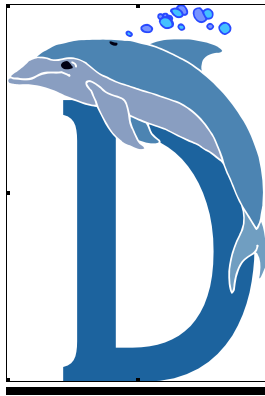


Decatur
Classical
School
2015-2016
HANDBOOK



ABSENCES

Parents / Guardians are requested to call the school at (773) 534-2200 before 8:00 a.m. to report the absence of their child for any reason. In the event a student is absent from school and the school is not notified, the office staff will call the parents / guardians at the beginning of the school day. **In addition, parents / guardians will receive an automated call from the Board of Education regardless of the notification to the school.** Upon returning to school, parents must provide a note explaining the child's absence. If a note is not sent upon the student's return, the absence is considered unexcused; therefore, the student will show up as truant in the IMPACT system. The following are considered excused absences by the Board of Education:

1. Student illness
2. Family emergency
3. Death in the immediate family
4. Observation of religious holidays
5. Circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the students.
6. Other situations beyond the control of the student as determined by the principal on a case-by-case basis, including but not limited to homelessness and its attendance difficulties.

Please note that excused absences do not constitute *Perfect Attendance*. The IMPACT system will generate perfect attendance lists. Therefore, if your child is tardy, leaves early or has any absences, **excused or unexcused**, he/she will not be eligible for *Perfect Attendance*.

ADMISSIONS

Enrollment in Decatur Classical School is by application and placement testing overseen by the Office of Access and Enrollment. The phone number to this office is 773-553-2060; the website is cpsdae.org.

ARRIVAL AND DISMISSAL

Parking/Drop Off

Children should not be dropped off before 7:30 a.m. **There is no supervision for students prior to that time. If you arrive at the school early, please remain with your child until 7:30 a.m.**

When driving your child to school, for safety, please either:

- (1) **(Kiss & Go)** drop your child off on the east side of Sacramento Avenue south of the Greenleaf crosswalk, between the No Parking signs; upon exiting your car, have your child walk to the Greenleaf crosswalk where the crossing guard will stop traffic to allow your child to safely cross Sacramento or
- (2) **(Park & Escort)** legally park on a neighborhood side street and walk your child to the playground entrance.

Do not drop children off at the parking lot entrance or in the parking lot.

No Parking on either the west or east side of Sacramento between the Decatur parking lot and Lunt Avenue. The west side of Sacramento is reserved for the busses. The east side of Sacramento is reserved for children to cross safely with the crossing guard and their parents; and allows vehicle traffic to flow easily. In addition, the school parking lot is not to be

used for turn-arounds (U-turns). Please do not block the parking lot or private driveways as we strive to be good neighbors!

Bus: All children requiring bus transportation will be assigned pick-up and drop-off sites, bus numbers and times, by the Chicago Board of Education. Please check with your children for their route number. Please refer to this number when communicating with the school or bus company. Children will only be allowed to board the bus to which they have been assigned. The bus drivers are not allowed to drop off or pick up children who are not assigned to their routes, nor pick up or drop off at unassigned locations. Please do not make special requests of the drivers, specifically, special pick-up or drop-off sites, as this jeopardizes the safety of all children.

Decatur's Bus Companies: R & D	773-854-2100	Alltown	773-248-0090
Falcon	773-638-8000	North Shore	847-677-9700

Occasional Pickups: (North Door) When there is a change in the daily dismissal routine, a note *must* be sent with your child on the date of the pickup. *We cannot accept blanket notes covering more than one day, and phone calls to the office are to be used only in emergencies.* It is impossible for the staff to keep track of individual students' schedules, and we cannot continuously disrupt classroom instruction to inform students of dismissal issues. Parents or guardians are to sign children out at the north door and wait there. Please note this procedure is only for occasional pickups!

