



Cassell

Fine Arts School

**Student-Parent Handbook
2019 - 2020**



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WELCOME

This handbook has been written to clearly communicate information, policies, and expectations to our students and their parents.

Cassell Fine Arts School is dedicated to provide the best learning environment for our students. Our school is one in which we all should take pride and assume responsibility to ensure continued success and growth.

We hope this handbook plays its part in helping you as a student or parent have an enjoyable and productive school year. This is your school; be proud of it and take pride in it.

Welcome to the new school year!



Dr. Janice K. Jackson
Chief Executive Officer

2019-2020 CPS CALENDAR ELEMENTARY AND HIGH SCHOOLS

| AUGUST | | | | |
|--------|-----|-----|-----|-----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21▲ | 22 | 23 |
| 26* | 27+ | 28+ | 29+ | 30+ |

| NOVEMBER | | | | |
|----------|----|--------|--------|-----|
| | | | | 1 |
| 4 | 5 | 6 | 7Q | 8# |
| 11* | 12 | 13ESPT | 14HSPT | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | (27) | 28* | 29* |

| FEBRUARY | | | | |
|----------|----|----|----|----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17* | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| MAY | | | | |
|-----|----|----|----|----|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25* | 26 | 27 | 28 | 29 |

| SEPTEMBER | | | | |
|-----------|----|----|----|----|
| 2* | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

| DECEMBER | | | | |
|----------|------|------|------|------|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| /23/ | /24/ | /25/ | /26/ | /27/ |
| (30) | (31) | | | |

| MARCH | | | | |
|-------|----|----|----|----|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

| JUNE | | | | |
|------|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16Q | 17# | 18* | 19e |
| 22e | 23e | 24e | 25e | 26 |
| 29 | 30 | | | |

| OCTOBER | | | | |
|---------|----|----|----|----|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14* | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

| JANUARY | | | | |
|---------|----|-----|-----|-----|
| | | (1) | (2) | (3) |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20* | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30Q | 31# |

| APRIL | | | | |
|-------|-----|--------|--------|------|
| | 1 | 2 | 3 | |
| /6/ | /7/ | /8/ | /9/ | /10/ |
| 13 | 14 | 15 | 16Q | 17# |
| 20 | 21 | 22ESPT | 23HSPT | 24 |
| 27 | 28 | 29 | 30 | |

| JULY | | | | |
|------|----|----|----|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

LEGEND

- Q End of Quarter
- + Teacher Institute Days
- # School Improvement Days
- * Holiday
- Day of non-attendance for students
- Anticipated Window for Summer Programs
- () Schools closed-- no salary paid
- // Schools closed—salary paid except as provided by budgetary action
- HSPT High School Parent-Teacher Conference Day (Report card pickup)
- ESPT Elementary Parent-Teacher Conference Day (Report card pickup)
- e Emergency day-school in session if student days fall below state requirement
- ◆ Each school is provided 2 professional development days
- ▲ School clerks begin working on Wednesday, August 21, 2019

***HOLIDAYS**

| | | | |
|-----------------|--------------------------------------|-------------|-----------------|
| September 2 | Labor Day | January 20 | M. L. King Day |
| October 14 | Indigenous People's Day/Columbus Day | February 17 | President's Day |
| November 11 | Veteran's Day | May 25 | Memorial Day |
| November 28, 29 | Thanksgiving Holiday | | |

Please note: December 25 and January 1 are holidays for the district offices.

HOME & SCHOOL CONNECTION

Cassell School Hours

Regular school hours begin at
8:00 A.M. and end at **3:00 P.M**

CONTACT US

.....

| | | |
|---------------------|---------------------|----------------------|
| Scanlan, Eileen | Principal | emscanlan@cps.edu |
| Pienta, Julie | Assistant Principal | jaschwarz@cps.edu |
| Montelione, Colette | School Counselor | ctmontelione@cps.edu |
| Murray, Tracy | School Clerk | tadarche@cps.edu |

Complete Staff List and Contact Information can be found at
<https://cassell.cps.edu/faculty-and-staff.html>

