Dawes School
3810 West 81st Place
773 535-2350
www.dawes.cps.k12.il.us

Student & Parent Handbook
2015-2016
PRINCIPAL’S MESSAGE

It is with great pleasure that I welcome Dawes students and their families to the 2015-2016 school year.

• This agenda book will help students plan, organize, and set goals for a successful school year.
  o Students should write their homework assignments in this book each day.
  o Teachers will send home notes and quarterly progress reports in this agenda book.
  o Parents should check their child’s agenda each day for assignments, notes from teachers, and quarterly progress reports.
  o
• This agenda book includes information and policies that promote good character and support a respectful and safe learning environment.
  o Students are expected to read the information and follow the policies listed in the student agenda book.
  o Teachers are expected to review the information and policies with students in school.
  o Parents are expected to review the information and policies with students at home.
  o Please provide contact information and sign all consent forms found throughout the agenda book.

Each Thursday, every student will receive a “Brown Envelope” to take home. Important information and monthly calendars will be sent home in the envelopes. Please remove the information and sign the front of the envelope. All “Brown Envelopes” should be returned to school on Friday.

The teachers and staff of Dawes School are looking forward to working together with you and your child this school year.

Thank you for your continued support,

Mary Dixon

MISSION STATEMENT

Education is everyone's responsibility at Dawes School. Our mission is to implement a rigorous curriculum aligned with the common core state standards, supported by professional development, with an emphasis on literacy, math, science, the arts and technology. Students, staff, families and community members will work together to ensure that all students are prepared emotionally, physically and academically for college and careers.

DAWES SCHOOL IS A COMMUNITY SCHOOL INITIATIVE (CSI) SCHOOL

Dawes CSI After-School, Before School and Summer Programs are designed to support our school’s academic program and expand the services offered within the community. Throughout the school year, we offer a combination of academic and enrichment activities for students, families and adults.

Please contact one of our Dawes CSI Resource Coordinators to learn more about getting involved in our programs. If you would like to volunteer, there is a CPS volunteer packet for you to complete. The packet can be found at the website: http://www.cps.edu/Pages/CommunityresourcesVolunteeropportunities.aspx

Dawes CSI Resource Coordinators Contact Information:

AlyseBiszewski and Maria Nava

School Phone (773)535-2350 EXT. 17641
2015-2016 Local School Council Members and Tentative Meeting Dates

<table>
<thead>
<tr>
<th>Parent Member</th>
<th>Community Member</th>
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<tbody>
<tr>
<td>Esther Alvarado</td>
<td>Patricia Glatz</td>
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<tr>
<td>Rocio Fonseca</td>
<td>Alma Rosillo</td>
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<tr>
<td>Sandra Pabon-Wright</td>
<td>Carla Frangella</td>
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<tr>
<td>Veronica Hernandez</td>
<td>Susan Klima</td>
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<tr>
<td>Lorena Marquez</td>
<td>Sandra Novoa</td>
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<tr>
<td>Silvia Padilla</td>
<td>Mary Dixon</td>
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<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<th>Time</th>
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<tbody>
<tr>
<td>July 7, 2015</td>
<td>10:00 a.m.</td>
<td>January 16, 2016</td>
<td>8:00 a.m.</td>
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<tr>
<td>September 8, 2015</td>
<td>8:00 a.m.</td>
<td>March 08, 2016</td>
<td>6:00 p.m.</td>
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<tr>
<td>October 13, 2015</td>
<td>6:00 p.m.</td>
<td>April 13, 2016</td>
<td>11:00 a.m.</td>
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<tr>
<td>November 10, 2015</td>
<td>8:00 a.m.</td>
<td>May 10, 2016</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>December 8, 2015</td>
<td>6:00 p.m.</td>
<td>June 14, 2016</td>
<td>8:00 a.m.</td>
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PARENT AND BILINGUAL ADVISORY COUNCIL

All parents of Dawes students are encouraged to join the Parent Advisory Council and the Bilingual Advisory Council. The Councils meet monthly to discuss how school, community, and parents work together to meet the needs of our children. Parent Advisory Council (PAC) and Bilingual Advisory Council (BAC) officer elections are held in the beginning of each school year.