Everyday Pickups: (South Door) Staff members are assigned to help with the everyday pickups. Children have been instructed to wait until their names are called to meet their parents and not run to parents. Parents or guardians are to sign children out at the south door and wait there. In addition, we are requesting that parents / guardians please not block the door and wait for the teachers to release children as they are signed out. Children not picked up by 2:55 p.m. will be escorted to the north lobby where they will wait for parents/guardians. **Please note: No child will be dismissed to the playground without parent/guardian supervision.**

Everyday Walkers (South Door)

Everyday walkers in grades 4 - 6 must have a permission slip on file in the office, and will sign themselves out with the teacher on duty at the south lobby. Everyday walkers should not be left unattended on the playground as there is no supervision after school hours.

No child in grades Kindergarten through Third grade will be dismissed to walk home unless escorted by an adult or a fellow student or sibling in Fourth grade or higher with permission from all parents..

Public Transportation

In the event that your child will be taking public transportation, it is imperative that a note be sent to the office informing us of this situation.

NOTE: Parents / guardians please notify the school in writing if there is a change in daily transportation of students. **In the event of an emergency, please call the school ASAP to ensure the safe passage home of all of our students. Please do not email teachers or the office with daily pick-up/dismissal information; teachers**

and staff members may be absent or cannot get to their email during the school day and your email may remain unviewed.

Please make sure that your children are aware of any changes in the daily routine. Children get anxious if they don't know where they are supposed to be.

For safety reasons, students **may not** enter the playground through the parking lot; all other playground entrances are permitted for student access.

BIRTHDAYS / SPECIAL EVENTS

Check with your child's teacher to determine his / her policy regarding classroom celebrations. Due to the number of childhood allergies, diabetes, etc., **food treats of any kind will not be allowed. Food treats sent to school will be sent back home with your child.** Suggested treats include but are not limited to: a book for the classroom library, pencils, stickers, etc. These types of treats allow all of the children to participate in celebrations.

Please note: children may not pass out invitations during the school day **unless every child in the class is invited.

BREAKFAST / LUNCH PROGRAM

Breakfast and lunch are free for all students on a daily basis. If you do not want your child to participate in the breakfast or lunch programs, please instruct your child not to take the food. A breakfast / lunch menu will be distributed at the beginning of each month and is also available on the Decatur Classical School website, so you can determine which days your child would like to partake in school breakfast or lunch.

For students wanting **milk only** at lunch, there is a \$0.45 charge

Reminder: If students bring lunch from home, they may take a milk, vegetable and fruit every day for free.

Parents of children in K - 3: please place milk money in an envelope, marked with your child's name and milk on it.

Please note that if your child forgets lunch, a school lunch will be provided. In addition, if a parent brings a forgotten lunch to school, it will be delivered to the student.

CELL PHONES

While many students have cell phones, students are not allowed to use cell phones during school hours, as telephones, to text or as cameras. **In case of an emergency, students may use the phone in the main office and parents may call 773-534-2200 to call their child. In addition, texting is not allowed during the school day.** If your child is caught using the cell phone during school hours, in or out of the building (i.e., recess, JCC gym, field trips, etc.), your child will be warned and parents will be notified. After the warning, it will be taken away and parents / guardians will be notified and will need to come to the school to pick up the cell phone. The school is not responsible for cell phones.

CPS FAMILY INCOME INFORMATION FORM (FIIF)

All schools are required to collect the Family Income Information Form in order to determine the appropriate allocation of Title I, SGSA and E-Rate funds, as well as to determine student eligibility to waive other fees such as book, testing fees, etc. The FIIF is distributed at the beginning of the year and we ask that each household return the form to school.

CONFERENCES

Parent-Teacher conferences are scheduled twice a year in conjunction with report card pick-up days. If you wish to confer with your child's teacher at other times, with or without your child, please call the office, send a note with your child or email the teacher to arrange for an appointment. Teachers are unable to come to the phone during the school day. (773-534-2200).

Please:

- **Do send notes with your child.**
- **Do use teacher email for communication.**
- **Do not leave comments on the Parent Portal**
- **Do not hold conferences on the playground or outside after school. Teachers have supervisory duties at those times.**

CORRIDOR COURTESY

Students are asked to pass through the corridor quietly and be considerate of others in the halls and classrooms. The following hallway expectations are posted: HALL: Hands to yourself, All voices quiet, Look where you are going, Lente (which translated means *slowly*).

DIRECTORY

The PTA organizes an electronic School Directory to make it convenient for parents to contact each other to plan school/home/social activities. Release forms are sent home at the beginning of the school year to permit your phone number, address and email address to be inserted into the Directory. If you do not wish this information included in the Directory, please state so on the Release form. The Directory is not to be used for marketing, solicitation or political purposes.