CASSELL SCHOOL WEBSITE

<https://cassell.cps.edu/>

CASSELL SCHOOL FACEBOOK PAGE

<https://facebook.com/cassellfineartsschool>

WEEKLY EMAIL UPDATES

Email jaschwarz@cps.edu to join our mailing list

BIWEEKLY NEWSLETTER

Sent home with students every other Monday

Please email teachers directly, check the school website, or call the school directly for the most current information or to share questions and concerns
Sending messages through Parent Portal, and putting or reading posts on social media may not provide the most timely or accurate information

ENTRY & DISMISSAL

Morning Entry

Doors open at 7:40am for Breakfast. Students should not arrive on school grounds before 7:40am. ALL students will enter through the Rotunda Doors. They may go to the lunchroom for breakfast.

Student Line Up

Students should report to their class line between 7:50-7:55am to line up for morning entry. Classroom teachers will pick up their class at their designated class line spot. Students who do not enter with their class will be required to enter through the main entrance of the school and obtain a tardy slip to proceed to class

Dismissal Procedure (and Safest Route Home)

Children are to go directly home at dismissal time.

- Students must not re-enter the building after dismissal unless they first report to the office with a serious problem.. **THE OFFICE CLOSSES AT 3:30PM.**
- Parents are requested not to block crosswalks, driveway, or where the busses drop-off/pick-up students.
- Traffic on Spaulding will be directed one-way southbound from 7:40 – 8:05 and from 2:45 – 3:05
- Dogs are not permitted on school grounds.
- Parents are requested to cross children at the corner with the patrol to develop this safety habit in the child
- Children are never allowed to run across the street to get into car.
- Students must stay clear of the teachers' parking area and the driveway leading to it for safety reasons.
- Parents are requested to review a safe designated route home with the child and insist that he/she comes directly home by that route immediately after school.
- All Cassell Parents, Students, and Families should be mindful of our neighbor's property, lawn, and driveways by refraining from littering, passing through yards, and making loud unnecessary noises.
- As a safety precaution, the playground is CLOSED before school and after school until 3:30pm.
- WE ARE NOT ALWAYS STAFFED TO DIRECT TRAFFIC/AT DISMISSAL SO PLEASE TAKE CAUTION

Inclement Weather

Students will be allowed entry to the building at 7:40am. All students will line up outside of their classroom until entry at 8:00am.

Children Left Stranded at School must be picked up by a parent or parent designee—it is imperative that the school have access to telephone numbers in case that this happens. If, after a reasonable amount of time that the child is not picked up (5:00 P.M.), the school will contact the Department of Human Services, who will take custody of the child(ren). **The matter will be referred to the Chicago Police Department and appropriate authorities will be notified.**

QUALITY TEACHING & STUDENT LEARNING

Progress Reports

To keep parents informed of their child's progress are sent home with 1st – 8th grade students during the 5th, 15th, 25th, and 35th week of school. Please read carefully and review the status of your child's achievement. Communicate immediately with the teacher for strategies and methods of increasing your child's achievement. The progress report should be signed and returned to school.

Grading Scale

| | |
|----------|------------------------|
| A | 90 – 100% |
| B | 80 – 89% |
| C | 70 – 79% |
| D | 60 – 69% |
| F | 59% & Below |

Graduation 8th Grade

The 8th Grade Student AND Parent meeting in September is **mandatory**. Students must adhere to the requirements stated in the 8th grade contract to participate in all graduation activities

K-8 Report Cards

Report cards are issued four times during the school year. Parents are required to pick them up at the first and third marking periods. The dates and time of the pick-up are in the school calendar.

School Fees

Fees during the 2019 - 2020 school years are \$125.00 per student (max of \$325.00 per family). These fees pay for items that the school is not able to cover in its budget. The school fees do not cover charges for the loss, misuse or destruction of school property; charges for the purchase of pictures, diploma covers, and similar items; charges for optional travel outside of school hours; some field trips & some consumable materials charges for admission to social events or recreational programs. Foster parents must submit these costs to the designated agency so the school can be reimbursed for these expenses.

Teacher Conferences

Parents are always welcome at Cassell School. An appointment must be scheduled with the teacher in advance of a visit in order to avoid conflicts in schedules and/or so the teacher can prepare any documentation that will be needed to make the visit productive and meaningful.

