2026 2027

STUDENT & PARENT HANDBOOK

At Cassell Fine Arts Elementary School,
"Art is the Heart of Learning"

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GO FOR THE GOLD

Cassell Fine Arts School

6TH – 8TH GRADE POSITIVE BEHAVIOR PROGRAM

Purpose: It is the goal of the 6th – 8th Grade Team of teachers to promote positive behaviors so students can be as successful as possible. These positive behaviors align with Cassell School's vision of being respectful, responsible, safe, and kind at all times.

Positive Behavior Incentive System

Student Incentive Record: Students will have a running record in their planners that they must bring to all classes. The goal is to keep the sheet "clean" from tallies each week to be on GOLD for the following week.

Expectations are broken into five categories that are aligned with the student handbook *(Examples are not limited to what is listed)*

- **Demonstrate respect and kindness to others and property** *Refrain from name calling, inappropriate teasing, inappropriate language, being dishonest, invading other's personal space, taking anything not belonging to you, etc.*
- **Come prepared for class (*This includes attendance, excused or unexcused)*** *Come to school on time each day with the proper supplies and assignments, with only materials that are allowed, in correct uniform, etc.*
- **Remain focused and work throughout the period** *Pay attention to the lesson, participate politely in class, do not distract other classmates from learning, do not speak to classmates without permission/during approved times, etc.*
- **Demonstrate respect by using the number system to ask permission**
- **Follow all directions by all faculty** *Listen to all school staff rules, keep the classroom neat and tidy, no food, candy or gum in the classroom, appropriate use of technology, etc*

- If a student is unable to follow a certain expectation, a tally will be given. Please note: no warnings will be given.
- Based on weekly tally counts, students will earn a gold, silver, or bronze level.
- Students with 5 or more tallies in a quarter will not be on Honor Roll

A student's daily record of behavior can be found in the student planner. **Parents are encouraged to check their child's planner to review their child(ren)'s Go for the Gold record every week. This is the main communication method for teachers to communicate with parents regarding middle school expectations in all classes.**

Please ask your child to explain and then follow up with your child's teacher with any questions

** The Go For the Gold Jr. High Positive Behavior Program is aligned with the CPS Student Code of Conduct**

GOLD

NO TALLIES

Incentives:

- Extra privileges and trust
- More independence
- Random surprises
- Out of Uniform Shirt (no hoodies) on Mondays

SILVER

1 TALLY

Incentives:

- Typical privileges and trust
- Silver status is the average expectation of 6th – 8th Grade Students as they grow, learn, and increase their preparation for high school! While we would like every child to try to attain *Gold*, earning *Silver* every week is the norm

BRONZE

11 (for a 5 day week) or 4 tallies in one category in 1 day

Bronze Status Parent Communication

As an effort to teach independence and preparation for high school, students on Bronze will email their parents and all teachers to explain how they earned Bronze and what changes they intend they make so it does not occur again. Parents who have questions may reach out to their child's homeroom teacher

Consequences

- Loss of privileges (including Gold/Silver status privileges, chromebooks, free time)
- Unable to participate in after school, Cassell-sponsored extracurricular activities or Cassell sports practices, games, for the following week - *this includes any playoffs or championship games*
- Increased supervision while on school property (front of the line, seat changes as needed)
- Independent lunch and recess (supervised)
- Adult supervised bathroom visits (adult will remain in the hall, emergencies will be handled as needed)
- If most or all tallies are related to missing classwork/homework, students must attend the Wednesday homework help sessions
- Loss of Honor Roll status regardless of grades for that quarter

***2nd Bronze offense** in one school year:* Junior High team and parent meeting
***3rd Bronze offense** in one school year:* Meet with administration
***4th Bronze offense** in one school year*: MTSS behavior plan
(8th graders will risk graduation and end of year activity privileges)

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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!