DISCIPLINE

It is the teacher's responsibility to maintain order in the classroom for the safety of all. Decatur Classical School utilizes the Student Code of Conduct developed by the Chicago Public Schools. A copy of that code is sent home with each student at the beginning of the year. In the event of a disciplinary incident, a student's due process will be exercised. Notifications to parents / guardians will be made by phone or writing as necessary. Depending on the nature of the misconduct, Decatur practices include the following:

- In class verbal warning
- Student conference with teacher
- Phone call/ email to parents
- Parent/Teacher conference
- Parent/Teacher/Student Conference
- Parent/Teacher/ Administrator conference
- Written reflection (Problem Solving Steps)
- In school detention

- Any other intervention or consequences according to the Student Code of Conduct as deemed appropriate per the SCC.

DRESS CODE

Decatur Classical School does not have a school uniform or a prescribed dress code policy. It is up to parents / guardians to ensure that students are appropriately dressed for school. At times (i.e. field trips & P.E. classes) teachers will ask students to dress appropriately for the occasion. However, for the safety of the students, **flip-flops** are not allowed in school.

EARLY DISMISSAL

Parents / guardians removing children from school before the regular dismissal time should send a note to school. When parents / guardians arrive at the school, an *Early Dismissal* form must be filled out at the office. A parent, guardian, or person officially listed on the emergency form or other person, designated by the parent in writing, must pick up children released for early dismissal. The school does not support Early Dismissals as children incur a loss of instruction time.

Please Note:

Signing a student out early from school, will disqualify him / her from obtaining perfect attendance for the school year.

ELECTRONICS

Students are discouraged from bringing electronic devices or other valuables to school (i.e., iPods, hand-held games, cell phones, e-books, etc.). **Should something happen to the device, the school is not responsible.** In addition, the use of these devices is prohibited during the school day, which includes field trips. If your child is caught using an electronic device during school hours, in or out of the building (i.e., recess, JCC gym, field trips, etc.), your child will be warned and parents will be notified. After the warning, it will be taken away and parents / guardians will be notified and will need to come to the school to pick up the device. The school is not responsible for electronic devices.

Please note: Cameras and other electronics may be used on special occasions under the teacher's supervision.

EMAILS

While we encourage parents to communicate with teachers and staff via email, please allow up to 48 hours for a response. If you should have an emergency, please call the office. A staff email list may be found at the end of the handbook. **Please do not email teachers or the office with daily pick-up/dismissal information; teachers and staff members may be absent or cannot get to their email during the school day; therefore, your email may remain unviewed. Please send a note or in an emergency, call the office.**

EMERGENCY FORMS

An emergency form showing whom to contact in case of an emergency involving your child must be on file in the classroom as well as in the office. Emergency cards and/or forms are sent out twice a year. Please complete the form in its entirety and return it to school promptly. Any changes in information during the school year should be reported to the teacher and the office. Changes in all telephone numbers (home, work, and cell) are important and should be

reported immediately to the teacher and the office. **It is imperative that the office has two working phone numbers at which parents can be reached.**

FIELD TRIPS

Educational field trips are scheduled throughout the year. A permission slip signed by the parent is necessary for participation on field trips and must be returned prior to the field trip. Children not returning signed permission slips will remain in school the day of the trip. In lieu of a forgotten signed slip, verbal permission over the phone will not be accepted. Every field trip must have one chaperone for every ten students. The teachers will arrange for the chaperones and names will be posted on the teacher's Weebly website. The classroom teachers determine the dress code for field trips. For easy identification, teachers often ask students to wear their Decatur T-shirts.

FORGOTTEN ITEMS

Occasionally students forget an item in the classroom. If a child needs to return to the classroom, we ask that parents return with the child through the main door. After dismissal is complete, a member of the staff will escort the child back to the classroom to retrieve forgotten items. Please note: we cannot hold busses for forgotten items.

HEALTH REQUIREMENTS

Students entering kindergarten, sixth and ninth grade or an Illinois school for the first time at any grade level, are required to have a physical examination.

