a C on missing work and no lower than 65%.

Grade Scale:

93-100 A

92-87 B

86-78 C

77-70 D

69-0 F

STUDENT BEHAVIOR EXPECTATIONS AND SUPPORT

Greene School will be using the *Responsive Classroom* approach to discipline. The goals of this approach are to ensure that children:

- Feel physically and emotionally safe in school so that they can learn at their best.
- Learn the skills for working and learning cooperatively with others.

We expect all students to:

Work hard and allow others to work hard.

Listen carefully and speak kindly.

Take care of school property.

Adults in the school will take time to model and teach children how to translate these expectations into action in different situations. At the beginning of the year, we introduce rules and behavior expectations and guide students in practicing them. Using respectful words and tones of voice, we remind children of these expectations. When children behave positively, we let them know that we noticed. These actions let

children know what the expectations are and help them stay motivated to meet those expectations.

When student misbehavior occurs, the adults at school handle the misbehavior firmly while preserving the child's dignity. Our first step is to stop the misbehavior quickly and simply. If needed, we take further steps to help the child regain self-control, fix any problems caused by his or her mistake and get back to productive learning.

Behavior RTI Flowchart

TEACHER

RTI Tier 1-2



**Group 1 Violation
Student Code of Conduct**



Speak to all individuals
involved in incident



Contact Parent

- Phone
- In Person
- Letter



Document incident and parent
contact.

**Must have documentation of prior
classroom interventions attempted
before seeking admin support (except
extreme situations)*



Teacher to determine natural
consequences (*See counselor for
suggestions*)

ADMIN/Support Staff

RTI Tier 2-3



**Group 2 and ^ Violations
Student Code of Conduct**



Teacher or adult supervisor
completes behavior referral



Send referral and student
offender to office



Consequences to be determined
by admin and referring teacher
recommendation



Behavior issue continues
or extreme in severity



Request for Social/Emotional
Support Completed
(*Psychologist, Social Worker, Nurse
Counselor*)

NATHANAEL GREENE ELEMENTARY SCHOOL UNIFORM POLICY

Greene Elementary Students are required to wear a school uniform and follow all dress code requirements every day. A school uniform helps promote pride and professionalism and

reminds us all that our primary focus is on academics.

School Specific Dress Code & Student Uniform Standards

Pants/ Walking Shorts: Navy Blue Khaki style pants or slacks. Students may not wear jeans or sweatpants. Sweats may only be worn on days students have gym. Pants must fit at the waist and be worn with a belt where appropriate. Pants must not be more than 2 inches larger than the waistline. Walking shorts must be at least mid-thigh. Pants or shorts must be hemmed. Baggy (sagging), oversized pants and bicycle shorts, cut-offs, short shorts, or boxer shorts are not allowed.

Skirts / Skorts / Jumpers (Girls): Navy blue skirts must be knee length. No miniskirts. Colorful leggings may not be worn with skirts or skorts.

Shirts / Blouses (Boys & Girls): White polo, turtleneck, short or long sleeves. No midriff, spaghetti straps, tank tops or athletic shirts and undershirts. All shirts and blouses must have collars and sleeves (Exception Greene logo t-shirts). Shirts must be tucked in.

Sweaters/Cardigans/Sweatshirts: (Boys & Girls): Navy Blue or White

Gym Uniform: On days that students have gym that may wear navy blue shorts or sweatpants, a white T-shirt or the Greene School Gym Uniform. The gym uniform is available for purchase at Greene School. Please come to the main office if you would like to purchase a gym uniform.

General Dress Code Guidelines and Other Considerations:

Both girls and boys should wear closed-toe shoes. No flip flops, sandals, high heels, heeled shoes, or shoes that make sounds.

Accessories

- Hat and/or caps may not be worn inside buildings.
- No bandanas.
- Hair must be groomed and neat. Fad hair styles depicting words or inappropriate designs, gang affiliations (as determined by school administration) are not acceptable.
- Sticker tattoos are prohibited.