All visitors must report to the main office for a visitor's pass; this is necessary for the safety and security of the students in our charge. Please return this pass to the office as you exit the school.

Parents are strongly urged to respect the wishes of teachers to manage their classrooms unencumbered at entry and dismissal times, and not use these times to attempt an impromptu conference.

Parents and guardians should wait outside the building until the teacher escorts the class outside the building. Parents must enter through the Main Entry Door for the safety of all students and school staff. We also ask that parents not accompany a student into school at entry time, as this causes disruption.

Field Trips

Field trips are scheduled throughout the year as part of the regular school program.

Field trips offer a unique learning experience and we encourage teachers to use the vast resource base that Chicago has to offer. Parents will be requested to assist teachers for such events. All students should have a signed permission form on file with the classroom teacher for each field trip.

Students are expected to wear the school uniform and to be on their best behavior as they are ambassadors of the Cassell while on a field trip.

Students who display chronic disruptive behavior or disrespect will only be permitted to attend a field trip if a parent/guardian accompanies the student on the trip or may not be allowed to participate. The final decision will be made by administration and teacher (Board Report 10-0526-PO1). If a student does not attend the field trip, the child is expected to attend school and complete classroom assignments that will be aligned with current instruction.

** Fees must be submitted by the deadline stated on the permission slip or the student will not be able to attend the trip

The New Aspen Parent Portal

<https://aspen.cps.edu/aspen/logon.do>
(or Google "Aspen Parent Portal")

To access the Aspen Parent Portal, any parent interested in creating an account for the first time must set up a new account.

Please contact **Julie Pienta** at jaschwarz@cps.edu to provide your up-to-date email address and request a Parent Portal account in Aspen. Once parent contact information has been verified, parents will receive a signup email from Aspen. If you don't receive the signup email, we recommend to check your Spam folder. If you are unable to locate the email, please contact Julie Pienta for assistance.

More information can be found at <https://cps.edu/Pages/parentresources.aspx>

QUALITY & CHARACTER OF CASSELL SCHOOL

Safety & Order

Visitors

All visitors to school must enter the school through the Main Entrance on Spaulding. Visitors must report to the main office to sign in on the school's visitor's register and obtain a visitor's pass before proceeding through the building or the visitor will be arrested for trespassing.

Under Illinois State School Code 24-24, Parents may not visit a teacher's classroom for the purpose of evaluating the teacher's performance. A teacher is to be supervised by the building principal.

If a parent is interested in visiting their child's classroom when students are present for their instruction day, the parent should make an appointment with the teacher. If a parent is requesting an outside evaluator to observe their child, the request must be made in writing and include the reason for the request and the duration being requested and arrangements must be made with the case manager and teacher.

Student Safety and Security

Emergency Information Forms

- Updated information is a necessity in case of an emergency that involves your child.
- **Cassell must have up-to-date telephone numbers of your home, cell phone, place of business, emergency numbers of relatives, friends, or neighbors including those of your pediatrician or family doctor who can be contacted in the event of an emergency.**
- Illinois School Code requires at least 2 working phone numbers at all times. If you change phone numbers, change jobs, change doctors, or move, you must inform the school office in writing so all school records can be adjusted.
- All person's listed on the emergency form must be 18 years of age or older.

School Building Safety and Security

All doors will be locked after entry and the only access to the building will be through the front door on Spaulding. Students passing a locked door should never let a person into the building.

All visitors must report to the security desk and/or main office to sign-in. Please remember that if you don't sign-in, this is trespassing; the Chicago Police will be called and an arrest can be made.

Volunteer Policy & Background Checks

CPS background checks include Illinois State Police (state and local), FBI (federal and non-IL state/local), databases and registries of sex and/or violent offenders, DCFS (child abuse/neglect) and DNH records. Before the start of school, all employees, all vendors, all regular volunteers (Level I), and all coaches are required to be re-checked through the CPS background check process.

Anyone who does not complete the process will not be allowed to enter a CPS school until he/she complies.

