

HEARST PARENT & STUDENT HANDBOOK 2023-2024



“Home of the Warriors”

Learning • Collaboration • Results

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Dear Parents and Caregivers of the Hearst Elementary School Community,

Thank you for being an important member of our learning community. In order to have the highest functioning school possible, we are seeking all parents to understand and commit to the following:

Mission Statement

The Hearst Community will develop their capacities through rigorous **LEARNING** activities devoted to academic and professional growth. Through **COLLABORATIVE** efforts, we will set a course for college and career preparedness **RESULTING** in the achievement of our goals.

OUR GOAL

It is the goal of Hearst Elementary School to educate each child to his/her highest potential through the collaborative efforts of child, parent, teacher and community. It is our educational goal that each student raises their math and reading levels by one full grade each year. It is our behavioral goal that students become self-directed and maintain a high degree of respect for self and others.

HEARST CONTACTS

Phone 773-535-2376
4640 S. Lamon Avenue
Chicago Illinois 60638
www.hearst.cps.edu

HEARST ADMINISTRATIVE TEAM

Principal: Teresa Chrobak-Prince
Assistant Principal: Janelle Okerenimkpe
Counselor: Samantha Pentz
Dean of Students: Eduardo Perez
Case Manager: Stacy Czub
Head Clerk: Felix Mejia
Head Security: Theresa Brooks
Bilingual Coordinator: Dellanira Cahue

FACILITIES & FOOD SERVICES

Engineer: Anthony Tado
Lunchroom Manager: Quincy Attah

HEARST RELATED SERVICES

Psychologist: Calvin Day
School Nurse: Trina Romero-Munoz
Speech Therapist: Allysa Goedeker
Occupational Therapist: Nakii Wilson
Social Worker: Larry Lesure

HEARST ANCILLARY TEACHERS

Athletic Director/Physical Education/Health Instructor: John Rivera

Technology Teacher/Coordinator: Danielle D'Antonio

Visual Arts/Theater Teacher: Alicia Winton

HEARST TEACHERS

Prek-1st Grade

Blended Prek ½ Day: Matilde Romero & Sonia Barrientos

Blended Prek Full Day: Maria Aguilara & Anna Espinosa

Kindergarten: Amber Hardwick

First Grade: Lleni Margil

2nd-3rd Grade

Second Grade: Kiah Nolan

Second Grade: Yareny Chavez

Third Grade: Gisel Cabrales

4th-5th Grade

Fourth/Fifth Grade ELA/Social Science: Susan O'Neill

Fourth/Fifth Grade: Math/Science: Kristin Ramirez

6th-8th Grade

Sixth-Eighth Grade 6th Grade Homeroom/Science/Social Studies: Dimetreus Maxey

Sixth-Eighth Grade 7th Grade Homeroom/Math/Social Studies: Michael Sacharski

Sixth-Eighth Grade 8th Grade Homeroom/ELA/Social Studies: Arturo Almazan

Diverse Learners Cross Category

Resource: Natalie Episcopo

Resource: Marisa Babiarz/Jamaica Trazona

Resource: Jennifer McMillan/Sharon Thomas

Resource: TBD

Diverse Learner Cluster Program

Pre-School: Emily Brothers

Primary Low-Incidence: Andrew Celio

Intermediate Low-Incidence: Erin Wright

Upper Low-Incidence: Rachel Smith

Upper Low-Incidence: Michelle Martin

SCHOOL SECURITY IS OUR PRIORITY!

- Please follow all Hearst specific rules regarding entry of the building. No parent or visitor may enter a door other than Door #1, the main entrance, at any time.
- All guests, including volunteers, must sign in at the security desk and present ID for a pass, each and every time you enter the building (even if you enter daily).
- To meet with teachers, an appointment must be scheduled in advance and not during instructional time.
- Parents are not allowed to enter the school with their child in the morning, as it would be too difficult to monitor so many adults inside the building. Kindly drop your child off at the designated drop spots, as directed by HEARST staff.

PROFESSIONAL DEVELOPMENT/HOLIDAY/VACATION SCHEDULE

Parents may anticipate the following non-attendance days.

SEPTEMBER 4	LABOR DAY - No School
SEPTEMBER 22	PROFESSIONAL DEVELOPMENT DAY - NO SCHOOL
OCTOBER 9	INDIGENOUS PEOPLE'S DAY/COLUMBUS DAY - NO SCHOOL
OCTOBER 26	PARENT-TEACHER CONFERENCES (Report Card Pick Up) - NO SCHOOL
OCTOBER 27	SCHOOL IMPROVEMENT DAY - NO SCHOOL
NOVEMBER 10	VETERANS' DAY - NO SCHOOL
NOVEMBER 20-24	THANKSGIVING HOLIDAY - NO SCHOOL
DECEMBER 22	SCHOOL IMPROVEMENT DAY - NO SCHOOL
DECEMBER 25-JANUARY 5	WINTER VACATION - NO SCHOOL
JANUARY 15	DR. M.L. KING JR. DAY - NO SCHOOL
FEBRUARY 9	PROFESSIONAL DEVELOPMENT DAY - NO SCHOOL
FEBRUARY 19	PRESIDENT'S DAY - NO SCHOOL
MARCH 25-29	SPRING VACATION - NO SCHOOL
APRIL 1	SCHOOL IMPROVEMENT DAY - NO SCHOOL
APRIL 10	PARENT TEACHER CONFERENCES (Report Card Pick Up) - NO SCHOOL
MAY 27	MEMORIAL DAY - NO SCHOOL
JUNE 6	QUARTER ENDS - LAST DAY OF SCHOOL