2026–2027 CPS FAMILY CALENDAR
ELEMENTARY AND HIGH SCHOOLS

Chicago Public Schools

AUGUST				
3	4	5	6	7
10	11	12	13	14
17 ♦	18 ♦	19 ♦	20 ♦	21 ♦
24 +	25 +	26	27	28
31				

NOVEMBER				
2 PT	3 *	4	5	6
9	10	11 ♦	12	13
16	17	18	19	20
23	24	25	26 *	27 *
30				

FEBRUARY				
1	2	3	4	5
8	9	10	11	12
15*	16	17	18	19
22	23 ♦	24	25	26

MAY				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31 *				

SEPTEMBER				
	1	2	3	4
7 *	8	9	10	11
14	15	16	17	18
21	22	23	24	25 ♦
28	29	30		

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

MARCH				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
	1	2	3	4
7	8	9	10	11 Q
14 ♦	15 E	16 E	17 E	18
21 E	22 E	23	24	25
28	29	30		

OCTOBER				
			1	2
5	6	7	8	9
12 *	13	14	15	16
19	20	21	22	23 Q
26	27	28	29	30

JANUARY				
				1
4 ♦	5	6	7	8
11	12	13	14	15
18 *	19	20	21	22 Q
25	26	27	28	29 ♦

APRIL				
			1	2 Q
5	6 ♦	7	8	9
12 PT	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JULY				
			1	2
5 *	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

LEGEND

- * Holiday
- Q End of Quarter
- Day of non-attendance for students
- Anticipated Window for Summer Programs
- No students or teachers in school
- + First day of school for K-12 on Monday, August 24, 2026; First day of school for PreK on Tuesday August 25, 2026
- PT Elementary and High School Parent-Teacher Conference Day
- E Emergency day-school in session if student days fall below state requirement
- ♦ Professional development days

***HOLIDAYS**

September 7	Labor Day	January 18	Martin Luther King Jr. Day
October 12	Indigenous Peoples' Day	February 15	Presidents' Day
November 3	General Election observed in lieu of Veterans Day	May 31	Memorial Day
November 26, 27	Thanksgiving Holiday	July 5	Observance Day

Please note: December 25 – January 1 and July 5 are observed holidays for the district offices.

Quarter	1	2	3	4	Total
Weeks	9	10	9	10	38
Days	42	45	42	47	176

HOME & SCHOOL CONNECTION

Cassell School Hours
Regular school hours begin at
7:45 A.M. and end at **2:45 P.M**

CONTACT US

Dr. Eileen Scanlan	**Principal**	emscanlan@cps.edu
Mrs. Julie Pienta	**Assistant Principal**	jaschwarz@cps.edu
Mr. Sean Murphy	**Counselor**	sjmurphy@cps.edu
Mrs. Megan McShane	**Case Manager**	memcshane@cps.edu
Ms. Tracy Rau	**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

Please email teachers directly, check the school website, or call the school office directly for the most current information, answers to questions, and to address any concerns

ENTRY & DISMISSAL

MORNING ENTRY

Students should arrive to school between 7:35am – 7:45am to line up outside of their classrooms. Outside doors will close at 7:45am. Students should not arrive on school grounds before 7:35am.

Students who are TARDY will be required to enter through the main entrance of the school and obtain a tardy slip to proceed to class. **Students are considered tardy if they do not enter with their homeroom at 7:45am**

Students who wish to receive a free breakfast must enter through the rotunda doors. Breakfast is served at 7:35am

DISMISSAL PROCEDURE (AND SAFEST ROUTE HOME)

Children are to go directly home at dismissal time **AT 2:45PM**

- **No one may not re-enter the building after dismissal unless there is an existential threat or crisis. THE OFFICE CLOSES AT 3:00PM.**
- 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 7:35am-7:55am and 2:35pm-2:55pm
- Dogs are not permitted on school grounds.
- Parents are requested to cross children at the corner and/or practice this safety habit with 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 approximately 3:30pm, depending on after school programs or school activities
- WE ARE NOT ALWAYS STAFFED TO DIRECT TRAFFIC/AT DISMISSAL SO PLEASE TAKE CAUTION. ***Paraprofessionals stationed on the north and south corners of Spaulding are NOT City of Chicago crossing guards.*** They are staff members who are present to monitor entrance and dismissal

INCLEMENT WEATHER

Students will be allowed entry to the building at 7:35am.

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.

8TH GRADE GRADUATION

Students must adhere to the requirements stated in the 8th grade contract to participate in all graduation activities, including Cassell's graduation ceremony.

K-8 REPORT CARDS

Report cards are issued four times during the school year and will be sent home at the end of each of all four quarters. Parents will have the opportunity at the end of the 1st and 3rd quarter to schedule parent teacher conferences to discuss their child's progress However, parent/teacher communication is encouraged throughout the school year

GRADING SCALE

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

Please contact your child's teacher(s) with any concerns about grade discrepancies, weights, and/or balance of grades

MISSING WORK PROTOCOL

Students will have 2 days to make up the work for each class day they were absent and will be graded according to the same criteria as if the student had not been absent

For every day after the 2 days, the assignment will be graded for accuracy, and also have 10 points deducted from the remaining total points

SCHOOL FEES

School Fees are **$175.00** per student. 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.