Students entering kindergarten, second and sixth grade are required to have a dental exam. Students entering kindergarten or an Illinois school for the first time at any grade level are required to have a vision exam.

HOMEWORK

The purpose of homework is:

- to practice and reinforce skills learned in the classroom;
- to allow students to independently investigate material learned in the classroom through their own inquiry and application;
- to develop study and time management skills.

Parents / guardians are given the Chicago Public School Guidelines to Homework at the beginning of the school year.

Please do not call the school requesting homework if your child is absent for **one day**. If your child is absent for an extended time, please contact the teacher by email or leave a message for teachers in the office so that arrangements for missed work can be made.

Everyday homework is due as assigned by the teachers.

All **math** homework (K-6) must be completed in pencil.

Faxed or emailed homework will not be accepted.

Parents may assist children in bringing in large projects, to the main lobby.

Homework will not be assigned during Winter and Spring vacations.

See following pages for Homework Policies.

KINDERGARTEN – GRADE 3 HOMEWORK POLICY

- Homework that is complete and with your child when they enter the school will receive FULL credit or (100%) in Grade Book.
- Homework that is turned in LATE up to 1 day after it is due will receive HALF credit or (50%) in Grade Book.
- Missing homework or homework more than 1 day late will receive NO credit (0), and will be designated with a (M) in Grade Book.
- Extra credit will not be given to the students.
- Four (4) missing, late, or incomplete homework marks in one 10 week period, will be noted by a check mark on the student's report card.

Project Policy

- Projects are to be complete and **MUST** be with your child when they enter the school on the day they are due.
- Late projects will receive 10% off their grade each day for up to 3 days after it is due.
- Projects received more than 3 days after the due date will not be accepted and will be given NO credit.

4TH, 5TH, 6TH GRADE HOMEWORK/CLASS WORK POLICY

- Late homework will not be accepted.
 - Homework must be on the students' desks on the date and class period it is due.
 - Students may not return to their locker or homeroom if they are unprepared for class.
 - The front office will not accept homework.
 - Missing or late assignments will receive a "0" and be designated with an "M" in the grade book.
 - ALL math homework is to be done in pencil and students must show work to receive credit.

- After an absence, it is the student's responsibility to collect make-up assignments from each teacher. Students have as many days as they were absent to complete the assignments. If these assignments are not submitted within this time period, it will be designated as an "M" in the grade book. It is the students' responsibility to return assignments to each teacher.

- Homework/Class work must include a complete, proper heading. Improper headings will receive a 5% deduction.
Homework/Class work completed on loose-leaf paper should have the following heading:

First, Last Name
Decatur Classical

Date
Room

Subject and Page Number

Homework/Class work completed on worksheets must include a first and last name. Papers without a name will receive zero credit.

- Late projects will receive a deduction of 10% per day. This includes any projects brought to school by a parent/guardian after 8:00 a.m.

- Test corrections must include a parent/guardian signature on the test, be completed on loose-leaf paper and stapled to the test. Corrections are due within one week. Partial credit will be given for correct answers.
Please note: Cogitationes policies differ, refer to Latin Checklist,

- In every quarter, **the lowest Homework grade** will be dropped in each subject.

HONOR ROLL (Grades 4-6)

See STUDENT ACHIEVEMENT

IMPACT

IMPACT is the Chicago Public Schools Instructional Management Program and Academic Communication Tool. Student data, registration, enrollment, attendance, tardies, scheduling, grade books and report cards are all managed through the **Student Information Management Portal** in IMPACT.

JEWISH COMMUNITY CENTER

Decatur Classical School has partnered with the Jewish Community Center (JCC) in renting the JCC's gymnasium, in order to provide students with an extended PE program. All students use the JCC facilities and are required to dress in appropriate gym attire. Gym shoes must be clean and dry; therefore, on days of inclement weather, students must carry an extra pair of gym shoes to be used at the JCC. Students are to maintain rules of safety and are bound by the CPS Student Code of Conduct.

For after-school care, please contact the Jewish Community Center directly at 773-671-9100.