GUIDELINES FOR CONFERENCES / ADDRESSING CONCERNS

By following this protocol, issues will be addressed quickly and efficiently. This protocol can be summarized as: Go to the source ; that is, address the issue with the person(s) closest to the issue. Do not escalate issues without following this protocol.

When students or families have issues we have a protocol outlined here for addressing your concerns:

PARENTAL CONCERNS (Guidelines)

1. Contact the student's teacher **FIRST** to discuss the concern and work with the teacher to arrive at possible solutions. Appointments with the teacher will be made by writing a note or emailing the teacher requesting a conference or by **SENDING AN EMAIL** to the teacher to make an appointment.
2. If the concern cannot be resolved with the teacher, the parent/guardian should then request a conference with an administrator by emailing. After discussing the situation with both parties, the administrator will act as a facilitator in making every effort to resolve the issue. Every effort should be made to resolve questions, concerns, and problems as soon as possible.

PARENTAL OBSERVATION POLICY

Please send a note to school that requests a parent observation. Please include the following information in the note:

- a. Your name
- b. Student's name
- c. Student's room number
- d. The classroom where you would like to observe your child
- e. 3 possible dates and times
- f. The purpose of your observation
- g. A phone number or email to respond to your request
- h. Requests need to be submitted 5 days prior to observation

If approved by Hearst Administration, observations will be no longer than 20 mins and parents must be accompanied by the Principal or Assistant Principal.

REGISTRATION

A parent, legal guardian, or temporary custodian of any elementary age child enrolling in a Chicago public school is required to submit proof of age, residency and required medical records to the school. Parents/ Guardians are encouraged to register new kindergartners in the spring and all other children prior to the first day of school.

SCHOOL HOURS

Students are expected to report to school on time each day. **School begins at 8:45 AM and dismissal is at 3:45 PM.** Children may arrive on the school playground by 8:35 AM and are expected to be ready in line with their class by 8:45. Students may only enter the building with teacher supervision. Teachers will pick-up their classes from the playground in the morning and enter

at Door #5. Students arriving after 8:52AM should enter at Door #1. At dismissal, students are to go directly home from school.

DISMISSAL

At Hearst we are committed to making sure that our students are safe in and around school. Please help us keep our children safe at dismissal. Parents/Guardians must pick up their children at DOOR 5. If a student needs to be picked up early, prior authorization has to be given by the main office. Students who are NOT picked up at dismissal will be escorted to the main office so a parent can be notified. Please make sure that emergency information is correct. We must be able to contact a parent/guardian in case of emergency.

4th-8th grade students are allowed to walk home after school with no written or verbal permission from a parent. A permission form is necessary for students in grades Kindergarten - 3rd grade. Kindergarten—3rd Grade students ARE NOT allowed to walk home without being accompanied by an approved older sibling or adult.

Parents are reminded that the corner store owner on 47th & LaPorte has asked for students to not hang out in the store before or after school.

PLAYGROUND

For safety reasons, Hearst students may not play on the playground after dismissal. There is no staff on duty to supervise students. The playground is closed whenever there are school activities being held after hours. In general the playground is closed Monday-Friday 6AM-5PM or whenever school is in session. Thank you for your continued support in keeping our students safe.

PARKING LOT

The parking lot is CLOSED for drop-off 8:30-8:52 and pick-up 3:30-3:55 EVERY DAY! Remember that it is extremely dangerous (and illegal) to go around a school bus in front of the school. If you need to park and walk your child to school – do not park on Lamon Ave. as the buses are picking up students. Remember to always use the crosswalk.

MEDICAL COMPLIANCE

All entering students must have proof of immunization and a medical form completed by a licensed physician. Dental & Vision exams are also required of students new to Illinois at certain grade levels. Any medications required by a physician must be kept in the school office w/ child's name, in the original container. Medications must be administered by the student, parent/guardian or adult designee. **Over the counter medications are strictly prohibited in school and will be confiscated and returned only to a parent or legal guardian.**

MEDICAL EXAMINATION AND IMMUNIZATION

Diseases that can be prevented by immunizations are an unnecessary hazard to the health of other children in the classroom, as well as to their family and the community. Parents must provide records of medical examination and immunization for their children to be admitted to school.