PARENT / TEACHER CONFERENCES

November 2, 2026 & April 12, 2027

Parents are always welcome at Cassell School. An appointment must be scheduled with the teacher in advance of a visit outside of the designated CPS Parent/Teacher Conferences in October and April, 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.

Virtual and/or phone conferences may give both parties more time to connect and discuss and are encouraged.

Parents can monitor their child(ren)'s grades through the Aspen Parent Portal and can communicate with teachers at any time during the school year.

All visitors must report to the main office for a visitor's pass and will be required to show their Drivers License or State ID; this is necessary for the safety and security of the students in our charge. Please return the 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 to 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*

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

CURRICULUM & ASSESSMENT

ILLINOIS & CPS MANDATED UNITS OF STUDY

Below you will find information regarding policies that mandate content and/or curriculum that must be addressed in the Chicago Public Schools. For additional information on the requirements listed below please see the **CPS minimum graduation policy,** the Illinois State **Social Science learning standards, and** the Illinois Classrooms in Action **guidance on state mandates in Social Science.**

State of Illinois Mandated Units of Study: **https://www.isbe.net/Documents/IL-Mandated-Units-of-Study.pdf**

The State of Illinois requires that students receive instruction following state and common core standards, as well as on specific content including:

- Holocaust and Genocide study
- Women's History
- Native American History
- Asian-American History
- Disability history and awareness
- Erins Law & Title IX
- Congressional Medal of Honor
- Labor History
- Role and contribution of ethnic groups in the history of the US and state
- Civics Course Requirement (Middle School)
- African-American History
- Latin-American History
- Reparations Won
- LGBTQ Inclusive History
- US & Illinois Constitution (Middle School)

Cassell incorporates this learning throughout the school year.

SY27 CPS ASSESSMENT CALENDAR (K-8)

ASSESSMENT	DATES	GRADES
Common Unit Assessments	After each unit of instruction	K-8
EL Screener	8/24/26 - 9/30/26 First 30 days of enrollment or Within 14 day of enrollment	K-8
Access	1/13/27 - 3/2/27 (English Learners)	K-8
SANDI	9/2/25 - 10/24/25 4/5/27 - 5/28/27	K-8 (Cluster Only)
REACH Performance Tasks	9/8/26 - 11/6/26 4/26/27 - 6/4/27	K-8
KIDS	8/24/26 - 10/21/26	K
iReady	8/31/26 - 9/24/26 4/26/27 - 5/20/27	K-2

ASSESSMENT	DATES	GRADES
Illinois Science Assessment (ISA)	3/1/27 - 4/30/27	5 & 8
STAR 360	8/31/26 - 9/24/26 4/26/27 - 5/20/27	3-8
Illinois Assessment of Readiness (IAR)	3/1/27 - 4/16/27	3-8
DLM-AA	3/10/27 - 5/5/27	K-8 (Cluster Only)
CPS HS Admissions Test	TBD	8
Algebra Exit Exam	5/18/27-5/20/27 & 5/25/27-5/26/27	8 (Students in Algebra)

CORE CURRICULUM

READING/LANGUAGE ARTS	
K-2	✎ Wonders, McGraw-Hill Education ✎ Magnetic Reading Foundations
3-5	✎ My View Literacy ✎ Novel Study
6-8	✎ My Perspectives ✎ Vocabulary, Word Study focusing on Greek & Latin affixes, independent reading, novel studies and writing in response to reading (RACES)

MATH	
K-8	✎ enVision® Mathematics

SOCIAL STUDIES & SCIENCE	
K-8	✎ My World Social Studies ✎ OpenSciEd

ASSESSMENTS	
K-2	✎ iReady BOY, MOY, EOY ✎ Classroom Assessments
3 - 5	✎ STAR360 BOY, MOY, EOY ✎ Classroom Assessments



QUALITY & CHARACTER OF CASSELL SCHOOL



VISITORS

All visits must be made by appointment in advance. 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, show their Drivers License or State ID, and obtain a visitor's pass before proceeding through the building or the visitor will be arrested for trespassing.