LOCAL SCHOOL COUNCIL

The Local School Council (LSC) was created by state law in 1989 to function as a policy-making body in each school. The twelve members consist of 6 parents, 2 community members, 2 teachers, 1 Support Personnel and the principal. Elections are held every two years. The duties of the LSC are to create a Continuous Improvement Work Plan (CIWP), to approve a school budget and to evaluate the principal and offer a principal's contract every four years. For more information, please visit the Office of the Local School Relations, under Departments, on the Chicago Public Schools website where you will find the LSC Reference guide.

http://www.cps.edu/About_CPS/Departments/Pages/LocalSchoolCoucilCommunityRelations.aspx

Decatur's LSC holds open monthly meetings at the school. Parents, teachers and community members are encouraged to take an active role in school governance. Please consult the school calendar for the dates and times of the monthly meetings.

LOST AND FOUND

Items found in school or on the playground are placed in the *Lost and Found* box in the school's foyer. Small items such as keys or glasses are kept in the school office. Parents / guardians are encouraged to mark clothing articles and other belongings with the students' names. At the end of each quarter, all unclaimed items will be donated to charity.

Please Note: We cannot store lunch totes and water bottles for sanitary reasons but the school makes every effort to return them to their owners. Please help by labeling all of your children's items.

MEDICATIONS

The Administration of Medication Policy, Board Report 12-0125-PO2, was created to establish the requirements for students to receive medication during school hours. Please contact Mr. John Murray, the Case Manager for further information or to schedule a meeting regarding medications. The following information is taken directly from the policy:

Parent Submissions: When a parent/guardian reports that their child is diagnosed with a chronic or acute condition that requires medication during school hours, the school shall request the parent/guardian to provide the following:

- (1) Written authorization to obtain detailed information on the child's condition from the physician;
- (2) Written consent to share diagnosis and other information with school personnel;
- (3) Written physician diagnosis and care instructions, emergency action plan and any attendant request for the provision of medication during school hours. Physician requests for the provision of medication during school hours shall include the following:
 - (a) Name of medication, dosage, route of administration;
 - (b) Frequency and time of administrations;
 - (c) Special circumstances in which medication is to be administered;
 - (d) Side effects and/or intended effects which might be observed and reported to a nurse, teachers and parents;
 - (e) Name, signature, address, office phone, fax and emergency numbers of physician and/or medical provider;
 - (f) Other medication child may be receiving at home; and
 - (g) Regimen of medical follow up.
- (4) When applicable, written parent/guardian consent to administer or carry and self-administer medications during the school day using the form established by the Chief Education Officer or designee. Additional requirements for self-administration are set out in section II.F.
- (5) Any medications necessary to treat the student's condition in their original container with prescription and dosage information.
- (6) A description of the student's past chronic or acute reactions; including triggers and warning signs;
- (7) Current parent/guardian emergency contact information and prompt notice of any updates;
- (8) A description of the student's emotional response to the condition and the need for intervention; and
- (9) Recommendations on age appropriate ways to include the student in planning or care and implementing their 504 Plan.

Parent/guardian must annually (re)submit the documentation noted in this section II.C.

Over the Counter Medication: Students requiring over the counter medication during school hours must be authorized in writing by the student's parent/guardian. When authorized, administration of over the counter medications student is further subject to the requirements set out in Sections II.G.-K. herein.

Students are not authorized by this policy to carry and self-administer over the counter medications during school hours.

Authorization to Carry and Self-Administer Medication: A student may carry and self-administer their medication during school hours as follows:

- (1) Asthma Inhalers – when authorized in writing by the parent/guardian
- (2) Epinephrine Auto-Injector (“Epi-Pen”) to treat life-threatening allergies – when authorized in writing by the parent/guardian; and
- (3) Diabetes Testing devices and Insulin - when authorized in writing by the student's health care provider and their parent/guardian. Parent/Guardian shall submit the requisite self-administration authorization(s) using the form(s) established by the Chief Education Officer or designee.

Please see Board report 12-0125-PO2 for the entire policy.

PARENT PORTAL

The Parent Portal is a tool for parents / guardians of students in grades 1 – 6, used to view assignments, grades and attendance online. In order to access the Parent Portal, parents must have their child's PIN and CPS Identification numbers. Parents must come to the school and sign for their PIN. CPS Identification numbers are also available upon request; however student identification numbers are never given out over the phone. The Parent Portal is accessible by going to <http://cps.edu> or by using the Parent Portal link on Decatur's website.

NOTE: Please do not contact teachers through the Parent Portal; use the teachers' CPS emails which are listed in the back of the handbook.