All children in Chicago Public Schools who are in grade levels kindergarten, 6th, and all new enrollees must present a completed medical record and an official record of immunization before being admitted to class in September. All students entering Kindergarten, 2nd and 6th grade must present a complete dental examination. Kindergarten students and all other students entering an Illinois school for the first time need a vision exam.

The only records that will be accepted are existing school health records and those of a healthcare provider, such as a physician, Chicago Department of Health, school nurse, hospital, etc. A note from a physician (on a physician's prescription pad or stationery) giving vaccines and dates, or stating that the child is completely immunized, is acceptable proof of immunization.

By enforcing the new program, we hope to safeguard the health of our children and staff from preventable communicable diseases and to also reduce the number of days lost due to these diseases.

CONTAGIOUS MEDICAL CONDITIONS

Children who have been at home ill with a contagious disease must bring a written statement of permission to return to school from a medical doctor. While not a disease, lice can be passed **very easily** from one child to another. In the event a student is found to have lice, a note is sent to all the classmates so that parents may inspect for infestation. Prior to readmission following the treatment for head lice, students should a) Be re-screened by a school nurse or another person designated by the school principal; b) Present proof of lice treatment either by over the counter prescription or treatment occurring under a health provider.

INJURY / ACCIDENT

Bandages, but no medications, may be issued for minor injuries where the student may return to class. If non-immediate medical care is required, the parent -guardian will be notified. If immediate medical care is deemed necessary, the parent/guardian will be alerted and his/her directions followed. **If it is not possible to reach the parent, emergency services (911) will be contacted and the case turned over to the responding unit.** A concerted effort will be made to contact the parent. If necessary, a staff member will be assigned to accompany the student to an emergency facility. In all cases, an accident report will be filed. Please make sure that emergency contact information is up to date and list at least one (1) working phone number.

EMERGENCY CONTACT

All students **must** have on file in the office a record of **current address and phone number including cell phones, of the custodial parent who may be contacted in the event of an emergency.** The names and phone numbers of two alternate adults must also be listed in case we are unable to contact the parent/guardian. Please make sure that emergency contact information is up to date and list at least one (1) working phone number.

PARENT RESPONSIBILITY

While it is the school's responsibility to provide appropriate educational experiences for each child, it is the parent's responsibility to see that each child arrives prepared to learn. If a pattern arises of lack of parent responsibility, additional steps regarding the concern will be taken by the teacher and administration.

Please be sure that your child

- Is clean, rested & well-fed
- Is supplied with paper, pencils, etc
- Is on time every day and in school with an attendance rate of 95% or higher
- Has completed and you have reviewed all homework & student's folder for notes
- Has turned in all notes with absence reason (s) and signatures as required
- Check the "Parent Portal" to review grades

Discussing the above items with your child assures him/her that you are interested in and keeps you informed of their progress. Please maintain open communication between home and school. If any problems arise please contact the teacher immediately. Teachers are available before or after school for private conferences. The principal has an open door policy. If you have any questions or would like to receive more information, please contact the school.

STUDENT ATTENDANCE POLICY

Hearst students will be required to have a cumulative attendance rate of 95% or higher during the school year in order to be eligible for participating in all of the following activities:

- Monthly Attendance Incentives
- Teams/Clubs and other Extracurricular activities
- Non-Required Field Trips
- Field Day
- Graduation ceremony

Official attendance rate will be reported to Hearst students every 5 weeks. The following will be exempt from affecting student's attendance rate for this purpose:

- Hospital stays or prolonged absences due to health reasons, documented with a doctor's note. All notes must be on file with the School Nurse
- Approved school function activities

RIGHT TO RECORDS

Parents/guardians have the right to review, obtain copies, petition to correct, and limit release of your child's school records in accordance with the Illinois State Board of Education.

TRANSFER POLICY

- Before a transfer is issued, all books/materials must be returned to the school.

- Students must pay for any lost or damaged books and any other debt that has been accrued before a transfer can be issued.

REPORT CARDS / PROGRESS REPORTS

The standard report card is issued four times a year at ten-week intervals. Carefully review with your child their progress and note the OFF /ON-TRACK data indicated in addition to absences, tardies and comments by teachers. All students are expected to maintain grades of C or better in the 5 major content areas: Language Arts, Math, Writing, Social Studies, Science. Additionally, classes such as Art, Technology, Physical Education, and Health/Library will count towards On-Track grade point average.

The first and third marking period report cards **MUST** be picked up by a parent on the designated legal guardian. Note: Students records will not be released to siblings, or other family members unless they are listed as an emergency contact.

Report Card Pickup Days:

Q1 October 26, 2023
Q3 April 10, 2024

Report Card Distribution Day:

Q2 December 21, 2023
Q4 June 6, 2024

Progress Report are sent home during the sixth week of each marking period:

Q1 on September 21, 2023
Q2 on November 17, 2023
Q3 February 8, 2024
Q4 May 3, 2024

A parent/guardian is required to collect the report card from the teacher. Conferences of 10 minutes may be held at this time. Parents requiring more than 10 minutes may schedule a separate meeting. Some teachers may schedule their conferences to avoid long waits.