Clothing

No obscene language or symbols, racially related symbols, emblems, pictures, words, or slogans, provocative pictures, advertising of tobacco, alcohol, and/or narcotic depicted on clothing.

Students may not wear hooded sweatshirts (hoodies) inside of the classroom. During the winter months, students may wear sweaters.

Consequences for Students Not in Uniform

Each morning while taking attendance, classroom teachers will also conduct a uniform check. Students not in uniform are subject to the following actions:

First Offense: Student will be loaned school attire and a note will be sent home for the parent to sign and return to the school with the borrowed uniform. Borrowed uniforms should be laundered and returned promptly.

Second Offense: The student's parent/guardian will be called and asked to bring appropriate clothing.

Third Offense: Parent/Guardian will be notified in writing. An administrative team member will set an appointment with the parent/guardian to address noncompliance.

HEALTH AND WELLNESS POLICY

As a community we take the health of our children very seriously. We know that research shows that students who eat regular nutritious meals and are physically active do better in school. We also know the negative short and long-term health effects on our children and families caused by diets that are high in fat and sugar, as well as processed foods.

Beginning in the 2013-14 school year, Greene is fully implementing the new health and wellness policy promoted by the Chicago Public Schools. Some highlights of the New Policy:

- Starting this year, birthdays and other celebrations will consist of healthy food options or alternative non-food options. A list of alternative food options (such as crackers, goldfish, pretzels, etc) and non-food alternatives (such as selecting a favorite activity for the whole class to play or bringing in a favorite book to be read to the whole class by a family member/teacher) will be sent to parents at the beginning of next year to help families plan.
- Students will not be allowed to bring junk food items such as chips, candy, soda, etc. to school. This also applies to field trips. Students may bring a sandwich, fruit, veggies, 100% juice, water or any other healthy food item.
- Our school will no longer offer students candy as incentives or a reward for good behavior. We have begun the process of using healthy options as incentives for our Links to Leadership Program and Attendance program and will continue to build this out school-wide.
- All fundraising efforts will be health-based. We already have a flower sale for Valentine's Day and periodically have \$1 jeans days to raise money. We will continue to think

creatively as a school to make sure our fundraising efforts reflect our health and wellness priorities.

VISITORS AND VOLUNTEERS

Parents and visitors are welcome in our building. They must report to the main office and secure a pass before going to the classrooms. The main office will notify teachers of any visitors who arrive during non-instructional time. All parent conferences are scheduled before or after school, or during teachers' prep periods. Student instructional time is not interrupted for parent conferences. This includes the instruction time that takes place during morning or afternoon enrichment programs. All passes are collected by security before leaving the building.

Volunteers must complete a background check and physical before volunteering in the classroom. Parents can request the volunteer forms from Ms. Navarro in the main office.

Getting Involved

There are a variety of ways to get involved at Greene School!

- *Field Trips:* If you would like to help with field trips or take part in classroom activities, please speak with your child's teacher.
- *Volunteering:* If you would like to volunteer, please stop by the main office and speak with Ms. Navarro. She will provide the necessary forms for you to complete. You will then meet with a member of the administrative team to talk about volunteering options.
- *Parent Leadership:* Parents can join and/or attend meetings of the PAC (for all parents) and the BAC (if your child is in the bilingual program).
- *Health and Wellness:* The Health and Wellness Team meets every other Wednesday and is always looking for more parents to be involved. Please contact the front office, or just stop by a meeting.
- *Parent Fundraising:* With tightening budgets, we are getting more and more creative about healthy ways to raise funds and can use your help! If you are interested in joining the parent fundraising committee, please call the school and ask to speak with Ms. Szyman.
- *Attending School Events:* You can also attend "Coffee with the Principal" on the last Wednesday of each month to become aware of important information that impacts the education of your children. You may also be part of the activities and workshops offered to parents, such as Zumba, learning about nutrition, how to help your child at home, and many more! Look for these in the Principal Newsletter that goes out each month. You can also contact our **Parent Resource Teacher, Olga Vasquez**, at (773)

535-4560 with any questions.

If you have any questions, please make sure you contact us. We are here to assist you!