EMERGENCY INFORMATION

It is important that an emergency sheet is on file in the classroom for each child. These forms are issued during the first week of school and again in January. Please notify your child’s teacher and the main office if your telephone number or address changes during the school year.

ATTENDANCE

When a student will be absent, a parent must call the school before 8:30 a.m. on the day of the absence. When leaving a message, parents should leave the name, grade level and room number of their child and the reason for the absence. Please send a note to school with your child upon his or her return to school.

Tardy students and early dismissals of students disrupt the educational program for your child and are strongly discouraged. To ensure the educational program is not disrupted for the remaining students, teachers will not stop class to assign student work or homework to the tardy student or the student requiring an early dismissal. Tardy students should report to the office for a tardy slip. Parents requesting an early dismissal for their child should report to the office, request their child, and sign their child out. Children who arrive more than 15 minutes late or leave more than 15 minutes early will be marked as ½ day absent.
Students, who have perfect attendance for the quarter, multiple quarters, and/or the entire school year, will be recognized throughout the school year. Tardies and early dismissals will disqualify students from receiving these recognitions even if they have missed no days of school.

HEALTH INFORMATION

Medication:

The Chicago Public Schools maintain a policy on the requirements for administration of medication to a student during school hours (http://policy.cps.k12.il.us/documents/704.2pdf).

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 Authorization to Release Medical information form. Medications 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. Please see the school nurse for more information.

Health Records:

Children entering kindergarten, sixth and ninth grade must have a current physical on file. All immunizations must meet the Board of Health guidelines. Children entering kindergarten, second, and sixth grade must have a current dental exam on file. Kindergarten students need a current vision exam. The school nurse reviews all records and notifies parents of necessary updates. Vision and hearing screenings take place every year. Please notify the school if your child has a contagious disease.

Birthdays and Celebrations Food Allergy Policy

No food treats (cupcakes, candy, etc.) may be shared with students for classroom celebrations. Non-food items such as pencils and stickers may be passed out during classroom celebrations.

PROGRESS REPORTS AND REPORT CARDS are sent home each quarter

Progress Report Dates:

Q1 on October 9, 2015
Q2 on January 8, 2016
Q3 on March 11, 2016
Q4 on May 20, 2016

Report Card Dates:

Q1 on November 18, 2015 (Pick-Up)
Q2 on February 11, 2016 (Sent Home)
Q3 on April 13, 2016 (Pick-Up)
Q4 on June 21, 2016 (Sent Home)

Only parents/guardians may pick up report cards for their child.
Parent Portal is a unique web-based tool that allows you to securely view your child’s grades and attendance online. You can register to receive e-mail or text notifications when your child is absent or when his or her grades drop below a point you identify.

You will need your child’s CPS ID number as well as your unique school-issued personal identification number (PIN) prior to creating an account. Please contact the school office to obtain your PIN.

**PARENT TEACHER CONFERENCES**

Parents are most welcome at our school. Teachers have one hour daily preparation periods during the week. Arrangements can be made to use this time to meet with or have a telephone conversation with your child’s teacher. Please call ahead to schedule an appointment.

**AMOUNT AND FREQUENCY OF HOMEWORK**

Homework is considered to be a part of students scholastic life. It is the responsibility of the student to get any assignments he/she has missed from their teachers. In the case of extended illness (two or more days), the parent may call the school office to make arrangements to pick up homework assignments. Please allow the office 24 hours to obtain the assignments from the teachers.

- Kindergarten 20 minutes per day
- Grades 1, 2, 3 30 minutes per day
- Grades 4, 5, 6 45 minutes per day
- Grades 7 & 8 90 minutes per day

**STUDENT ACHIEVEMENT**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
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<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>59-Below</td>
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</tbody>
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**ACADEMIC HONOR ROLL**

Grades 3-8

*High Honors Honor Roll* requires an “A” in all subjects, including conduct.

*Honor Roll* requires an “A” or “B” in all major subjects, including conduct. No grade may be lower than a “C”.