LIBRARY BOOKS

Parents are responsible for the library BOOKS loaned to the students. All books should be handled with care and respect and returned to the library on time. Parents/Guardians will be responsible for the cost of any book that is lost, stolen, or otherwise damaged by the student.

PROMOTION/RETENTION

In order to be promoted, students must meet the promotion criteria established by the Chicago Board of Education. Grades, attendance and DWA (District Wide-Assessment) scores are components of CPS promotion policy. Benchmark grades are 2nd, 5th and 8th. A copy of the promotion policy will be distributed at the beginning of the school year. Please do not plan a trip that might conflict with summer school if your child is required to attend.

GRADING

The Hearst School Grading Policy will be implemented when grading papers and for conversion to a report card letter grade:

A	90 -100
B	80 – 89
C	70 – 79
D	60 --69
F	50--59

HOMEWORK

Homework is valuable because it provides essential practice, gives opportunity for independent study, helps students to budget time, and provides for review. Homework is an integral part of daily instruction. Recommended homework time:

Kindergarten	20 minutes of read aloud with a guardian using developmentally appropriate books
Primary (1-3)	15 - 30 minutes
Intermediate (4-6)	45 - 60 minutes
Upper grade (7-8)	90 -120 minutes

Students are also expected to read ten (10) grade appropriate books every nine weeks.

Some ways to help your child:

- Check your child's folder daily!
- Use the planner/agenda to write assignments.
- Set aside a quiet work area.
- Establish a specific time slot for homework. Turn off the TV, radio, CD, iPOD for studying.
- Praise best efforts & completed assignments
- Stay in touch with your child's teachers.
- Avoid criticism or sarcasm; children take it personally, especially from a respected loved one.

SCHOOL UNIFORM DRESS CODE

The school uniform for grades Preschool through 7th is navy blue pants (not blue jeans) and navy blue Hearst polo shirts and gym shoes (open toe shoes and sandals are prohibited). Students in 8th grade wear a white Hearst polo shirt and navy blue pants (not blue jeans) and gym shoes (open toed shoes, crocs and sandals are prohibited). T-shirts and jeans **ARE NOT ALLOWED**.

Examples of inappropriate dress include but are not limited to: hats, caps, or head coverings of any kind, accessories with chains or spikes, sunglasses, tops which expose the midriff, tank tops of any kind, dresses with spaghetti straps, shorts, skirts, or dresses with hemlines above mid-thigh, spandex, mesh or transparent clothing, undergarment exposure, brief, immodest or sexually suggestive clothing, clothing with any references to drugs, alcohol, tobacco, sex, obscenity, bigotry, superiority, violence, death, gangs, or the occult, and roller skate-type shoes (Heelys). Outerwear (including but not limited to coats, jackets and gloves) may not be worn in the classroom. Shorts,

shirts and shorter dresses may not be worn to school. Footwear must be worn at all times. Students who violate the personal appearance policy will be required to change clothing.

Hearst Elementary School has a legitimate goal of not allowing the birth of gang activity or affiliation through display of clothing, Jewelry or hair styles. Our goal is to instill discipline, create a positive educational environment and promote an effective climate for learning and not to compromise reasonable standards of decency and values of our students. It is not the purpose of this institution's policy to be unnecessary or restrictive or to create an economic hardship on students and their families. Rather, it is an effort to remove a significant means of intimidation from those who wish to create an atmosphere of fear and hostility.

1. No identifying gang symbols are permitted. This includes logos on jewelry such as necklaces, ankle bracelets, rings, or any other type of jewelry that displays gang affiliation. (The ultimate authority in determining if a symbol represents gang affiliation will be the Principal, Principal's Designee, Dean of Students or the Chicago Police Department.) See also the SCC.
2. No designs, symbols or initials carved into the hair will be permitted.
3. No head covering is to be worn inside the building; this includes scarves, hairnets, headband and sweatbands. The only exceptions are for those students whose religious beliefs mandate head covering.
4. No tattoos displaying any gang affiliation may be visible on the body.
5. Earrings on students shall be limited to female students only. Students will not be allowed to wear thread in newly pierced ears during school hours. No adhesive bandages will be allowed on earlobes. Earrings that are considered a look alike weapon or can be used to harm someone, will not be permitted.
6. If a student is found guilty of acts of vandalism on school property, he /she; and/or Parents or Legal Guardians would be responsible to make financial restitution to the school for damages.
7. Belts must be standard length and not hand at the waist. Slacks and/ or shorts must be of adequate size and buckled at the waist.
8. Skirts / Shorts length must be below the knee. Mini or micro miniskirts are not permitted.
9. The administration reserves the right to evaluate individual cases for safety, security and appropriateness.
10. Violations of the policies will be handled in accordance with the Student Code of Conduct (SCC) of the Chicago Public Schools.

