Parent/Student

Handbook

Charles H. Wacker

Procedures

&

Regulations

2014-2015



**Ekaterini A. Panagakis, principal**

**STAFF ORGANIZATION 2014-2015**

UPDATED 4/16/15

PRINCIPAL OFFICE EKATERINI PANAGAKIS

ASSISTANT PRINCIPAL OFFICE/MEDIA DAWN SYDNOR-COLE

PRE-KINDERGARTEN ROOM 102 DIONNE JAMES

KINDERGARTEN ROOM 106 MARIAN REYNOLDS

GRADE 1 Homeroom ROOM 105 DEBORAH DENTON

GRADE 2 Homeroom ROOM 103 JOCELYN GASTON

GRADE 3 Homeroom ROOM 107 C. CUNNINGHAM

GRADE 4 Homeroom ROOM 212 DEVONIA BRIDGES

GRADE 5 Homeroom ROOM 207 JACQUELINE LADISLAS

GRADE 6/7 Homeroom ROOM 210 EMMA WASHINGTON

GRADE 7/8 Homeroom ROOM 208 LATANYA JACKSON

SPED TEACHER ROOM 110 KATRINA GARNETT

SPED TEACHER ROOM 110 SOREIDA FENNER

SPED TEACHER ROOM 110 MELANIE MALONE

SPED TEACHER ROOM 104 ELIZABETH WHITEFORD

CASE MANAGER/TCHR ROOM 112 MALIKKAH BELL

COMPUTER INSTRUCTOR ROOM 101 ERIC BEESTRUM

PHYSICAL EDUCATION ROOM 109B BRIAN HARTMAN

ART CLASSROOMS ERIC BEESTRUM

SOCIAL EMOTIONAL LNG. CLASSROOMS HELEN TAYLOR, COUNSELOR

SCHOOL CLERK OFFICE DONNA OWENS

SPEECH PATHOLOGIST ROOM 112 CYNTHIA NEWSOME

OCCUPATIONAL THERAPIST ROOM 112 TOWANDA COLLINS

NURSE ROOM 112 DEBORAH KNIGHTLY

SOCIAL WORKER ROOM 112 SHERRY PARKER-BARR

PSYCHOLOGIST ROOM 112 DR. LATONIA CARR

COUNSELOR/SEL/STLS ROOM 112 HELEN TAYLOR

PRE-K ASSISTANT ROOM 102 RACHEL WILEY

LUNCHROOM MANAGER ROOM 108 TRACY HARRIS-COLLINS

LUNCHROOM ASSISTANT ROOM 108 ARNISE WHATLEY

SPED CLASSROOM ASSISTANT EDDIE PHILLIPS

SPED CLASSROOM ASSISTANT CHERIE STEVENSON

SPED CLASSROOM ASSISTANT TURRON CLAYTON

CUSTODIAN KENNETH WILLIAMS

CUSTODIAN TRACY GOINS

SECURITY DAVALE DAVIS

ATTENDANCE/MISC. RANDY ENGLISH

**IMPORTANT PHONE NUMBERS**

**Charles H. Wacker Main Office (773)535-2821**

**Fax (773)535-2829**

 **LSC MEETING SCHEDULE**

 **All meetings begin at 5:00 p.m. and are held in the Wacker Library**

**September 11, 2014**

**October 9, 2014**

**November 13, 2014**

**December 11, 2014**

**January 8, 2015**

**February 12, 2015**

**March 12, 2015**

**April 9, 2015**

**May 7, 2015**

**June 11, 2015**

**PAC Meeting Schedule**

**SAME AS ABOVE (TIME: 4:00-5:00 P.M.)**

*The following information will be helpful to you throughout the school year. Please save this information for future reference.*

**ABSENCES**

 **Wacker students are expected to maintain a 96 % attendance rate or above.**

**There is a direct correlation between student attendance and student achievement. It is the parent’s responsibility to ensure that students attend school on a daily basis and in a timely fashion. Classes begin promptly at 8:00 a.m. and end promptly at 3:00 p.m. from Monday thru Friday**

Parents are urged to call the school prior to 8:00 a.m. if their child will be absent. Please note the number to Charles H. Wacker – (773)535-2821. A written excuse is necessary when a child returns to school after any absence. All excuses should give the reason for the absence and should be signed by a parent unless the school has been notified that another signature is to be expected.