**CITIZENSHIP HONOR ROLL**

Grades 1-8

This honor roll requires an “A” in conduct and zero checks in conduct.
STUDENT FEES

Student in grade K through 4th $15

Middle School Fees

Student in grade 5th through 8th $25

Fees are used to supplement our educational, technology and student incentive programs. All fees may be paid at the time of registration for new students and by September 30, 2015 for currently enrolled students. Payment plans are available.

Student Identification Cards and Student Agenda Books

Each student in grades kindergarten through eighth grade will receive a picture identification card and student agenda book. Student identification cards must be worn by students during school hours. Student identification cards are swiped for lunch counts each day by the lunchroom staff. Replacement identification cards and student agenda books may be purchased at the main school office for $5.00.

VISITORS

All visitors should report to the security officer in the main lobby. All visitors are required to sign in and out using the school visitor’s logbook. Please do not go to your child’s class without a pass.

SCHOOL HOURS

We begin the day at 8:00 a.m. and end the day at 3:00 p.m. Children should arrive between 7:50-7:55 a.m. Children who are late should report to the office for a tardy slip.

UNIVERSAL BREAKFAST PROGRAM

All students, regardless of their family income, qualify for free breakfast.

LUNCH

Parents should complete a new Fee Waiver Form application for “Free” meal services each school year. Children may bring lunches from home. Please send only single servings of chips/dessert, and un-opened bottled water from home. The children are not allowed to bring soda, sports drinks, juice or share food with others in the lunchroom.

EMERGENCY PLANNING AND CRISIS CODES

All Chicago Public Schools including Dawes School uses the following plain language codes to alert school students and staff in emergency situations: Evacuation, Lockdown, Shelter-in-Place, and All Clear (ELSA). We practice each drill and use plain language alert codes to ensure that students and staff know what to do in case of an emergency.
ENTRANCE AND DISMISSAL SAFE STUDENT POLICIES:

Once students arrive on school property, they should immediately enter the school building using their designated door. There is no outdoor supervision for students during arrival. All students are supervised inside the school building in their assigned areas.

Students should exit the building, using their designated door and walk home in the direction they live. Students should not stop and talk with their friends on school grounds. This activity blocks the sidewalk and makes it difficult for others to pass.

Parking and Street Closures: There is no street parking in front of the mobiles. This area is reserved for school buses. There is no parking in the staff lot. Parents may not pull into the staff lot to drop off or pick up students. Streets are blocked at dismissal time. Only school buses and daycare buses are allowed to pass on blocked streets. If you are handicapped, and require a parking pass for dismissal or pick-up, please contact the school office.

DISCIPLINE

Dawes School uses the CHAMPS PBIS Program:

CHAMPS PBIS is a process for creating safer and more effective schools. Using CHAMPS, our school teaches and supports positive behavior for all students and all staff everywhere in the school. In a safe, respectful, and productive learning environment, all students know what behaviors are expected of them and understand how to demonstrate good behavior.

Additional Social Emotional Learning supports include: Peace Circles, Peer Conferencing, Check-in Check-out, and Mindful Practices.

If a student behaves inappropriately, school staff members intervene to correct the student’s behavior. A copy of the Chicago Public School Student Code of Conduct (SCC) is given to each student at the beginning of the school year. The SCC applies to students at all times during the school day, while on school property, while traveling to and from school, at any school-related event, on any vehicle funded by CPS (such as a school bus) and while using CPS technology.

SEARCH AND SEIZURE

To keep children and staff safe, any person who enters onto the property of the Board of Education of the City of Chicago may be subject to a search in accordance with the Board’s Search and Seizure Policy, (http://policy.cps.k12.il.us/documents/409.3.pdf). School Officials are authorized to conduct searches of students, visitors, their outer clothing and belongings, and school property, in accordance with the requirements of this policy. Individualized searches, such as Weapons Pat Downs, Belongings Searches, Contraband Searches and individual locker and desks, may be conducted if a Board employee or School Official has Reasonable Suspicion. Reasonable Suspicion is not necessary for random searches, such as random Metal Detector Screenings and mass locker and desk searches.