Violations of these policies are subject to the following disciplinary actions:

1. ***First violation results in a warning which is noted and recorded in the students discipline file. Phone call home to request a change of clothes if needed.***

2. **Second violation a Parent Conference with the School's Administrator or Dean of Students.**
3. **A mandatory meeting will occur: Parent, Student and Principal or Principal's Designee. May result in Detention after or before school; referred for counseling, skill building or in-school suspension, or a combination of both as per the SCC recommendations.**

* Student with excessive violations of the Uniform Policy will be subject to disciplinary actions as outlined in the SCC

**Final decisions on clothing will be at the principal's discretion.

GYM

Proper attire is a part of the gym grade. The gym uniform is:

- Blue or White T -shirt (Hearst insignia optional)
- Solid long knee length navy shorts and/or navy blue sweatpants
- Gym shoes (children with improper shoes may not participate)

A doctor's note is needed to be excused from gym class.

RESTORATIVE DISCIPLINE

Each student is given a copy of the **Student Code of Conduct** published by the Chicago Public Schools. Please refer to this guidebook.

Hearst is committed to maintaining a safe, nurturing, and productive learning environment. In order to maximize learning time and promote positive behaviors, Hearst has established systems of support for students' social, emotional and behavioral needs. This includes developing clear expectations, teaching social-emotional competencies, and fostering positive relationships among all members of the school community. If behavior incidents arise that threaten student and staff safety or severely disrupt the educational process, the response should minimize the impact of the incident, repair harm, and address the needs behind student behaviors. In accordance with the SCC, all disciplinary responses must be applied respectfully, fairly, consistently, and protect students' rights to instructional time whenever possible. A safe, welcoming, and productive school requires the support of all staff, students, and families.

CELLULAR TELEPHONES SMART WATCH AND ELECTRONIC DEVICES

The staff of Hearst School shares parental concerns for the safety of children. Students are not permitted to bring cell phones to school. Students **MUST** turn off their cellular phones and Smart Watches upon entering the building and turn it into their homeroom teacher first thing in the morning. Their phones will be returned to students at the end of the day. If your child has his/her phone or any other electronic device confiscated during the day, it will only be released to a parent/guardian. A second infraction will lead to additional disciplinary action outlined on the SCC. Parents may retrieve confiscated cell phones in the office after a student served disciplinary action. Headphones/Earbuds

are NEVER allowed during the instructional day. As always, students will be allowed to make emergency phone calls in the main office. In case of a medical, family, or other emergencies please call the main office at (773) 535-2376.

- While we understand that students may need cell phones for safety reasons, they are not needed during the instructional day. If there is an emergency, please call the school.
- Students who wish to have a cell phone in school must bring a letter signed by their parent, or it will be taken away and only returned to a parent.
- Students must turn in their cell phones, electronics, and Smart Watches each morning to their homeroom teachers prior to first period and phones are then collected by the homeroom teacher.
- Repeated offenders may lose their cell phone privileges entirely and face consequences detailed in student code of conduct.
- Hearst school is **NOT** responsible for lost or stolen phones, electronic games, or any other valuables.
- **Do not leave valuables in your book bag or coats; they WILL NOT be replaced if lost or stolen.**

The following violations are stated in the Chicago Public School Student Code of Conduct

1-8: Unauthorized use or possession of cellular telephones or other information technology devices

3-11: Use of cellular telephones or other information technology device to harass, incite violence or interrupt other students' participation in school activities, including the use of device to record others without permission or unauthorized distribution of recordings which are not sexual in nature

TECHNOLOGY

In order for students to use the technology (iPads/Chromebooks), they must have a signed technology contract turned in. ***Please read the technology requirements closely with your child so you are both aware of the expectations of using technological devices.***

- Every student is given a Google account through CPS and this will be used as the primary source of communication between teacher and student. Students will have to follow technology appropriate use guidelines outlined in their technology contract.

The use of technology resources is a privilege, not a right. Please review the rules regarding Hearst's technology policies.

I understand:

- I will use the iPads/Chromebooks responsibly so as to not damage them.
- I understand sound must be muted at all times, unless a teacher has told me it is alright to turn it on for an activity I am doing.
- I will not download music to the iPads/Chromebooks.
- I will not look at sites not relating to the assignment my teacher has given me.

- I will not play games on the iPad/Chromebooks unless my teacher has said it is alright
- I will not delete any apps.
- I will not change the lockscreen or background picture.
- I will not take pictures with the iPad/Chromebooks unless it is for an assignment my teacher has given me.
- I will not look at any sites containing any guns, weapons, inappropriate language, alcohol, drugs, or gang information. I understand that this may result in suspension.
- I will not sign into my email account in the settings section of the iPads
- I will not text message/gchat, or use email in inappropriate ways from the iPad/Chromebooks. I understand my teachers have my password and can monitor my account as needed.
- I will not access other student's accounts, files, or data.
- I understand that any type of vandalism may result in suspension.