**BIRTHDAYS**

If you wish to send treats in recognition of your child’s birthday, you are allowed to do so. As a rule, birthdays are celebrated during the scheduled lunch period. Treats must be store-bought, in accordance with CPS regulations. Parents must communicate with the classroom teacher and the Main Office clerk if they would like to bring in store-bought items, during student lunch periods, to celebrate birthdays. If you are inviting your child’s classmates to a party outside of school and wish to distribute the invitations during the school day, you MUST have an invitation for each child.

**CHANGE OF ADDRESS & PHONE**

Kindly inform your child’s teacher and the office if you change your address or phone number, or if you make a change in the name of the person to be notified in case of an emergency. Sometimes it is necessary to contact a parent immediately. It is important that the school has the updated numbers of a neighbor, friend and/or your place of employment (See emergency information).

**CELL PHONES, CANDY, SUNFLOWER SEEDS, GUM & GLASS CONTAINERS**

Cell phones, candy, sunflower seeds, gum and glass containers are not permitted on the playground or in the school. STUDNETS ARE PROHIBITED FROM BRINGING OUTSIDE SNACK FOODS (CHIPS, CANDY ITEMS) TO REPLACE BREAKFAST/LUNCH MEAL. Unfortunately, we found it necessary to ban the use and display of cellular phones in school. This privilege has proven to cause much disruption and commotion during the school day. Students must power off **all electronic devices** during the entire school day. If a student fails to do so and is observed using or displaying any electronic devices, or if the devices are heard, they will be confiscated and must be retrieved by a parent only, on the following Monday that school is in attendance between the hours of 3:-00 – 4:00 p.m. in the Main Office. **No exception will be made to this policy**. In the case of an emergency, students will be allowed to use the school phone in the main office.

**Instruction will not be interrupted, at all during the school day, to search for lost, misplaced or “taken” electronic devices. Students must power-off and secure those items upon entering the school building and are responsible for them at all times. The school will bear no responsibilities to replace, locate or repair any personal electronic devices**

**CONDUCT**

Complete respect must be shown to teachers, school employees, visitors and fellow students at all times. Students must use proper titles when addressing teachers or any adult visiting the building. Students are expected to enter school and their classrooms in an orderly fashion and go directly to their assigned seats. An atmosphere that lends itself to learning will be maintained at all times. All students shall help to maintain clean classrooms and take pride in the appearance of our school community.

**DAILY TIME SCHEDULE**

Charles H. Wacker is on a “closed campus” schedule. All students are to arrive at school by 8:00 a.m. and will be dismissed at 3:00 p.m. Students are to enter the building at the door assigned to their grade level. Students are NOT to enter through the main door, unless they are tardy and the assigned door has been locked.

**DISCIPLINE**

The Student Code of Conduct of the Chicago Public Schools provides a uniform standard of conduct for all public school students. It describes inappropriate student behavior, promotes equal treatment for misconduct, and presents specific actions for remediation of prohibited behaviors. In addition to this code, Charles H. Wacker utilizes a progressive and restorative age/grade appropriate School-wide Behavior Rubric that further supports our goal to eliminate/prevent negative student behavior. This rubric along with CPS’ Student Code of Conduct is based on the premise that rules must be enforced fairly, firmly, and consistently and in a fashion equitable and just, while complying with state mandates and regulations. Both recognize that as students’ progress in school and advance in age and maturity, they will assume greater responsibility for their actions.

Please review the Student Code of Conduct and the Behavior Rubric thoroughly. Violations may result in parent conferences and /or suspensions or expulsion from school.

