



# Student-Parent Handbook 2016-2017

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[www.cassell.cps.edu](http://www.cassell.cps.edu)

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## **Cassell Vision**

Cassell's vision is to develop creative leaders to meet the challenge of the future. We believe that our children, supported by our Cassell "family" members, will view the arts as a basic means of communication, will attain a strong academic base, will gain a greater understanding of human civilization, will be better prepared for their adult lives, and will develop their artistic understandings-judgments.

## **Cassell Mission**

The faculty and staff at Cassell are dedicated to promoting, supporting, and developing, an environment that motivates its members to strive for optimum educational experiences for all its members.

## **Local School Council Members**

2016-2018

**Chair-Person:** Courtney Sinisi (Parent)

**Vice Chair-Person:** Mike Hein (Parent)

**Secretary:** Sue McGregor (Parent)

Tabatha Becker (Community)

Kathleen Brandt (Teacher)

Thomas Boyd (Parent)

Elaine Cloney (Teacher)

Mary Hughes (Parent)

Anna Gallapo (Community)

Kim Migliore (Parent)

Mary Penrod (Staff Rep)

Eileen Scanlan (Principal)

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## Academics

### Grading Scale

<b>A</b>	<b>90 – 100%</b>
<b>B</b>	<b>80 – 89%</b>
<b>C</b>	<b>70 – 79%</b>
<b>D</b>	<b>60 – 69%</b>
<b>F</b>	<b>59% &amp; Below</b>

### Community Service

Students in grades 6-8 are required to complete 10 hours of community service a year. Students may perform their hours in the community or at school when needed.

### 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. If a student does not attend the field trip, the child will stay at school and complete classroom assignments.

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

### Graduation ~ 8<sup>th</sup> Grade

\*\* Please attend the 8<sup>th</sup> Grade Parent meeting in September and adhere to the requirements stated in the 8<sup>th</sup> grade contract

### Homework Policy/Program

\*\* Please see each teacher's Homework Policy outlined in the quarterly letters

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## **Progress Reports**

To keep parents informed of their child's progress are sent home with each student 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.

## **Report Cards**

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

## **School Fees**

Fees during the 2016-2017 school years are \$125.00 per student (max of \$325.00 per family). These fees pay for items that the school is not able to cover in its budget. The school fees do not cover library fines and other charges for the loss, misuse or destruction of school property; charges for the purchase of yearbooks, pictures, diploma covers, and similar items; charges for optional travel outside of school hours; some field trips & some consumable materials charges for admission to social events or recreational programs. Foster parents must submit these costs to the designated agency so the school can be reimbursed for these expenses.

## **Teacher Conferences**

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

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

Parents are strongly urged to respect the wish of teachers to manage their classrooms unencumbered at entry and dismissal times. 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.

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## Attendance

### Attendance (Student)

If a child is not at school, he/she misses lessons presented on that school day. In the event of a student's absence, a telephone call must be made by the parent or guardian to the school office. The student's name, homeroom, and grade should be relayed to the clerk or you may leave a message on the voice mail. Call 773-535-2640 in the morning before entry time. Upon returning to school, a note should be given to the classroom teacher explaining the reason for the absence. This note is put into the student's file. Students returning from an absence caused by a contagious illness must present a note from a physician for re-entry into the classroom.

### 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.

### 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. Absences 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.

### Early Dismissal

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

### Tardiness

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

### 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.

## Awards

### Awards

Honor Rolls, Cassell Award, and Citizenship will be for **grades 3-8 only**. We will continue to have an Awards Ceremony for students at the end of the year, that we unfortunately cannot invite parents/guests to, due to space limitations.

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

Students are identified quarterly and the end of the year for honors. Students are honored at an assembly held at the end of the school year for service to the school, academic achievement, and other notable accomplishments. The categories are:

- A Honor Roll (All A's in every subject for all 4 quarters with no checks)
- B Honor Roll (All A's and B's in every subject for all 4 quarters with no checks)
- Citizenship (Exemplary behavior and treatment of others, no behavior checks on their report card for all 4 quarters)
- George F. Cassell Award (Each teacher picks one student from their class who has shown exemplary effort in all aspects of their school year; please note that prior recipients may not be selected in order to award more students throughout the years)
- Perfect Attendance (A student is present every school day without any tardies or early dismissals)
- Safety Patrol (7<sup>th</sup> Grade Students who volunteer their time and are present, on time and actively engaged in patrol)
- Student Council (Students in grades 3<sup>rd</sup>-8<sup>th</sup> who are elected each year to represent the school on the council).

## Athletics

### Cassell Athletic Association (CAA)

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

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

registration, etc. School family must be debt free to the school (school fees, missing book fees, etc) in order to be eligible to participate.