WEATHER

In the event of inclement weather (rain, snow, or extreme weather) students may be allowed to enter the building 15 minutes early and remain in the designated areas until the bell or at the discretion of the Principal. School closings due to severe weather will be announced on the following stations:

RADIO:

WBEZ -FM (91.5)

WMAQ-AM (670)

WGN- AM (720)

WLS-FM (94.7)

TELEVISION:

WMAQ (5)

WGN (9)

FOX (32)

CLTV (10)

***ROBO calls will be sent home to all families with valid phone numbers and permission.**

TARDY

Punctuality is a trait necessary to succeed in school. We strongly encourage students to be punctual to school and classes. Students arriving at school after 8:52 am are considered tardy and must report to the security desk and obtain a tardy slip. If arriving before the Pledge of Allegiance they will be sent directly to the classroom. If arriving during or after the Pledge of Allegiance, students, the tardy is recorded. Students arriving during the Pledge will be asked to wait until it concludes and then will be given a tardy slip and proceed to class. Students with three tardies will have a mandatory parent conference with administration. Excessive tardiness may require additional interventions including teacher-parent conferences and/or Administrative conferences.

ABSENCES

All students are required to attend school every day and arrive promptly. Parents must call the school (535-2376) prior to 8:30 a.m. when a child will be absent. The office will call the home of any student whose absence has not been anticipated. When returning to school after being absent, the student must bring a detailed note of explanation. (School Code of Illinois Chapter 122, Illinois Revised Statutes, Section 26-2) ***Please refrain from scheduling doctor or dentist appointments during school hours. Students' time in school is very valuable for his/her education.***

HALF-DAY OR FULL-DAY ABSENCE

Being present for fewer than 300 minutes of instruction but more than 150 minutes is considered a half-day absence; fewer than 150 minutes of instruction is considered a full-day absence.

PRESENT FULL DAY: A student has received a minimum of 300 instructional minutes.

- Arrives before 9:45 and stays all day
- Is present all day and departs after 2:45

HALF DAY ABSENT: A student has received between 150 and 299 instructional minutes.

- 2.5-4 hours 59 minutes

FULL DAY ABSENT: A student has received less than 150 instructional minutes. Recess and lunch excluded.

- Departs before 11:15

RETURN FROM ABSENCES

Children who have been absent must have a written acceptable excuse from a parent or guardian to allow the child to return to classes. The note should include the child's full name, the date of the absence, and reason for absence. Students who do not bring a note will be marked AUFD (Absence Unexcused Full Day) and may be referred for Adjudication for truancy. The only acceptable reasons for absence are:

(1) Student's illness, (2) observance of a religious holiday, (3) death in the immediate family, (4) family emergency, (5) circumstances which cause reasonable concern to the parent/guardian for their child's safety or health *as approved by the principal* and (6) other situations beyond the control of the student *as determined by the principal*.

NOTE: *A vacation is not an excused absence. Any missed work will be the responsibility of the student upon returning to school.*

EARLY DISMISSAL

In order for a student to be released before 3:45 pm:

- A parent must come in person to sign out the child.
- When a child becomes sick while at school, the parent or guardian will be contacted and the child is to be picked up as soon as possible.
- Parents who take students out early for dismissal must indicate the reason.
- It is recommended that parents schedule all appointments after school when possible.

Students **will not** be dismissed early after 3:30pm. Students will only be released to a person on the student's contact list.

Please refrain from scheduling doctor or dentist appointments during school hours. Students' time in school is very valuable for his/her education.

LUNCH / RECESS

Students have 45-minutes for lunch and recess combined. Lunch is 20 minutes and recess is 25 minutes. All students MUST adhere to the following Lunchroom Rules

Students are to:

- Walk quietly through the hall while going to and from the lunchroom.
- Remain seated while in the lunchroom.
- Speak quietly and only with students at your own table.
- Permission to use the washroom is needed.
- Food is not to be taken from the lunchroom.
- Students are to clear their area, disposing of all debris in the waste cans.
- Glass bottles are NOT permitted.
- Food items brought from home must be in a lunch box/bag.

CANDY/GUM

Gum and/or candy are not permitted on the bus or in the school with the exception of approved fund-raisers. *Gum is forbidden at all times.*

CLOSED CAMPUS

Hearst has a closed campus which means that students remain in the building until dismissal. Students in violation of this policy will be subject to DISCIPLINARY ACTION according to the Student Code of Conduct.

Students on the school grounds before 8:30 AM are not supervised. Supervision is provided after school at dismissal only. Students are expected to go directly home after school. Dismissal is at 3:45 P.M.

HEALTHY CELEBRATIONS

Hearst is a healthy school; therefore, birthday celebrations must abide by healthy school policies. A list of healthy snacks is available on our school website. <http://hearst.cps.edu/>

Approved Foods for School Classroom Celebrations:

- Water
- Juice (100% fruit juice)
- Bread, cookies, baked goods, and other whole-grain based products shall have a whole grain (such as whole wheat) listed as the first ingredient or contain grains that are at least 51% whole grains
- Fruit (apples, pineapple, melon, oranges, cuties)
- Fruits packaged in their own juice, light syrup or dried
- Vegetables (carrots, celery)
- Pretzels, Baked Chips, Popcorn (not caramel, chocolate, or other sugar coated popcorn)

Other suggestions for healthy celebrations include stickers, pencils, bookmarks, small prizes.