**DRESS CODE**

**All Charles H. Wacker students must adhere to the School Uniform Policy. Students who are found to be out of uniform more than 3 times will be required to bring parents/legal guardians in for a mandatory meeting regarding School Policies and Procedures. Egregious and repetitive disregard of the School Uniform Policy may result in disciplinary action.**

**Proper school dress and grooming is the responsibility of the student and his/her parents.** However, a student’s dress and grooming must be in the best interest of the school community with respect to health, welfare and safety of the individuals and the student body and must not interrupt the orderly process of education in the school at any time. **Charles H. Wacker students must continue to wear Navy blue bottoms, white/navy shirt, black belt (no decorative buckles permitted), with shoes appropriate for school. Hoodies/Sweaters must be either Navy or white and absent any writing/large logos. Insignias or other symbols associated with gang activity or displaying inappropriate language or imagery, are not permitted. Boys are not permitted to wear earrings in the school, or during school related activities/functions. In addition, jackets, coats, hats, gloves or other gear intended to be worn outdoors are not acceptable inside the building**. These materials must be stored in a locker or closet until dismissal. When the predicted temperature is 80 degrees or above, students may wear KNEE LENGTH shorts only! Bare midriff blouses, halter tops, tank-tops, thin strapped blouses/dresses, pajama type pants, skirts above the knee including those worn with leggings may not be worn in the school.

**EARLY DISMISSAL**

A student may be dismissed early providing one of the following conditions is fulfilled:

1. A written request must be presented and approved by the principal.
2. A parent must come in person (prior to 2:30).
3. If a student is to be picked up by another student’s parent, a relative or someone other than the parent/guardian, we must have written permission from **the legal parent/guardian with a phone number to contact for confirmation.**
4. **The school retains the right to refuse an early dismissal, in the best interest of the child’s safety and well-being, if no verbal confirmation can be made with the legal parent/guardian.**

Early dismissals will not be processed after 2:45 p.m. Parents will be required to wait for students to dismiss, from the outside of their assigned door, at their regularly scheduled time.

**EMERGENCY INFORMATION**

It is essential that the school office and classroom teacher have the current address and telephone number of each student. Report any change of phone number, cell phone number, work number, and/or emergency information to the office as soon as possible.

**GRADING**

The grading scale is as follows:

90-100=A

80-89=B

70-79=C

60-69=D

59 and Below=F

Parents are expected to frequently monitor student homework and to access the CPS Parent Portal to monitor student achievement. All parents have received pass codes to access Grade book/Parent Portal. If you are in need of assistance, please contact the Main Office.

All teachers will distribute class syllabi and will also provide parents with emails and contact information. We encourage parents to establish frequent opportunities for communication with teachers throughout the school year.

If you have any concerns, please contact your child’s classroom teacher directly to discuss your concerns and possibly establish a time to meet. Teachers are available at mutually agreeable times to discuss student progress and achievement.

**PARTICIPATION IN ACTIVITIES**

Students must maintain satisfactory levels of performance (C or better) in order to participate in basketball, football, soccer, volleyball, cheerleading, Poms and any other extracurricular activities. All students must maintain “C” averages in all core subjects in order to remain eligible to participate in extra-curricular activities.

Student athletes will be required to maintain Weekly Student Grade Cards requiring teacher signatures to ensure continued academic achievement.

**HOMEWORK POLICY**

Each child will have homework on a regular basis. The amount and kind of homework will be consistent with the age, level, ability and needs of the students. Homework will reinforce what your child has learned in school. We ask that parents provide their children with a definite time and place to complete homework assignments. If you have any questions regarding homework, please speak to your child’s teacher.

**LOST BOOKS**

Students will be assigned books and teachers will maintain these lists for record-keeping purposes. Parents/legal guardians are responsible for replacement fees in the event that books/supplemental materials are lost/misplaced.

If your child loses a book, please notify the school immediately so that we may assist you. Often books are misplaced and are found in other rooms, desks or lockers. If it is determined that a book is actually lost, we will issue another after the lost book fee has been paid. Parents/guardians are responsible for paying for all lost books fees immediately.

**MEDICATION ADMINISTRATION**

Only those medications which are absolutely necessary for the critical health and well-being of a student and to maintain the student in school, as determined by a physician, shall be administered during school hours. Students are not allowed to carry medication while in school. Please contact the school for further clarification of this policy.