## Discipline

### Student Code of Conduct

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

### Detentions

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

Should a child have to be reminded of the school rules more than once during a class, the teacher will note on the calendar by indicating his/her room number and the number 1. Should a child need repeated reminders of class/school rules, display inappropriate physical behavior or display behavior in which he or she needs to be removed from the class setting, the teacher will indicate with a number 2. If a child earns 2 1's in a day or three 1's in a week they will be issued a detention. Should a child earn a 2 they will be issued a detention or referral to the office for additional behavior consequences as noted in the Student Code of Conduct Book.) If a student continues to disobey the Student Code of Conduct, he or she will be required to serve a detention after school, assigned by the teacher.

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

- Detentions are scheduled Monday-Friday from 3:00-3:45 P.M. or 7:15-8:00A.M. in ROOM 117.
- Siblings are not allowed to accompany the student to detention.
- Parents and guardians are asked to support the school in its efforts to impose consequences for undesirable behavior by ensuring attendance of students assigned to detention.

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

## Entry & Dismissal

### Morning Entry

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

### **Student Line Up**

Students should report to their class line between 7:50-7:55am to line up for morning entry.

Classroom teachers will pick up their class at their designated class line spot. Students who do not ever with their class will be required to enter through the main entrance of the school and obtain a tardy slip to proceed to class

### Dismissal Procedure (and Safest Route Home)

Children are to go directly home at dismissal time.

- Teachers are expected to dismiss pupils promptly.
- 5<sup>th</sup> 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade students exit through the Rotunda Doors.
- Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade students exit at the Playground Doors.
- 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> students exit at the east door of the new Intermediate Building
- Students must not re-enter the building after dismissal unless they first report to the office with a serious problem.. **THE OFFICE CLOSSES AT 3:30PM.**
- Parents are requested not to block crosswalks, drive way, or where the busses drop-off/pick-up students.
- Dogs are not permitted on school grounds.
- Parents are requested to cross children at the corner with the patrol to develop this safety habit in the child
- Children may never be 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.

### Inclement Weather

Students will be allowed entry to the building at 7:50am. K-2 will proceed to the gym, 3-4 will enter the modular building and line up outside of their class, and 5-8 will proceed to the multi-purpose room

**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.

## Food Policies

### Breakfast Program

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

### Classroom Treats

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

### Lunch

- CPS now provides a free breakfast and hot lunch for all students. Applications for free or reduced lunch are available 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. **Each school's funding depends on return of these forms.**
- Bag lunches must not include bottles or cups. Parents are prohibited from bringing "special" fast food lunches to school for their child(ren) to eat at lunchtime.
- If a student forgets their lunch, a school lunch will be provided.

## Safety and Security

### Classroom Deliveries

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

### 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.

### Emergency Information Forms

- Updated information is a necessity in case of an emergency that involves your child.
- **Cassell must have up-to-date telephone numbers of your home, cell phone, place of business, emergency numbers of relatives, friends, or neighbors including those of your pediatrician or family doctor who can be contacted in the event of an emergency.**

- Illinois School Code requires at least 2 working phone numbers at all times. If you change phone numbers, change jobs, change doctors, or move, you must inform the school office in writing so all school records can be adjusted.
- All person's listed on the emergency form must be 18 years of age or older.

### **School Building Safety and Security ~ Visitors and Parents**

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

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

#### **Under Board Policy please be forewarned:**

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

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

**The main entrance is the dismissal location for students who ride the bus home. 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.**

#### **Visitors**

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

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

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

## General Information

### School Hours

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

### School Uniforms.

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

### Cell Phones

Cell phones are **not permitted** on school premises per the Chicago Public Schools Student Code of Conduct. Please refer to the Student Code of Conduct.

### Lost Library Books, Textbooks

**Students are responsible for textbooks and library books assigned to them.** Any lost books must be paid for in full before report cards can be issued. Students must cover books to protect them.

### Fun Fair

Cassell School Fun Fair is an annual all school event to celebrate the end of another successful school year. The Fun Fair is made possible through the dedication of the PTA, volunteers and all those who support Cassell School PTA Fundraisers. It is anticipated that all students will attend the event, however, if a student has repeated or ongoing violations of school rules of conduct they will lose this privilege and will be excluded from participating. Such violations include but are not limited to excessive absences, tardies, missing homework assignments, detentions, and/or suspensions.

### Uniform

See the uniform policy at <http://cassell.cps.edu/> or request a copy from the office.

### Distributing Materials on School Grounds

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

### Valuables (Student)

Students are asked not to bring valuable items and large sums of money to school. Students are responsible to care for house keys, glasses, and watches, etc. If a special day or event is held where students are allowed to bring iPods or other toys/games, students are solely responsible and bring at their own risk.

## Medical

### 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.

### 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.

### 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.**

### Medications (dispensing of)

A student who needs to receive medication or treatment of any kind during school hours to attend school must make arrangements with the school nurse.