Pledge of Allegiance to the United States:

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all.

SCHOOL PROPERTY

If a student's behavior results in damage or destruction of property not limited to books, graffiti or vandalism, the cost of repair, replacement, or refurbishment will be borne by the offender and his parents. Appropriate corrective action will be administered according to SCC. This includes any books being purchased at full cost if necessary.

CHILD ABUSE (1-800-25ABUSE)

School personnel are required by Illinois State Law to report any allegations or suspicions of child abuse or neglect.

LOCKERS

Students that have homerooms will be assigned a locker at the beginning of the school year. Hearst School is **not responsible** for items taken from lockers. Lockers are school property and shall not have a lock in place. School authorities have the right to access the lockers at any time. Any and all locks will be removed by school personnel. Students will not share lockers. Students in violation of this policy will lose privileges to have a locker.

VALUABLES

Personal items of significant financial value are not allowed in the school as we are not responsible for them. Money sent to school must be in a sealed envelope with proper identification.

HALL PASS

Students are expected to be in their classrooms at all times. Students are required to have a hall pass designating permission from a teacher. Silence is to be maintained in consideration of students at work. Parents and other visitors must obtain a pass from the security desk or office. This is intended to provide security for our students. Students changing classes must do so in an orderly and quiet fashion. For reasons of safety and security, students may not roam the building after dismissal. A teacher must be responsible for students at all times and is to supervise his/her students.

EMERGENCY TELEPHONE CALLS

In the event of an EMERGENCY, a student may request a call to a parent/guardian from ONLY the school Security Desk or the Main Office when permission is granted from Hearst Administration.

Calls will be initiated by the Hearst staff and the child will be allowed to speak with a parent/guardian after a staff member has confirmed that the parent/guardian is on the phone. Students will not be allowed to make calls from their personal cell phones. Calls during the instructional day will be at the discretion of the Principal or the Principal's designee and in EMERGENCY situations only. In all other cases, telephone calls are not permitted during school hours.

BUS SAFETY

It is imperative that all bus-riding students follow rules of behavior and conduct outlined by the Bureau of Transportation, Hearst School. ***Bus riding is a privilege.*** Children should listen to and obey the school attendant and bus driver while riding. Violations of bus rules and regulations are subject to disciplinary action as outlined in the Student Code of Conduct. ***Removing a child from transportation for misbehavior on a bus is within the jurisdiction of the principal.***

SEAT BELTS MUST BE WORN AT ALL TIMES. This is the LAW in Chicago. It is the responsibility of the student to:

- be at the bus stop on time **or earlier**
- respect surrounding property
- make sure the bus is completely stopped before boarding
- be sure the driver can see you when walking near or around the bus
- check traffic carefully before crossing the street
- walk directly to a seat without disturbing the driver or other passengers
- dress appropriately for the weather, especially at times when the bus may be delayed due to snow or rain
- call the bus company if your student will not be riding the bus that day. Call the bus company from home if the bus is more than 15 minutes late
- If transportation cannot be provided, the student will attend class for the day at the nearest public school.

Special Education students taking transportation must have an adult present at the morning pickup and also the afternoon drop-off. If this is not possible, the child cannot receive transportation. (After 3 days of non-attendance, the driver will not make the stop. The parent must call to resume bus service).

FIELD TRIPS

All money and permission slips for field trips must be turned in ten school days prior to the scheduled trip. Money and permission slips are to be labeled and placed in a sealed envelope. Children will not be allowed to accompany their class on a field trip without a signed permission slip. Parents acting as chaperones are welcome. Please let your child's teacher know in advance if you are available to chaperone. The teacher will contact and confirm if you are needed. Siblings are not allowed to accompany the parents on the trip. Students that misbehave at school might not be able to attend the class field trips. Administrative discretion will apply. ***All Hearst students are required to maintain a 95% cumulative attendance rate in order to be eligible to participate in class field trips that are not a required component of the curriculum.***

If you would like to be a chaperone and more information on how to become a volunteer, please visit cpsvolunteers.org.

EXTRA-CURRICULAR ACTIVITIES

Any student who is a participant in extra-curricular school activities must have permission from each classroom teacher that provides instruction for that student. During the week of a special event (game), each teacher must initial his/her name and indicate whether a student is eligible or ineligible to participate. **Students are not eligible if they:**

1. **Make little or no academic progress,**
2. **Have incomplete classroom or homework**
3. **Are consistently absent or tardy**
4. **Have behavior/discipline concerns**
5. **Are disrespectful or act inappropriately as a Hearst Student**

SUPPLIES

All students are expected to be prepared to learn when they enter the building. It is advised that parents/guardians ensure that their child has the necessary school supplies such as pencils, pens, paper, notebooks and other essentials. Each teacher will send a supply list prior to the beginning of the school year outlining those supplies necessary. All permanent markers (sharpies) are prohibited in the building and, if found in possession, would be confiscated and will not be returned. Supply lists are also posted on the school website.