PARENT-TEACHERS ASSOCIATION (PTA)

The PTA at the local level is linked to the state PTA and National PTA, forming a nationwide network of members working on behalf of all children and youth. Because of its connection to the state and National PTAs, the local PTA is a valuable resource to its school community.

Decatur's PTA holds open monthly meetings at the school. Parents, teachers and community members are encouraged to join and actively participate in Decatur's PTA. Please consult the school calendar for the dates and times of the monthly meetings.

PERFECT ATTENDANCE (K - 6)

In order to achieve Perfect Attendance, students must attend school every day and have no tardies or early dismissals. **Excused absences do not constitute Perfect Attendance.**

Perfect Attendance is recognized every quarter.

Please note: The IMPACT system is unable to factor in early dismissals and tardies when generating *perfect attendance* on the report card. Therefore, a student's report card may indicate zero days of absence, when in reality, the student is **not eligible** for *perfect attendance* due to the tardies and / or early dismissals.

PHONE CALLS

Please do not call and ask the office to give your child a message **except** in an extreme emergency. Please make after-school arrangements prior to the school day. While many students have **cell phones**, students are not allowed to use the cell phones during school hours. **In case of an emergency, students may use the phone in the main office and parents may call 773-534-2200 to contact their child.** If your child is caught using the cell phone during school hours, in or out of the building (i.e., recess, JCC gym, field trips, etc.), your child will be warned and parents will be notified. After the warning, it will be taken away and parents / guardians will be notified and will need to come to the school to pick up the cell phone. **The school is not responsible for cell phones.**

PLAYGROUND

The fenced-in playground is considered to be part of the school. For the safety and security of the students, the following will be enforced:

- Playground supervision begins at 7:30 a.m. Please do not leave your child unattended before that time.
- No sports equipment from home (i.e., Frisbees, hula-hoops, etc.) is allowed. The school provides sports equipment at midday recess.

- Parents are welcome to bring equipment after school for their children to enjoy on our playground.
- Only Decatur students are allowed on the playground between 7:30 a.m. and 2:45 p.m.
- Students are not to leave the playground without permission from the supervisory teachers.
- Parents / Guardians are to remain outside the fence in the morning.
- For safety reasons, students **may not** enter the playground through the parking lot; all other playground entrances are permitted for student access.

RECESS

Recess is an important part of the day at Decatur. Weather permitting, children go outside every day for 20 minutes. Please make sure that children are dressed appropriately as the weather changes. Even in the cold weather, we make every effort to get the children outside. In inclement weather, children remain in their classrooms and enjoy indoor recess. During this time, children may read, play games with classmates, and/or watch educational videos as deemed by the classroom teacher.

REPORT CARDS/ PROGRESS REPORTS

Report cards and progress reports are each issued four times a year. Parents / guardians are required to pick up their child's report card at the first and third marking periods. Report cards are sent home with students at the second and fourth marking periods. Progress reports are sent home with the students per the CPS calendar. Please note that you will receive the second quarter report card and all progress reports in an envelope. We ask that parents / guardians sign and return the envelope within 5 days of distribution.

Reminder: Grades are accessible via the Parent Portal on a daily basis.

Grading Scale:

A	90 - 100	C	70 - 79
B	80 - 89	D	60 - 69
		F	59 and below

SAFETY

All doors are locked at all times.

All visitors must enter through the main door, located at 7030 N. Sacramento, sign in at the security desk and obtain a visitor's pass.

Students are not allowed to be in the classroom alone, at any time.

Students dismissed through the south door may not re-enter the building through that door.

Any student or parent who requires entry after dismissal must enter through the main door.

SAFETY DRILLS

For the safety and protection of every individual in the school, the students and staff practice safety drills on a monthly basis. Such drills prepare children to react appropriately should there be an actual emergency. In addition to fire drills, one bus evacuation, one shelter-in-place and one emergency lockdown drill is held yearly for all Decatur students as mandated by the Board of Education. Fire drills are overseen by the Chicago Fire Dept.

SCHOOL CLOSING

In inclement weather, it may become necessary to close schools. Parents are asked to listen for school closing information on radio stations WGN, WBBM or WMAQ. This information should be available by 6:30 a.m.