A fingerprint criminal background check is not required for Level II Volunteers but still need to provide a photo ID to the school. . A Level II Volunteer is a parent volunteering on a field trip or in the school.

Visit cpsvolunteers.org to begin the process

Under Board Policy please be forewarned:

All persons entering the school building are subject to a personal search and examination of their hand carried possessions.

Your cooperation with this safety precaution is a condition of entry. The safety and security of our children is our number one priority.

The main entrance is the dismissal location for students who ride the bus home, students in 6th grade, and students in 108. We ask that parents do not try and enter the building to pick up their children at dismissal time. We want to assure the safe passage of all of our students and this is compromised with too many adults using the main entrance at one time.

Water Bottles

Only clear water bottles, disposable or refillable, are allowed for use in the classroom. Students may use any water bottle during lunch

Classroom Deliveries

We understand that at times students may forget something at home. In order to eliminate interruption to instruction, deliveries of materials, messages, and/or lunches will not be made to the classrooms. Please assist your child in being prepared with all information, materials, and their lunch if they are bringing one prior to the start of the school day. Students that forget a lunch will receive a free school lunch.

Distributing Materials on School Grounds

Per Chicago Board of Education Rule 6-18, no materials are to be distributed on school grounds without permission from the principal.

Valuables (Student)

Students are asked not to bring valuable items and large sums of money to school. Students are responsible to care for house keys, glasses, and watches, etc.

Students use school recess materials and should not bring personal items to play with

If a special day or event is held where students are allowed to bring personal items, students are solely responsible and bring them at their own risk.

Playground

As a safety precaution, the playground is CLOSED before school and after school until 3:30pm. We thank you in advance for helping us enforce this policy to ensure the safety of all students.

Lost Instructional Materials

Students are responsible for any books and instructional materials assigned to them. Any lost materials must be paid for in full before report cards can be issued.

RESTORATIVE APPROACHES TO DISCIPLINE

Discipline

Student Code of Conduct

Each year the Student Code of Conduct is distributed to the parents and guardians of the students throughout the Chicago Public School System. This document standardizes policies and practices regarding the handling of disciplinary issues system wide. Please read it carefully and thoroughly discuss its contents with your child. If you have any questions, call the principal.

Detentions

Teachers will respond to most acts of misconduct with a warning. Students who continue the behavior will have their parents or guardians contacted. (Grades 4-8 will utilize the blue card behavior management plan to track unacceptable behavior.)

If the detention is not signed by the parent/guardian, or the child does not arrive promptly to detention, the child will receive an additional detention (that means 2 detentions will now have to be served).

Detentions are scheduled Monday-Friday from 3:00-3:30 P.M. in ROOM 108.

Siblings are not allowed to accompany the student to detention.

Parents and guardians are asked to support the school in its efforts to impose consequences for undesirable behavior by ensuring attendance of students assigned to detention.

Students will be dismissed from detention through the front door in the same manner they are dismissed from the regular school day.

Discipline Policy: ~ Be Respectful! ~ Be Responsible! ~ Be Safe! ~ Be Kind!

Student Cell Phones Policy 2019 - 2020

Students are NOT ALLOWED in accordance with the CPS Student Code of Conduct to be in possession of or use of cell phones on school grounds.

If a parent believes it is a necessity for their child to carry a phone to school, an application must be filed and principal approval granted. If principal approval is granted, the child must have their cell phone in their bookbag powered off at all times while in the school building and on campus. Anytime on campus that a child's phone is out and viewed by any Cassell Staff Member, it will be confiscated until a parent or guardian can retrieve it from the school office between the hours of

7:40am – 3:30pm. Use of a cell phone during school hours will result in disciplinary actions according to the CPS Student Code of Conduct. Cassell School and staff is not responsible for any cell or electronic device that is brought to the school. Applications will be available at back to school registration days.

Bullying Policy

The CPS definition of bullying is aligned to national definitions of bullying and clarified as incidents that meet four criteria:

- 1) Real or perceived imbalance of power between students
- 2) Severe or pervasive behaviors
- 3) Intent to cause physical or emotional harm AND
- 4) Behaviors have or can make the student fearful, have a detrimental effect on the student's physical or emotional health, or interfere with the student's academic performance or participation in school

When the school is first made aware of an allegation of bullying, the parents will be notified if they are not aware. From there an investigation will occur and will conclude within 10 days, and parents of all students involved will be notified of the determination.