ACTIVITY FEE

Instructional materials and supplies purchased with this fee are to be consumable supplies used directly by students. These materials and supplies will supplement the current curriculum provided by the school.

<p>ACTIVITY FEE:</p> <p>INDIVIDUAL STUDENT: \$30.00</p> <p>FAMILY FEE FOR A FAMILY OF 3 OR MORE: \$70.00</p> <p>Pay in person or online via website: http://www.hearst.cps.edu/</p> <p>FEES ARE NON-REFUNDABLE</p>
<p>INCLUDED IN THE FEE:</p> <ul style="list-style-type: none">● Duplication of School-related Materials● Technology- Software / Replenish Supplies● Art Supplies● Consumable Workbooks● Programs/Activities● Awards /Incentives and Recognitions

PAYMENT OPTIONS:

OPTION A

- Full payment during enrollment or beginning of the year

OPTION B

- 1st- Installment (1/2 of your fee) on or before report-card pick-up day in October
- 2nd – Installment (balance due in full) by the end of 2nd Quarter (December)

If you have any questions or concerns, we encourage you to contact the school office directly (773)-535-2376. Thank you for your continued support and cooperation!

SCHOOL WEBSITE

Please visit our school website at <http://hearst.cps.edu/> on a regular basis for important information and updates.

VOLUNTEERS

Parents are encouraged to be involved in their child's education. Hearst welcomes volunteers and values their talents and skills they bring to our school. The time rendered is appreciated and valued. If you decide to volunteer (5) hours or more a week, a Volunteer Application is required to be completed. Applications are in the Main Office. For more information, please contact Ms. Stacy Czub, our parent volunteer coordinator at 535-2376 and please visit cpsvolunteers.org.

LOCAL SCHOOL COUNCIL

Every Chicago Public School is governed by a Local School Council which consists of 2 community representatives, 6 parents, 2 teachers, 1 paraprofessional and the building Principal. The responsibility of the council is to appoint a principal, consult with the principal on the school improvement plan, approve the budget, and advise the principal on school policy. The council meets once a month. All parents and community members are encouraged to attend.

PARENT ADVISORY COUNCIL / ESSA

The Hearst PAC sponsors many activities and workshops for parents. Some of the past activities have included the Writing Club, Book Club, Cooking Class, Art in Culture, Walking Club, etc. The PAC also has workshops on health, nutrition, managing stress, academic subjects such as reading and math, differentiated learning, socio-emotional learning and bullying. All parents / guardians are welcome. Your support of this organization is appreciated.

BILINGUAL ADVISORY COMMITTEE

The Hearst BAC meets regularly to support bilingual services for students and families. The BAC also has workshops that support bilingual education. Some workshops have included information on the types of bilingual programs offered at the school, the ACCESS English proficiency test, information on the cost, how to save and mistakes made by parents and students when they make plans for college, emotional wellbeing, mental health of children and teens, a demonstration of how to buy delicious and healthy food, cultural art, and workshops that incorporate the 7 Habits. All of these

workshops provide valuable and useful information for our families. Your support and participation is welcome and much appreciated.

VISITORS

A visitor is any person who is not a registered member of the school staff. All visitors MUST sign in at the front desk and obtain a visitor's pass upon entering the building and proceed to the Main Office after receiving it. A person who fails to comply with this law will be asked to leave the premises and may be charged with trespassing. No person will be allowed to proceed to the classrooms unless prior arrangement has been made with the classroom teacher or authorization has been granted by the Administration.

STUDENT SAFETY

All CPS are instructed by the Office of Safety and Security and the Law Department to conduct random searches as an effort to keep the school safe. Schools also use their discretion to conduct a search when there is reasonable suspicion. Any visitors, including parents are subject to search upon entering the building. It is to the Principal's discretion, under CPS guidelines, when to conduct a student search as they enter school.

CPS ACCEPTABLE USE POLICY

This policy promotes the ethical, legal and school related use of the CPS Network and ensures CPS compliance with the Children's Internet Protection Act. Cyber-bullying now has serious legal consequences. Monitoring children's usage is important. Parents may view the policy in its entirety by visiting the following *website*: <http://policy.cps.k12.il.us/document/6042>.

*Any revisions or updates made to the Parent/Student Handbook will be communicated to parents, students, staff via email, letter or posted where visible

ACKNOWLEDGMENT AND RECEIPT

The parent handbook describes important information about Chicago Public Schools and Hearst.

This handbook and the policies and procedures within are the information disseminated by Hearst Administration.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it.

Parent Name

Parent Signature

Student Name

Student Signature

Date