No one may not re-enter the building after dismissal unless there is an existential threat or crisis

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 to determine if the request will be granted. 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.
- ***Students may only be released to contacts listed on the emergency form.***

SCHOOL BUILDING SAFETY AND SECURITY

All doors will be locked after entry and dismissal. The only access to the building will be through the main entrance on Spaulding between 7:45 and 2:45. There will be no re-entry to the building after dismissal

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.

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.

BIRTHDAY INVITATIONS

Students cannot distribute invitations to birthday parties or any other events outside of school on school grounds or in the classroom unless ALL students from the class are invited.

BIKES/SCOOTERS

All bikes or scooters brought to school must be chained on the bike rack or they should not be brought to school. WE are not responsible for any missing bikes/scooters. Bikes/Scooters ***must be*** **WALKED** off school grounds, not ridden

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.

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. The school is NOT responsible for any lost or damaged items.
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.

LOST/ DAMAGED INSTRUCTIONAL MATERIALS

Students are responsible for any books and instructional tools (including iPads or Chromebooks) assigned to them. Any lost materials must be paid for in full before report cards can be issued.

RESTORATIVE APPROACHES TO DISCIPLINE

STUDENT CELL PHONE POLICY

PER THE CPS STUDENT CODE OF CONDUCT



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.

School Grounds include everywhere inside the building, as well as all sidewalks, the blacktop, playground, and grass within the city sidewalk.



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 – 3:00pm. Use of a cell phone during school hours will result in disciplinary actions, and the principal retains the right to prohibit the use of cell phones/informational technology for any student, at any time, 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.

Please Note **- Any other device used to track your child(ren) needs to be turned off and stowed in their backpack for the day. In addition, Cassell is also not responsible for the loss of any of these alternative devices either**

DISCIPLINE

STUDENT CODE OF CONDUCT

Each year the Student Code of Conduct (SCC) 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. The SCC is used for behavor that exceeds the scope of the classroom discipline policy.

Teachers will share their classroom discipline policies in their quarterly newsletters and teachers will contact parents as needed.

Jr. High Students follow the "Go for the Gold" Behavior Incentive program.

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.

PARENTS ARE NOT ALLOWED TO ADDRESS OTHER STUDENTS ON SCHOOL GROUNDS. PLEASE REACH OUT TO THE CASSELL ADMINISTRATION WITH ANY ISSUES

SOCIAL MEDIA & OFF-CAMPUS BEHAVIORS

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

If the student's off-campus behavior falls within Group 5 or 6 of the SCC and has caused a disruption during 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 and/or has not caused an disruption during school, non-punitive interventions, such as restorative approaches, parent/guardian conferences, and safety plans, may be offered and implemented when appropriate.

Otherwise, behaviors that occur outside of school are not investigated by school officials. Parents are strongly encouraged to monitor their child(ren)'s outside behavior and social media interactions.

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 and social events for students such as 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.

School Fees must be paid to participate in extra curricular special events outside of school hours

CULTURE FOR LEARNING

AWARDS

HONOR ROLL AWARDS

6th – 8th Grade

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.

PRINCIPAL'S HONOR ROLL REQUIREMENTS:

- A's and B's in every subject
- No checks or behavior infractions

Tallies on Jr. High Blue Cards determine check marks on Report Cards. Students who have 5 tallies in a quarter will not be on Honor Roll

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.

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 **nicolebeauchamp83@yahoo.com for membership and general questions**

CASSELL SPORTS ASSOCIATION (CSA)

The Cassell Sports 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 CSA 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 CSA 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. 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.

- **Student athletes must have a passing grade of C or higher in all classes and exemplary behavior 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.**
- **Students in 6th-8th Grade on BRONZE may attend games and practices to support their team, but they are not allowed to participate**

Please refer to the CSA 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 *every year*. 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.

The Cassell Sports Association can be contacted at casselleagles@gmail.com

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

https://cpsparentu.org/apps/pages/index.jsp?uREC_ID=319488&type=d

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 individually and as a homeroom

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.**

**** Students with a 504 or an emergency will have first priority to see the nurse. All other conditions will be assessed by office staff and a parent will be called to determine the outcome should the nurse not be available**

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.
- *Please consider emailing your children(s)' teacher(s) to let them know of the absence as well; the office is unable to communicate the entire school's absences to classroom teachers*
- 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

SCHOOLWIDE MISSING WORK POLICY

Regardless of a student's reason for being absent, classwork and homework will ***not*** be provided in advance by the teacher(s). Students will be able to receive what they missed upon returning, and will have time to make it up (see homeroom teachers' Quarterly Parent Letters for specifics

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

Per Illinois Law, students may take up to 5 excused Mental Health days. However, days that are taken consecutively will require a doctor's note to return to school and students may also be referred to the school counselor or social worker.