SCHOOL COLORS

Blue and Gold

SCHOOL MASCOT

The Decatur Dolphin

SCHOOL SCHEDULE

The regular school day begins at 7:45 a.m. and dismissal procedures begin at 2:35 p.m. All students are dismissed by 2:45 p.m.

SCHOOL SUPPLIES

School supplies are collected at the beginning of the year. Occasionally, teachers may request special supplies for projects throughout the year. Supply lists are posted on the school's website.

Please note: no permanent markers are allowed unless under the direction of the teacher.

STAFF EMAIL ADDRESSES

The staff email addresses can be found at the end of the handbook. **Please do not contact teachers through the Parent Portal;** use the teachers' CPS emails.

STUDENT ACHIEVEMENT (Grades 1 - 6)

Grades 1 - 3:

End of the year classroom awards are presented to students in grades 1 - 3 by their teachers.

Grades 4 - 6: A & B Honor Roll:

In order to achieve *First Honor Roll* status, students must attain all A's in **all subjects** and no checks marks on the report card. Students achieving this award receive a quarterly ribbon.

In order to achieve *Second Honor Roll* status, students must attain a combination of A's and B's or all B's in **all subjects** and no checks marks on the report card. Students achieving this award receive a quarterly ribbon.

Honor Roll subjects include:

Art-Reading-Listening-Research-Speaking-Writing-Music-Science-Social Studies-Latin-Physical Education.

Grade 6

In order to receive the *President's Gold Award*, students must attain A's in all subjects, receive no checks on their report card and have no more than 5 days of absence. Students achieving this award will receive a certificate at the end of the year in June.

In order to receive the *President's Silver Award*, students must attain A's & B's in all subjects, receive no checks on their report card and have no more than 7 days of absence. Students achieving this award will receive a certificate at the end of the year in June.

The following criteria are used for the 6th grade *Principal's Award* which is awarded to students at the end of the year in June.

- Honor Roll—All four quarters
- Evidence of Outstanding Community Service
- Evidence of Extra-Curricular Activities
- Evidence of School Leadership
- Evidence of Volunteerism
- Evidence of Outstanding Character (respect to students, faculty, staff and property)
- All faculty input on a student's career at Decatur

STUDENT FEES

In order to achieve the goals and objectives of the Decatur Classical School Curriculum and CIWP (Continuous Improvement Work Plan), a school fee is necessary. Supplies and workbooks are ordered each year to supplement the program. Families who are eligible for free or reduced lunch, which is determined by the CPS FAMILY INCOME INFORMATION FORM, may qualify for a fee waiver. A waiver form must be filled out and approved by the principal; the form is available in the office.

STUDENT RECORDS

Under federal and state laws, parents have the right to inspect records kept on their children. They also have the right to copy any of their children's records. If they feel that information in the records, other than grades, is misleading, inaccurate or invades their child's or family's privacy, they may request that such information be corrected. Before the school can release student records to persons outside the school system, the school must first obtain parents'/ guardians' written consent. If children transfer to another school district, parents have the right to inspect and correct student records prior to release of the records to the new district.

STUDENT NON-DISCRIMINATION POLICY

Chicago Public District #299 does not discriminate on the basis of race, national origin, physical or mental handicap, religion, or sex in the educational programs or activities which it operates. Decatur is a handicapped accessible facility.

TARDY POLICY

The school day begins at 7:45 a.m. Tardy students must enter the north door by the office and obtain a tardy pass. Students entering the building between 7:45 a.m. and 7:55 a.m. are documented as arriving late, but not tardy on official records. Students entering the school after 7:55 a.m. will be considered tardy, and are entered into the IMPACT system. Students are never considered tardy if the school bus is the cause of the tardiness.

TEXTBOOKS, LIBRARY BOOKS AND WORKBOOKS

Students are responsible for keeping and returning textbooks assigned to them and for library books charged to them. A charge will be assessed for lost or damaged books. All textbooks should be covered (do not use contact paper). Parents / guardians must purchase certain instructional materials that their children will be using during the school year. Each teacher prepares a list of needed instructional materials and the costs vary by grade. Supply lists are available on the school's website and in the office.