Items that are never allowed on school grounds or on school sponsored trips include, but are not limited to:

- Gum or Candy
- Skateboards
- Metal Picks, “Rat Tail” Combs or Wooden Hairbrushes
- Electronic Devices
- Permanent Markers or White-out
- Purses
- Cell Phones (students are allowed to use the office telephones to call home.)
- Drugs or Weapons (police will be notified immediately)
The above items will be confiscated and will not be returned to the students. Gum and candy will be thrown out. Drugs and weapons will be turned over to the police. A parent or guardian must come to the school office to pick up the additional items listed.

**DAWES UNIFORM DRESS POLICY**

The uniform dress code includes the new colors adopted by the school for the 2015-2016 school year. Students will be allowed to wear last year’s uniform shirts, uniform gym shirts and uniform sweats for the 2015-2016 school year.

**Grades K-8**

- Dawes Royal Blue Short Sleeve or Long Sleeve Polo
- Navy Blue Uniform Style Pant, Skirt, or Jumper
- School Shoes or Gym Shoes
- Shoe Laces are to be One Color
- Navy Uniform Style Sweater
- Dawes Sweatshirts, Dawes Fleece Jackets, Dawes Fleece Vest
- Navy Blue Uniform Style Shorts may be worn during the months of September, May and June.

**Gym Uniform K-8**

- Dawes School RoyalBlue Gym T-Shirt
- Dawes Award and Recognition T-shirts (DARE, Perfect Attendance, Graduation, etc.)
- Solid Blue Sweatpants
- Dawes sweatshirts (red or blue)
- Dawes Gym Shorts may be worn in September, May and June.
- Gym shoes
- Socks are to be one color
- Shoe laces are to be one color

If a student arrives at school and he/she is not in proper uniform, the parent/guardian will be notified and asked to bring a uniform to school for their child.

**UNACCEPTABLE UNIFORM ITEMS**

**Clothing:**

- Dawes Recognition Shirts on non-gym days
- Colored T-shirts under uniform shirts
- Hooded Sweatshirts
- Rubber Bands on pant legs

**Accessories:** (Expensive or Excessive Jewelry items are not allowed.)

- Earrings may be worn by girls only, in earlobes only, and should be smaller than a quarter.
- One bracelet or watch may be worn on each wrist.
- No excessive make-up
- No head scarves are allowed unless it is for a religious purpose.
- Belts may not have large, excessive buckles.
Student Grooming Regulations:

- Hair must be of a single, natural color and must not exhibit contrasting highlights.
- Students may not sculpt or cut lines or designs in their hair other than a straight, single, simple part.
- So-called “Mohawk” style haircuts are not allowed.
- Students may not wear beards or mustaches.
- Students may not cut lines in their eyebrows.
- Students may not wear nail polish, acrylic or gel nails.

On Non-Uniform “Dress Down” and or “Picture” Days, students are expected to be in appropriate attire. Clothing must cover from the shoulders to mid-thigh and have no offensive logos.

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<thead>
<tr>
<th>Neighborhood Directory</th>
<th>Counseling</th>
<th>Health</th>
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<tbody>
<tr>
<td>Bogan Park Field Office</td>
<td>Metropolitan Midway Center&lt;br&gt;Family Counseling Services</td>
<td>773-884-3310&lt;br&gt;Chicago Department of Health&lt;br&gt;South Lawndale Office&lt;br&gt;3059 W. 26th Street</td>
</tr>
<tr>
<td>Scottsdale Library</td>
<td>Beacon Therapeutic (Longwood Campus)</td>
<td>773-881-1005&lt;br&gt;Illinois Poison Center</td>
</tr>
<tr>
<td>18th Ward Office</td>
<td>Human Services&lt;br&gt;Englewood&lt;br&gt;5323 South Western</td>
<td>773-918-6700&lt;br&gt;Holy Cross Hospital</td>
</tr>
<tr>
<td>13th Ward Office</td>
<td>Child Abuse Hotline (DCFS)</td>
<td>800-252-2873&lt;br&gt;Christ Hospital</td>
</tr>
<tr>
<td>Police/8th District</td>
<td>Domestic Violence Help Line</td>
<td>877-863-6338&lt;br&gt;Little Company of Mary Hospital</td>
</tr>
<tr>
<td>CAPS Community Policing Beat 834</td>
<td>Alcoholics Anonymous</td>
<td>312-346-1475</td>
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<td>City Services and Non-Emergency Police</td>
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