**ON-TRACK STATUS**

**Chicago Public School students are considered “On-Track” for graduation and College & Career Readiness based upon assessment data and progress during the instructional school year. Students with a grade of “C” or above in Math and Reading who also maintain higher than a 92% Attendance Rate will be noted as “On-Track” according to CPS tracking systems.**

**This information will be calculated every 5 weeks, throughout the entire school year.**

**PROGRESS REPORTS**

Progress reports will be distributed at five week intervals between marking periods. Please see Annual calendar for specific dates for distribution.

**REPORT CARDS**

The Report Card is issued four times a year at ten week intervals. Please review Report Cards with your child. All subjects are important! Also note the absence and tardy data and remember that regular prompt attendance plays a major role in a child’s progress at school.

**TARDINESS**

All children are expected to arrive on time for school. If a student comes tardy to school, he or she must see Mr. Davis to receive a tardy slip. Every minute of instructional time lost will have a detrimental effect on student achievement, over time. It is critical that students are well rested, well-fed and are ready to learn. Instruction begins promptly at 8:00 a.m. for ALL students.

**TECHNOLOGY ACCEPTABLE USE POLICY**

The Chicago Public Schools provide computers and network capabilities to students for the purpose of enhancing instruction through technological resources. The Chicago Public Schools has made internet access and electronic mail available to students on the CPS Network as educational resources in grades 3rd – 12th. It is a general policy of the Chicago Public Schools to promote the use of computers in a manner which is responsible, legal and appropriate. Student use of the CPS Network is a privilege. A student’s failure to adhere to the Student Acceptable Use Policy will result in the revocation of the student’s access privileges. Should a student’s access privileges be revoked, there shall be no obligation to provide subsequent opportunity for access to the CPS network. The policy must be signed by both parents and students. A packet will be sent home for your review and signature.

**VOLUNTEERS**

The volunteer program requires each person to complete an application which can be obtained in the main office. Requirements include a TB test and security check by the Chicago Board of Education as well as an interview with the principal. We will utilize our volunteers in a variety of ways, as staff members identify their needs. We are requesting that an adult representative from each family volunteer for a minimum of three (3) days per school year. Please see the office clerk for more information.

**Arrival Drop-Off and Dismissal Pick-Up**

**Students must arrive promptly by 8:00 a.m. to begin instruction. All students are required to line up outside of designated school doors by 8:00 a.m. Teachers will receive students at 8:00 a.m. at the designated doors. Parents are not allowed to enter student doors to escort students to their classrooms. Our goal is to teach students responsibility and gradual independence. Students who are tardy are to enter the main entrance door to receive a tardy slip. Parents are not allowed to walk students to their respective classrooms. Students will be escorted from the main desk to their classrooms by a member of the staff. Instruction begins promptly at 8am and we want to minimize all distractions immediately upon entering.**

**Parents are expected to adhere to this policy. If you are interested in observing in your child’s classroom, please make a formal request in the main office. This allows for instruction to begin without any adult distractions while building student independence and self-management.**

**Parents will not be allowed to enter the school building and walk down hallways or to classrooms to drop-off or pick up students at any time. If an early dismissal is required, please refer to our Early Dismissal Policy in this Handbook.**

**These procedures will ensure that there will be little to no disruption of instructional time for all students.**

**VISITORS**

The following rules must be adhered to at all times:

1. All visitors must sign in with security before proceeding to the main office. (No classroom visits are allowed during instructional time). All visitors must proceed to Main Office, without diversion, immediately after signing into the building.
2. Parent conferences are scheduled during teacher prep time – please schedule these appointments with Ms. Owens in the Main Office.
3. All visitors may be subject to search procedures in order to ensure the safety of all staff an students, at all times.
4. Visitors must have some form of valid identification to furnish upon request.
5. We maintain the right to refuse entry to ANY visitor who does not adhere to these policies

**FUNDRAISING**

All fundraising activities must have the approval of the principal and the LSC. Students are not permitted to conduct fundraising activities for other institutions or organizations during the school day.

**WEBSITE**

Please visit our website at CharlesHWackerweebly.com