TUESDAY TAKE-HOME (Back-pack Mail)

In order to communicate with parents and guardians, we have instituted Tuesday Take-home folders. Every Tuesday, we will send home the week's memos, PTA and LSC notices, Board Information, etc. in a designated folder. While we will make a concerted effort to limit sending information home only on Tuesdays, occasionally we might have to send something home on another day. Please communicate with your children on a daily basis and look for the Tuesday Take-home folders on Tuesdays. We ask that parents sign the signature sheet for grades K-4 and communicate receipt of the Tuesday Take-home through the students' agendas for grades 5 & 6 per teachers' directions. The folder should be emptied and returned to school on Wednesday.

VOLUNTEERS

There are ample opportunities to volunteer at school. Many of the events are coordinated by the PTA (i.e., Halloween, Jog-a-thon, Round-up, Spring Fling, etc.) In addition, in school opportunities include Book Swap, Library, field trips and special projects. Please visit the CPS Volunteer website to apply: www.cps.edu/volunteerprograms. Note: CPS will no longer accept paper applications.

WATER BOTTLES

Students are allowed to have water bottles in school, under the discretion of the teachers. Please mark bottles with your child's name and do not send beverages other than water in the water bottle. Children may bring other beverages for lunch. Please note: absolutely no glass bottles are allowed at any time.

WEEBLY

Weebly is the electronic communication tool where teachers post assignments. Please see below for web addresses:

Grade/Room #	Teacher	Website
K - Room 100	Mrs. Wachenheimer	cwachenheimer.weebly.com
1st - Room 102	Miss Cole	misscoledecatur.weebly.com
2nd - Room 103	Ms. T. Allegretti	tcallegrettidecatur.weebly.com

Grade/Room #	Teacher	Website
2nd - Room 104	Mrs. Ludlow	taludlowdecaturn104.weebly.com
3rd - Room 105	Mrs. Coleman	alcoleman7.weebly.com
3rd - Room 107	Mrs. Thomas	mrsthomasdecaturn.weebly.com
4th - Room 106	Ms. Cohen	misscohendecatur.weebly.com
6th - Room 109	Mrs. Sharping	msharping109.weebly.com
6th - Room 110	Mrs. B. Allegretti	allegretti.weebly.com
5th - Room 111	Mr. Pfest	mrpfestdecaturn.weebly.com
Music	Ms. Schmittle	decaturnmusic.weebly.com
Latin	Ms. Cohen	decaturlatin.weebly.com

WEBSITE

The school's website provides a plethora of information including the curriculum and an up-to-date calendar. The address is: decaturnclassical.org

Staff Emails

Mr. Albert	ajalbert@cps.edu	P.E.
Mrs. B. Allegretti	egallegretti@cps.edu	110
Miss T. Allegretti	tcallegretti@cps.edu	103
Mrs. Azzo	ltazzo@cps.edu	Lunchroom
Ms. Andrea Cohen	amcohen@cps.edu	106
Ms. Nava Cohen	nrcohen@cps.edu	Latin
Ms. E. Cole	escole@cps.edu	102
Mrs. A. Coleman	alcoleman7@cps.edu	105
Ms. C. Drake	cdrake2@cps.edu	Literacy
Mrs. J. Ellis	jsellis@cps.edu	Special Ed. Teacher
Mr. G. Jaramillo	gjaramillo4@cps.edu	Custodian
Mrs. K. Jockl	kajockl@cps.edu	Asst. Principal
Mrs. N. Kolovos	natsiaousis@cps.edu	Lunchroom Mgr.
Ms. S. Kukielka	sjkukielka@cps.edu	Principal
Mrs. T. Ludlow	taludlow@cps.edu	104
Mrs. S. Melnicoff	sbmelnicoff@cps.edu	108—Technology
Mr. R. Paulnitsky	rhpaulnitsky@cps.edu	Security
Mr. D. Pfest	dpfest@cps.edu	111
Mrs. M. Regalado	mmregalado@cps.edu	Clerk
Ms. Schmittle	cschmittle@cps.edu	Music
Mrs. M. Sharping	mocabrera@cps.edu	109
Mrs. S. Strom	sstrum@cps.edu	Teacher Assistant
Mrs. K. Thomas	kgthomas@cps.edu	103
Mr. J. Murray	jpmurray2@cps.edu	Counselor
Mrs. C. Wachenheimer	cwachenheimer@cps.edu	100