When deciding whether inappropriate behavior constitutes bullying, administrators will consider the student's intent, the frequency or recurrence of the inappropriate behavior, and whether there are power imbalances between the students involved.

Not all inappropriate peer interactions, teasing, or "being mean" constitutes as bullying, however, such behaviors are still subjected to the Student Code of Conduct.

Social Media & Off-Campus Behaviors

For behaviors occurring outside of the school, administrators will consider whether to intervene and apply the Student Code of Conduct (SCC).

If the student's off-campus behavior falls within Group 5 or 6 of the SCC and has caused (or is substantially likely to cause) a disruption at the school, the SCC may be applied and interventions/consequences assigned. This includes any bullying or threatening behaviors.

If the student's off-campus behavior does not fall within Group 5 or 6 of the SCC or has not caused (or is not substantially likely to cause) an interruption at the school, non-punitive interventions, such as restorative approaches, parent/guardian conferences, and safety plans, may be offered and implemented when appropriate.

Confidential Information

The Family Educational Rights and Privacy Act (FERPA) was enacted in 1974 to protect students confidentiality. In discipline cases involving more than one student, parents are not entitled to information regarding disciplinary actions or consequences of children other than their own.

Participation in Special Events

Throughout the school year Cassell offers many activities for students such as dances, special assemblies and trips. **Participation in these events is a reward for students who cooperate fully with our school policies on behavior, schoolwork and attendance.**

Participation in any special event or any extracurricular activity is always subject to the discretion of the administration.

CULTURE FOR LEARNING

Awards

Honor Rolls, Cassell Award, and Citizenship are for grades 3-8 only

Students are identified quarterly and at the end of the year for honors. Students are honored in their classrooms at the end of the school year for service to the school, academic achievement, and other notable accomplishments.

The categories are:

- **A Honor Roll:** All A's in every subject for all 4 quarters with no checks
- **B Honor Roll:** All A's and B's in every subject for all 4 quarters with no checks)
- **Citizenship:** Exemplary behavior and treatment of others and no behavior checks on report card for all 4 quarters; *See full description below*
**** Please note that a student may have a report card without any checks, but if he/she does not demonstrate the qualities of a good citizen they will not be given the Citizenship award.*
- **George F. Cassell Award:** Each teacher chooses one student from their class who has shown exemplary effort in all aspects of their school year; please note that prior recipients may not be selected in order to award more students throughout the years
- **Perfect Attendance:** A student is present every school day

What Defines a School Citizenship?

- Working respectfully and responsibly with others and for your classroom community
- Social awareness, relationship skills and responsible decision-making
- Being collaborative, communicative and constructive
- Respecting property, the environment, and relationships
- Consideration of the well being of others
- Seeking and offering help
- Negotiating conflict constructively
- Following the rules that lead to a productive, safe, and happy classroom community

Uniform

See the uniform policy at the end of this handbook or on our school website

<https://cassell.cps.edu/> under the PARENTS link

School uniforms can be purchased at a variety of stores and "Cassell Wear" may be purchased at Mt. Greenwood Embroidery (3136 W 111th St, Chicago, IL 60655). They have a list of approved items.

Community Service

Students in grades 6-8 are required to complete 10 hours of community service a year. Students may perform their hours in the community or at school when needed. A sheet for students to collect signatures verifying their hours can be found in their planner.

PARENT PARTNERSHIP

CASSELL PTA

The Cassell Parent Teacher Association (PTA) is a parent volunteer group designed to establish a close relationship between Cassell Families and the Cassell Teachers & Staff. The PTA works to facilitate communication & interaction through meetings, special events & activities throughout the school year for all.

Please contact cassellpta@gmail.com for membership and general questions

Cassell Athletic Association (CAA)

Cassell Athletic Association is concerned with the moral, social, academic and physical development of the students enrolled in its school. For some students, participation in athletics can be an important part of this development. The Cassell Athletic Program was established to provide and encourage education, participation and fun in team sports. As a program, it is designed to teach and promote good attitudes and to instill in the student athletes of Cassell the ideals of sportsmanship, integrity, honesty, loyalty, teamwork and respect.