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

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.

STUDENTS WITH AN EARLY DISMISSAL BEFORE 1:45PM WILL RECEIVE A ½ DAY ABSENCE

(Times subject to change; check for updates on on cassell.cps.edu > Parents > Handbook)

TARDINESS

It is essential that students arrive at school on time. Tardiness is disruptive to the learning process. If a student does not arrive with their class they 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 8:45AM WILL RECEIVE A ½ DAY ABSENCE

(Times subject to change; check for updates on on cassell.cps.edu > Parents > Handbook)

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 7:35-7:45am Students must arrive by 7:35 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.**

<u>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.</u>

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
Forms can be found at
https://www.cps.edu/services-and-supports/health-and-wellness/chronic-conditions/

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 UNIFORMS

2026 - 2027



UNIFORM SHIRTS & SWEATERS/SWEATSHIRTS (NO HOODIES):

K-5: White or Navy Cassell Polo, Collared shirt or Turtleneck, or Cassell Spirit Wear

6-8: Maroon Cassell Polo, Collared shirt or Turtleneck, or Cassell Spirit Wear

UNIFORM PANTS, JUMPERS OR SKIRTS:

K-8: Navy Blue

UNIFORM SHOES:

K-8: Dress or Gym Shoes

Due to safety concers, open toed or open heeled shoes are not permitted (Crocs, mules, clogs, flip flops, etc.)

Examples of items that are NOT allowed as part of the school uniform:
Heeled shoes, flip-flops, crocs, clogs, sandals, stretch pants/leggings, mid-length shirts/sweaters, t-shirts or undershirts NOT part of the uniform, no apparel with logos, navy pants with stripes, cargo pants, windbreaker athletic sportswear, jeans, bib overalls, any clothing with holes or tears. No makeup is allowed. No writing or coloring on the child's body that would distract the learning process.

GYM UNIFORM

K-5: White or Navy Cassell T-Shirt or Spiritwear; Navy Cassell shorts or plain sweatpants

6-8: Maroon Cassell T-Shirt or Spiritwear: Navy Cassell shorts or plain sweatpants

Shorts are to only to be worn under sweatpants on gym days and worn during gym time between October 1 and April 30, weather permitting

HOT WEATHER UNIFORM: **The Cassell Gym Uniform may be worn during the months of May thru September. Navy blue uniform shorts may also be worn. The *Hot Weather Uniform* is not mandatory; the buildings are air conditioned**

DRESS DOWN DAYS: **Examples of clothing not allowed: Torn clothing or clothing with holes, words or pictures that are not appropriate, and anything that is disruptive to the school setting.**

SCHOOL UNIFORMS ARE MANDATORY

Should your child have sensory needs, please contact administration. Students who do not regularly comply with the uniform policy will not be allowed to participate in extra curricular activities or events

CASSELL SCHOOL UNIFORM FAQS

Q: When are students allowed to wear the "warm weather" uniform?
A: Unless otherwise announced, student may only wear shorts from the first day of school until October 1st. On May 1st students may begin to wear shorts again

Q: Are students allowed to wear hoodies?
A: Wearing hoodies and coats during school hours is prohibited at all times, including on Dress Down Days

Q: What types of navy pants, shorts and skirts are allowed?
A: Only plain navy pants, shorts and skirts are allowed. Markings such as stripes or logos are prohibited

Q: Are students required to wear polos with the school logo?
A: No, they are not required. Students are allowed to wear plain white or navy polos in grades K-5, and plain maroon polos in 6th – 8th

Q: Are students allowed to wear jewelry?
A: Only small stud earrings are allowed and must be worn in both ears

****Please reach out to administration if you have any questions. When questioning what is allowed, the usual rule is anything that distracts others or attracts attention is not allowed**



ONLY CLEAR WATER BOTTLES ALLOWED

**** The use of water bottles outside of lunch time is at the discretion of the teacher. Any water bottle must be clear plastic and only contain water. During lunch they may use any type of plastic bottle for drinks**



White sweaters or cardigans for Jr. High Students (NO HOODS)