Participating in the CAA Program and playing sports is a privilege, not a right. Student athletes will be held to personal, academic and disciplinary standards. Student athletes will sign a Student Athlete Participation Agreement as a condition of participation in the program. **Student athletes must have a passing grade of C or higher in all classes to participate in practices and games.** Students athletes who are absent from school may not attend practices or play in a game on the day of such absence. All sports fees are non-refundable. Fees are determined by need for uniform, league registration, etc. School family must be debt free to the school (school fees, missing book fees, etc) in order to be eligible to participate.

Please refer to the CAA BYLAWS for more information.

Volunteer Coaches: All coaches are considered Level I volunteers and are required to be re-checked through the CPS background check process. CPS background checks include Illinois State Police (state and local), FBI (federal and non-IL state/local), databases and registries of sex and/or violent offenders, DCFS (child abuse/neglect) and DNH records.

Please visit cpsvolunteers.org to begin the application for a Level I volunteer.

Volunteer Policy & Background Checks

Cassell loves having our parents volunteer in any capacity at our school. A volunteer is anyone who volunteers at Cassell per the CPS Volunteer Policy. These are typically parents and community individuals who have an affiliation with the school and support the school in working with children. They are considered Level II volunteers. Per CPS policy, all volunteers must go through the CPS background check process. Please contact the school for more information, or visit cpsvolunteers.org

Fine Arts Committee

& Friends of Cassell

Please contact the school directly to inquire about these committees and additional ways to partner with Cassell School!

ATTENDANCE POLICIES

Attendance

ALL Cassell Students should have 95% or BETTER attendance to assure long term academic success!

Above 95% attendance

Students with 95% or better attendance will be celebrated throughout the year & invited on a school trip at the end of the school year.

Below 95% attendance

(Excused or Unexcused absences) at any point in the school year will result in interventions: "ON Track" Plans, Parent Meetings, Home Visits from Cassell Staff, review for retention in current grade level, etc.

**** Students will not be able to call home unless they have an injury, a fever or are vomiting.**

**** Only those students with a 504 or an emergency will see the nurse. All other conditions will be assessed by office staff and a parent will be called to determine the outcome**

Procedure

If a child is not at school, he/she misses lessons presented on that school day. In the event of a student's absence:

- A telephone call must be made by the parent or guardian to the school office. The student's name, homeroom, and grade should be relayed to the clerk or you may leave a message on the voice mail. Call 773-535-2640 in the morning before entry time.
- Upon returning to school, a handwritten note must also be given to the classroom teacher explaining the reason for the absence. This note is put into the student's file and serves as official documentation of an excused absence.
- Students returning from an absence caused by a contagious illness must present a note from a physician for re-entry into the classroom.

Commitment

Everyone at Cassell understands there are family emergencies, epidemics of illnesses, repeated sicknesses, and a multitude of other reasons students need to be absent.

However, we are all committed to encouraging all of our students to be at school every day so students can achieve the best educational experience and grow their learning.

Additionally, out of all of the indicators used to determine our school rating, CPS gives the most weight to attendance, making up 20% of the score, so the impact of a low attendance rate is felt by all.

Cassell encourages students through the use of awards simply to acknowledge those who have tackled the extremely hard feat of coming every single day. This is not to be a cause of distress for those students who do have a legitimate illness or emergency

Unexcused Absence

An unexcused absence is an absence which is not due student illness, a family emergency, a death in the immediate family, or a religious holiday. An absence for reasons other than previously listed is considered to be a truant absence. It is important to note that after ten unexcused absences, parents will be notified by certified mail that they will be subjected to a hearing and face possible legal penalties due to student absences.

Excused Absences

Illinois school code recognizes student illness, a family emergency, a death in the immediate family, or a religious holiday as the only legitimate reasons for student absence. Any student who misses more than *4 consecutive days or 9 total days* of school will be required to bring a physician's note to substantiate each additional day of absence. If a note is not received the absences will be considered unexcused. Doctor's visits for routine check-ups and maintenance are not excused absences. Vacations are also not excused absences.

Please note: Excused absences are still counted in a student's overall attendance rate

Chronic Absences & Truancy

Students who are repeatedly absent from school without a valid excuse (illness) are considered truant. Most parents comply with the *Illinois Code of Attendance*. Occasionally it is necessary for our Student Advocate to make a home visit to investigate excessive or unexcused absences. If the attendance officer finds extreme or gross neglect on the part of a parent or guardian in reference to such absences, legal action must be taken for the sake of the child.

Early Dismissal

Please note that by law, students who arrive one hour after the start of the school day or receive early dismissal one hour before the end of the school day are marked $\frac{1}{2}$ day absent. For an early dismissal, the child must be signed out at the office. No child may leave without adult accompaniment. The adult must be list on the current emergency form on record and he/she must be prepared to provide identification at the office.

Tardiness

It is essential that students arrive at school on time. Tardiness is disruptive to the learning process. If a student arrives after 8:00 A.M., he or she will be considered tardy. Students must report to the security person with the adult bring them to school at the front desk to obtain an admit slip. The student will not be admitted to class without it.

Students arriving past 9:00 will receive a $\frac{1}{2}$ day absence

On Track Reports & Student Conferences

CPS provides an “On Track” report that we analyze on a quarterly basis. Students in grades 3-8 are listed on the report if they have 95% or lower attendance rate, or grades lower than a C in reading or math. *All students who are “Off Track” at the end of the school year may not be promoted to the next grade level without attending Summer School.*

A member of the school faculty or administration will meet with students who are considered “off track” to set goals and provide encouragement. We want to ensure students end the year strong and are aware of where they stand. A copy of the plan will be sent home and a parent signature will be required as acknowledgement.

Breakfast Program

Breakfast is served between **7:40 – 8:00am**. Students must arrive by 7:45am to have breakfast. Students who eat breakfast may not wander through the school unescorted, or visit teachers. All students are invited to have hot or cold breakfast.

Classroom Treats

Students ***may not bring any food treats to school.*** You may purchase a birthday gift (i.e. game/puzzle) for the homeroom in honor of your child instead of bringing treats.

Lunch

Under the Community Eligibility Provision (CEP) all students are provided breakfast and hot lunch free of charge every day. However, to be reimbursed by the federal government for for this service ALL families must fill out and submit an Income Eligibility Form at registration.

These forms must be filled out and returned to the school regardless of whether or not the child intends to eat lunch at the school since **each school’s funding depends on return of these forms.**

Bag lunches must not include glass bottles or cups. Parents are prohibited from bringing “special” fast food lunches to school for their child(ren) to eat at lunchtime.

If a student forgets their lunch at home, a school lunch will be provided. The school staff cannot deliver lunches brought in by parents after the start of the school day. Special exceptions may be made for students with medical requirements or food allergies previously documented at the school.

MEDICAL REQUIREMENTS

Dental Information

All kindergarten, second, and sixth grade students must have a dental exam. The form may be picked up in the office.

Emergency Medical Information

It is imperative that parents of students with medical conditions inform the office, the school nurse, and the student's teacher.

Medications (Dispensing Of)

The District maintains a policy on the requirements for the administration of medication to a student during school hours

<http://policy.cps.edu/download.aspx?ID=5>

A written request must be made by a licensed physician and submitted on the CPS medication request form. The parent/guardian must submit a signed Parent's Authorization to Release Medical Information form. Medication will not be administered unless these forms are properly completed and received. This policy addresses administration of both prescription drugs and non-prescription (over the counter) drugs. Students shall not bring medication to school without authorization.

Medical Information

By state law, all students must have medical and dental examinations upon entry to school, entering fifth grade, and at graduation. Also each student must have complete immunization records consisting of inoculations against diphtheria, tetanus, whooping cough, polio, measles, German measles, mumps hepatitis B and Chicken Pox. **Students who are not in compliance with state laws will be removed from school by mid-October.**

Asthma Medication

The permission for "self-administration" of asthma medication is only given after a parent/guardian meets with the school nurse and provides a written authorization for the self-administration of medication and a signed statement acknowledging that the school district or agents are to incur no liability as a result of any injury arising from the self-administration of medication by the pupil. A written statement from the pupil's physician containing the following information must be kept on file: (a) the name and the purpose of the medication; (b) the prescribed dosage; and (c) the time or times at which or the special circumstances under which the medication is to be administered.

CASSELL SCHOOL UNIFORM POLICY



BOYS

Shirt

K-5: White or Navy Cassell polo/ collared shirt/ turtleneck

6-8: Maroon Cassell Polo Shirt/ collared shirt/ turtleneck

Pants

K-8: Navy blue uniform/ dress pants. Pants must be worn at the waist

Socks

K-8: Navy blue or white

Shoes

K-8: Dress or gym shoes. Due to safety concerns, open toed and open heeled shoes are not permitted

Sweater/Sweatshirt/Fleece

K-5: Navy blue or white

6-8: Maroon or white

The following are not permitted

Plan t-shirts (unless gym day), sweatpants (unless gym day), track pants, open toe shoes/sandals, hats, hoodies, logos, earrings, body piercings, tattoos.

GIRLS

Blouse

K-5: White or Navy Cassell polo/ collared shirt/ turtleneck/blouse

6-8: Maroon Cassell Polo Shirt/ collared shirt/ turtleneck/blouse

**Shirts must meet the waist and not reveal cleavage*

Pants/Jumpers/Skirts/Skortts

K-8: Navy blue uniform/ dress pants. Skirts and jumpers must be knee length. Bottoms must be worn at the waist

Socks

K-8: Navy blue or white

Shoes

K-8: Dress or gym shoes. Due to safety concerns, open toed and open heeled shoes are not permitted

Sweater/Sweatshirt/Fleece

K-5: Navy blue or white

6-8: Maroon or white

** Jewelry must be small and minimal **

The following are not permitted

Plan t-shirts (unless gym day), sweatpants (unless gym day), track pants, open toe shoes/sandals, hats, hoodies, logos, earrings, body piercings, tattoos, tight or revealing leggings

Examples of items that are NOT allowed as part of school uniform

Wheeled shoes, shoes that light up, flip-flops, crocs, clogs, sandals, stretch pants, leggings, mid length shirts/sweaters, t-shirts or undershirts (unless they match the uniform colors and worn under the uniform shirt and no logos), navy pants with stripes, cargo pants, windbreaker athletic sportswear, jeans, bib overalls, any clothing with holes or tears. Additional items may be added at any time at the discretion of the school administration.

Please note: Hairstyles that are disruptive to the learning environment are not allowed; such as Mohawks, hair coloring that is not of a natural shade, etc. No makeup is allowed. No writing or coloring on the child's body.

GYM UNIFORMS

Shirt

K-5: White or Navy Cassell T-Shirt

6-8: Maroon Cassell T-Shirt

Pants

K-8: Navy Cassell shorts or sweatpants

**Shorts are only to be worn under sweatpants on gyms days and worn during gym time between October 1st and April 30th*

Hot Weather Uniform

The Cassell Gym Uniform may be worn during the month of May 1st – September 30th. Navy blue uniform shorts may also be worn. This Hot Weather Uniform is not mandatory. The building is air conditioned.

DRESS DOWN DAYS

Students must wear appropriate clothes on dress down days. If you question if it is appropriate, then it is probably not

The following apply to Dress Down Days

Shirts

K-8: Must have sleeves, meet the waist, and not reveal cleavage

Shorts/Skirts/Pants

K-8: Shorts (only allowed during hot weather time) and skirts must be knee length, bottom worn at the waist

Shoes

K-8: No heels or open toe/sandals/crocs

Example of clothing not allowed:

Torn or clothing with holes, clothing with logos, words or pictures that are not appropriate to the school setting, etc.

Appropriate clothing is determined by Administration's discretion

SCHOOL UNIFORMS ARE MANDATORY

Students who do not regularly comply with the uniform policy will not be allowed to participate in extra curricular activities/events, i.e. sports, dances, etc.