Math Data Record

BOY	MOY	EOY	Other Assessment & Data Notes
Score(s): (Score, Percentile, Grade Level)	Score(s): (Score, Percentile, Grade Level)	Score(s): (Score, Percentile, Grade Level)	
Area(s) of Strength:	Area of Strength:	Area of Strength:	
Area(s) of Weakness:	Area of Weakness:	Area of Weakness:	
Goals/Notes/ Conference:	Goals/Notes/ Conference:	Goals/Notes/ Conference:	

Reflection:

Reading Data Record

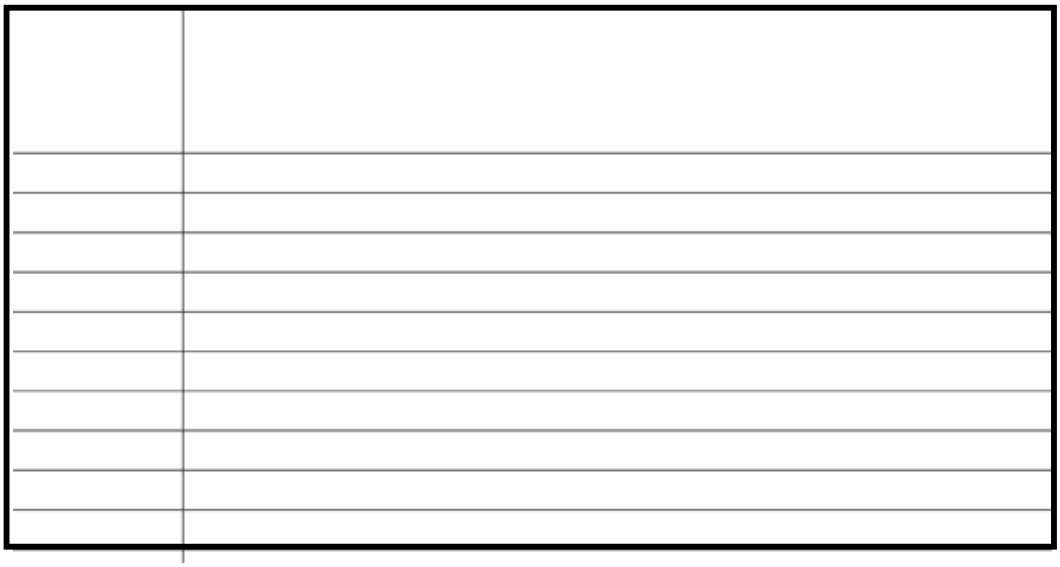
BOY	MOY	EOY	Other Assessment & Data Notes
Score(s): (Score, Percentile, Grade Level)	Score(s): (Score, Percentile, Grade Level)	Score(s): (Score, Percentile, Grade Level)	
Area(s) of Strength:	Area of Strength:	Area of Strength:	
Area(s) of Weakness:	Area of Weakness:	Area of Weakness:	
Goals/Notes/ Conference:	Goals/Notes/ Conference:	Goals/Notes/ Conference:	

Reflection:

CASSELL WHOLE-SCHOOL GRAMMAR, CONVENTIONS, & MECHANICS TARGETS

By the end of	Students will have mastered
Kindergarten	• Begin a sentence with a capital letter. • End a sentence with a correct punctuation mark. • Space words appropriately - words need to be 1 finger space apart.
1st – 2nd Grade	• Capitalize proper nouns • Use of commas
3rd Grade	• Parts of Speech • Simple, Compound and Complex Sentences • Capitalize titles
4th & 5th Grade	• Proper capitalization • Sentence structure, fragments & run ons • Citing evidence from text to show support and details • Correct use of quotation marks
6th – 8th Grade	• Correct spelling (using docs suggestions) • Formal writing vs. Informal writing (text messages) • Verb tense • using question stems to start their responses • Writing a "subject" in subject line of email

CASSELL WHOLE-SCHOOL HEADINGS EXPECTATIONS



Cassell School expects appropriate headings school-wide. Teachers will demonstrate what should be included, and students can practice here

Some examples:

- First & Last Name
- Homeroom
- Date - *written out*

CASSELL WHOLE-SCHOOL TEST RE-TAKES PROTOCOL

- Students may only retake a test if they receive a 59% or lower (F NOT A D)
- They are allowed 1 attempt if they choose to take it
- The new score is entered into Gradebook as a replacement, however; **the new score cannot be higher than a 70 (if corrections are correct)**

LOGINS & PASSWORDS

CPS EMAIL: PASSWORD:

Name of Site	Username	Password

Notes: