



**PARENT
AND
STUDENT
HANDBOOK
2017-2018**



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Welcome!

We look forward to working with you and your child during these critical, formative years. This handbook is intended to provide you with important information. We sincerely welcome your interest and involvement in your child's education.

School Administration and Staff

Rocio Rosales-Gaskin, Principal
Doris Negron, Assistant Principal
Jessica Ventura, Counselor
Lucia Solis, English Language Program Teacher
Debbie Nidos, Early Childhood Head Teacher
Azucena Franco, Early Childhood Parent Teacher
Patricia Rodriguez, Office Clerk
María Luevano, Office Clerk
Arthur Anguiano, Security
Rennie De la Rosa, Security

General Information

DAVIS ELEMENTARY SCHOOL

Location: 3014 West 39th Place
3900 South 3000 West
Building: Original 1905
Additions 1905 and 1930
Annex: Added 1996
History: Named Nathan Smith Davis
School on July 20 1904
Opened May 1906
Kelly Branch closed in June 1979
Colors: Blue and Gold
Mascot: Bear

Nathan S. Davis Elementary School is a neighborhood school that first opened its doors to the community in 1906. Over the years, it has served as an elementary school as well as freshman branch of Kelly High School. In 1985, Davis was designated as a site with a math/computer laboratory. In 1988, Davis was identified as a "Model School". As part of our program, we strive to develop positive attitudes about school and learning. We hope the following guidelines will serve as an initial step in achieving these goals and improving your understanding of Davis School policy.

NAME ORIGIN

Dr Nathan Smith Davis was born on January 9, 1817 in New York State. In 1834, Dr Davis was instrumented in organizing the American Medical Associations. He graduated from the College of Physicians of Western New York in 1837. In 1849, he came to Chicago to become Professor of Physiology and Pathology at Rush Medical College. Dr Davis helped found Mercy Hospital, the Chicago Medical College (now Northwestern University Medical School), the Chicago Academy of Sciences, the Chicago Historical Society and the Chicago and Illinois Medical Societies. Dr. Davis was also very active in the improvement of the water supply and sanitary conditions of the rapidly growing city of Chicago. He was honored not only by the dedication of this school building, but also by the Nathan Davis Hall on the Northwestern University campus.

Policies and Procedures

Abused/Neglected Students

Chicago Public School teachers, counselors, and administrative staff are required by law to report any cases of suspected abuse of students to the Department of Children and Family Services (1-800-25 ABUSE).

Anti-Bullying Policy

Bullying will not be tolerated at Davis School. Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have one or more of the following effects:

1. Placing the student in reasonable fear of harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying can take many forms, including without limitation, one or more of the following: intimidation, threats, harassment, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Arrival/Dismissal Procedures

Students are expected to line up at their exterior designated areas. Room numbers are painted on the ground for easy reference (K-1 annex building sidewalks and 2nd-8th in front of the main building doors). The first bell rings at 7:55 a.m. Teachers must be in front of their students at 8:00 to help with lining up and entry. Only Pre-K parents and cluster program parents are allowed to escort their child to their classroom. Students are dismissed at 3:00 pm..

During inclement weather conditions - (temperatures below 32 degrees, extreme winds, heavy rain or wet snow) **K-1 students** may enter the annex building at 7:50 am and line up in the hallway until picked up by their respective teachers at 8:00 AM. **Grades 2-8** will be allowed to enter the main building and proceed directly to the auditorium starting at 7:50 am. Teachers will pick up respective classes at 8:00 AM.

At dismissal, students who take the school bus or public transportation report to the auditorium and wait for the designated adult to escort them out of school. After students are dismissed, they should immediately go home via their required form of transportation. Parents waiting for students who walk home or are picked up should wait outside of the building unless there is inclement weather. During inclement weather, parents may wait in the first floor hallway, NOT in the entryway or auditorium. Students who are not picked up at 3:00 p.m. will wait in the auditorium until their parent/guardian arrives. Only those identified on the Emergency Form are allowed to pick up students.

Late student pick-ups - Being left at school beyond school hours can be a frightening experience for any child and it is a situation we all want to avoid. It is imperative that you work as a partner with our teachers and make the necessary arrangements to have your children dropped off and picked up on time daily. If someone else is bringing your children to school, it is still the parent/guardian responsibility to have their children arrive and be picked up by the scheduled school hours.

Attendance & Tardy Policy

Instruction begins promptly at 8:00 a.m. Late arrivals disrupt the instructional program for all students in the class. It is critical that all students be prepared to begin on time. Additionally, students who are late miss valuable instructional time.

Absences-Students are expected to be punctual and attend class daily. Chicago Public Schools holds schools accountable for a 95% attendance rate. Therefore, it is important that students are in school and on time each day. Attendance guidelines can be found in the Chicago Public School's Student Code of Conduct. According to Chicago Board of Education policy for attendance there are only 4 valid reasons for a student to be absent:

***Illness *Observance of religious holidays *Death in the family *Family emergency (fire, flood, etc.)**

Parents should notify the office of an absence by calling 773-535-4540 with the student's name and room number. Please note all absences are recorded, even for the above valid reasons, and tardiness/early dismissals count towards total number of absences. The student must bring a note from his/her parents/guardian on the day of return to school. The note should state the cause of absence as well as the dates the student was absent.

Interventions for repeated absences to school within a quarter are as follows:

- 3 unexcused absences = Main Office Staff calls Home and document on Parent Communication Log
- 5 unexcused absences TOTAL = Parent Conference with Administration
- 10 unexcused absences TOTAL = After School Detention

Tardiness -When a student arrives late to school after 8:00 a.m., he/she must enter the building through the main entrance. The student must fill out a tardy slip indicating the date, time and reason for being late. The student must use this tardy slip to enter the classroom. The teacher will not let the student into the classroom without a tardy slip. A log of tardy slips issued to each student will be maintained. This report will be given to the assistant principal if the student is tardy on a daily basis.

- The consequences for repeated tardiness to school within a quarter are as follows:
- 3rd tardy Phone call home and 30 minutes of after school detention
- 5th tardy Phone call home and 1 hour of after school detention.
- 10th tardy Parent Conference

Incentives: Students with perfect attendance (NO tardiness or absences) will be entered in a school-wide raffle quarterly.

Bell Schedule

Davis School is a closed campus school. The bell schedule for Kdg - 8th is as follows:

7:55 a.m. Line-up bell
8:00 a.m. School begins
2:55 p.m. Bell for school patrols to go to their duty post and Special Education bus departure
3:00 p.m. Dismissal bell for all students

Head Start Program

3 Full Day Programs 8:00a.m.-3:00p.m.

2 Half Day Programs 8:00a.m.-11:00a.m. and 12:00-3:00p.m.

Calendar

Classes begin on Tuesday, September 5, 2017. Students are scheduled for a full day of school.

Student Non-Attendance Schedule:

September 4	Labor Day	January 15	M. L. King Day
October 9	Columbus Day	February 19	President's Day
November 22, 23, 24	Thanksgiving Holiday	May 28	Memorial Day

Please note: December 25, and January 1, and July 4 are holidays for the district offices.

Teacher Institute Days

Teacher institute days are non-attendance days for students. Days include: August 29-31, 2017 and September 1, 2017

School Improvement Days

School Improvement Days have been strategically placed to provide opportunities for teachers to review student data, plan instruction, and engage in professional development aligned to school priorities.

November 3, 2017

February 2, 2018

April 13, 2018

June 19, 2018

Progress Reports

Schools will distribute progress reports during the 6th week of each quarter:

Q1 ends November 2, 2017
Q2 ends February 1, 2018
Q3 ends April 12, 2018
Q4 ends June 18, 2018

Parent-Teacher Conference Days

Parents are asked to pick up report cards and conference with teachers after the first and third quarters. Parent-Teacher conference days are non-attendance days for students. Elementary and high schools are expected to run a

Parent-Teacher Conference Day on:

Q1 November 15, 2017
Q3 April 18, 2018

Report Card Distribution Days

Please note that report cards for the second and fourth quarters will be sent home on:

Q2 February 9, 2018
Q4 June 18, 2018

Schools are closed for the following breaks:

Winter vacation: Schools are closed from December 25, 2017 to January 5, 2018

Spring vacation: Schools are closed from March 26, 2018 to March 30, 2018

Change of Address

Parents must promptly notify the office if there has been a change of address, phone number, or emergency contact.

Cell Phones

Davis School does not allow cell phones and personal electronic equipment to be in a student's possession or in use on school property. Under special circumstances, with prior approval of the principal, a student may possess a cell phone on school premises, which, if allowed, must be turned into the homeroom teacher throughout the day. To obtain approval, parents must submit a written application specifying the reason why the student needs a cell phone. Students who do not adhere to this policy will be subject to disciplinary action, as determined in the CPS Student Code of Conduct. In addition, a parent/guardian will be required to come pick up the cell phone. It will not be given back to the student.

Communication Between School and Home

School to parent communication is key to the successful education for all students. It is a district initiative to keep parents informed of school events and ensure that they are included in communications regarding school operations and special events affecting the educational outcome of their children. For this reason, an electronic messaging service called Blackboard Connect will be utilized to record and send messages to parents via phone messages.

Blackboard Connect offers three main services: **1.** Blackboard Connect will be utilized to call parents if there is a school emergency, such as building closures due to inclement weather in addition to the standard radio and TV notification systems already in use. **2.** To notify parents regarding school events that are focused on increasing family involvement at school functions e.g. Open House and Parent-Teacher Conferences. **3.** Blackboard Connect will be utilized to place automated attendance calls when students are reported as absent from their class and not called in by their guardian as an expected absence. It is important that family phone numbers are kept up to date on the school's database so that these calls can accurately reach parents.

Email - Teachers and parents are encouraged to stay informed and communicate via email regarding student academic, behavioral, social, or other student concerns.

Telephone Calls to Teachers: Please understand that phone calls can only be taken by teachers when they are not with students. Our school will be happy to take a message for the teacher to call you back.

Classroom Schedules

Teachers send home a classroom color schedule and home/school expectations in the first week of the school year. Each class is scheduled for Physical Education, Music, Technology, Library or Mariachi every week.

Climate and Culture

We believe in providing a safe, nurturing and physically comfortable learning environment for all. In order to promote and maintain a positive school environment, students at Davis will be caring self managers throughout the school day by following the three school expectations: Be Respectful Be Responsible Be Safe

Each teacher is required to have a classroom climate and culture plan that involves both positive reinforcements and utilizes the color-coded system. Students, parents and teachers of Davis School adhere to the Student Code of Conduct (SCC) of CPS. The SCC delineates the responsibilities and rights of all who attend CPS. A copy is distributed at the beginning of each school year. Teachers and parents are required to read and discuss the SCC with their children. All parents will need to sign a document stating they have seen and read the SCC and aware of Davis School Expectations.

Depending upon the severity and frequency of discipline infractions, the teacher may refer the student to administration. Any student referred to administration must have a **Referral Notice** completed containing a brief description of the offense and the action taken. One copy will be kept in the office and a copy will be given to the teacher. The teacher will also contact the parent by phone or email.

Conferences

Parents may schedule conferences/meetings with their child's teacher however they must be scheduled ahead of time. No conferences may take place while students are in front of the teacher during school hours. Please be mindful that teachers have to respect privacy of other children and families in the school. If a meeting is not scheduled, a note will be left for the teacher in their mailbox and the teacher will contact the parent at a later time. Administration is also available to meet with parents. When wanting to set up a meeting with administration, please contact office staff in the main office.

Detention

After school detention is a structure used for students who do not adhere to the Student Code of Conduct or School Wide Expectations. Detentions will take place after school from 3:00-3:30p.m. If your child is assigned a detention, a copy of the detention notice will be sent home with the student and every effort will be made to contact the parent by phone. Students will either read silently, complete homework or engage in community service activities during detention. *Three missed detentions will result in an In-School Suspension.*

Dress Code

The Chicago Public Schools and the Local School Council have instituted a uniform dress code for K-8th grade students which consist of navy blue bottoms and a navy blue polo with the school logo (only white polos will be permitted as a substitute if necessary). Any student who does not comply with the school uniform will be subject to the loss of certain privileges including participation in extracurricular activities, and special events agreed upon by teachers and school administration. Students who come to school out of uniform will be asked to call home and parents will be asked to bring the school uniform. If unable to locate the parent/guardian, a loaner uniform shirt will be provided for the day if available. *Additionally, the following dress code regulations are outlined in the CPS SCC Student Code of Conduct handbook.*

Dress code – Acceptable Clothing

- Navy blue polo with the school logo
- Plain white tops or blouses with short or long sleeves – tops must have sleeves
- All tops must be at least 3" below the waist. NO Bare stomachs may show!
- Dark blue bottoms – both pant legs down at equal lengths.
- Polo shirts and Carter sweatshirts
- Earrings in girls only
- White or blue hoodless sweatshirts or sweaters worn instead of or over white tops

Dress code - Not allowed:

- Insignias, logos other than the school's, labels, pictures, or writing of any kind on clothing
- Halter, tank tops, crop tops, short tops, and see-through tops

Dress code - Not allowed continued:

- Sleeveless blouses or shirts

- Hoodies/hooded sweaters (white or colored)
- Earrings in boys' ears; Earrings in anyone's nose, lip, tongue, belly-button, or eyebrows
- Band-Aids covering earrings or string piercing
- Caps, berets, bandanas, hats, hanging chains, or long hanging belts
- NO "doo-rags" or sweatbands in the head, wrists or hanging from pockets
- Haircut that includes any letters or symbols
- Any hairstyle that seriously distracts/disrupts the educational program
- Heavy make-up
- Rubber-bands on legs, around pants legs, around wrists or arms
- Excessively baggy clothing
- Length of shorts or skirts for students must be in the knee area
- Jeans (except on out of uniform day)
- Clothing that is too tight including leggings
- Coats and/or gloves while indoors
- Roller shoes or slippers
- Pajamas except on pajama day

Early Dismissal

School hours are 8:00am to 3:00pm. Please make every effort to leave your child in school for the entire day. All appointments need to be arranged after school hours whenever possible. Late arrivals and early pick-ups disrupt the instructional program for **all** students in the class. In an emergency situation parents must sign the child out in the school's main office. Only adults who are listed in the emergency form will be allowed to pick up students and must be prepared to show I.D.

Emergency/Safety Drills

To ensure staff and student readiness in the case of an emergency, drills and special code calls are conducted throughout the school year including:

Bus Evacuation Drill - During the school year all students participate in one emergency bus procedure training. This includes the practice of emergency bus evacuation procedures, a review of other emergency procedures, and a description or demonstration of safety equipment on each bus. All students participate in this drill so that they will know what to do should the need arise. All students participate in this drill so that they will know what to do should the need arise.

Fire Drills - Fire drills are held at least 5 times per year in order to provide for the safety and well-being of students and staff. For most fire drills, no advance notification is provided for students or staff. Fire drills include the complete evacuation of all persons from the building. These unannounced drills help everyone maintain a state of preparedness for actual emergencies.

Lockdown Drill - All school buildings are required to conduct one lockdown drill that is witnessed by law enforcement. A school lockdown is a procedure that happens when school officials believe that there is a credible threat to student and staff safety. When a lockdown is ordered, people are told to stay inside their classrooms and lock the doors. This is designed to prevent entrance from hallways into classrooms. Windows are shut, locked, and covered with blinds to obscure visibility, and people may be asked to stay away from doors and windows, sheltering in an area where they cannot be seen. The school itself will also be locked to prevent entering or exiting the school until the lockdown has been lifted.

Severe Weather Drills - Once a year, all Illinois schools are required to participate in a state-wide tornado and earthquake drill. At this time, all students are directed to a predetermined location in the school and instructed in "duck and cover" procedures. The drill procedure has been established for the School and is posted in each room of the school. When the alarm is sounded students and staff are expected to report quickly and quietly to their assigned area of safety. **Other drills may include a Food Allergen Drill.**

Food Policy

The Chicago Department of Public Health has advised CPS schools not to serve students foods prepared in private homes or other unapproved, unlicensed establishments. Per the *CPS Healthy Snack and Beverage Policy* we are required to **minimize the use of candy and snacks as part of celebrations, rewards and incentives**. Therefore, **unhealthy snacks will only be permitted for celebrations on Halloween and Valentine's Day**. This means unhealthy snacks (candy, cupcakes,

chips, soda etc) should not be distributed to students and should not be brought in by students for any celebration other than the two stated above. We are looking to **reinforce positive behavior with non-food motivators** that support learning. Celebrations and rewards should **influence creativity, healthy choices, physical activity and fun**, not food. Although this will be a difficult transition for some, consider the number of students struggling with diabetes, obesity, food allergies and other health related issues.

Grading Procedures

School-wide grading policies are addressed at the beginning of the school year and comply with CPS policies. The Davis School grading scale is as follows:

90 – 100 = A

80 -90 = B

70 – 80 = C

60 – 70 = D

Below 60 =F

K-2, 3-5th, 6-8th grade and specialty teachers have established the criteria for how grades are determined in each subject area. These criteria are discussed at Open House/Curriculum Night during the first month of school.

Parent Portal Accounts – Parent Portal is a very powerful tool that can give you access to your child's grades, assignments, and attendance at any time! You can get text or email messages sent directly to your phone! Being informed of how your child is doing will give you more opportunities to interact with teachers and help your child maintain passing grades and/or improve his/her academic performance! Once you have received your PIN from our school, you can create your Parent Portal account. Here's how it works:

1. Fill out the Parent Account Signup page and agree to the terms of usage at <https://parent.cps.k12.il.us>
2. Link to your child's school record using your school-issued PIN; and
3. View your child's grades and attendance.

Homework Policy

Homework is distributed differently across the grades and the guidelines are as follows:

- K-2 homework packets sent home weekly
- 3-8 assignments communicated daily in agenda assignment book
- All grades have daily reading assignments
- All grades have daily math practice (*flash cards, timed facts*)
- Homework will **NOT** be accepted past one week of initial due date

Budget permitting, an agenda book will be given to each student in grades 3-8. It is the responsibility of the student to make up assignments that have been missed during school absences.

Homework is seen as an integral part of the school experience. Through homework the lifelong habit of study and responsibility can be established. Children's success in school is often a reflection of the support and assistance parents offer with homework.

The following are suggested methods for parental involvement in homework:

- See that books come home regularly
- Don't accept an excuse that "I did it in school"
- Provide an appropriate atmosphere for doing homework, free of distractions.
- Look at written homework.
- Ask your child to show you what he/she is learning in class.

Internet Safety

Davis students are expected to use the internet and social media responsibly, appropriately, safely and respectfully. Use of any school computer or electronic device to behave inappropriately or view inappropriate websites will result in a Discipline Referral. If it is reported and founded that a student is using an electronic device, the internet or a social media venue to "cyberbully" another CPS and/or Non-CPS student, it will be considered a form of bullying, and the administration will follow the *Anti-Bullying Policy* to follow appropriate discipline procedures. "Cyberbullying" means using information and communication technologies to bully another student either during school or during non-school hours. Depending on the severity, frequency and involvement level of the student, the administration can and will call

the police. Please remember that posting or re-posting inappropriate behaviors or bullying behaviors, as well as “liking” a bully’s statement, comment or picture/video is also considered “cyberbullying.”

Lost & Found

Unlabeled items will be placed in the lost and found, which is located in the auditorium on the first floor. The lost and found is cleaned out periodically; so do not wait to look there for a lost item.

Parent Conferences

Report cards are issued four (4) times throughout the school year. Parent Conferences, which take place after the 1st and the 3rd marking periods, is a scheduled conference time with your students’ teacher. Report cards are sent home at the end of the 2nd and 4th marking periods. The final report card is sent home with the student on the last day of school and remains home.

Parking and Use of School Parking Lots

For the safety of our students the **school parking lots will remain off limits to parents during student entry and dismissal times**. Parents who transport kindergarten children should use 39th place on the south side of the building to drop off their children. Students at all other grade levels should be dropped off and picked up on any other street surrounding the school. No cars will be allowed to enter 39th Place between 7:30 and 8:15 a.m. and between 3:00 and 3:20p.m. on school days. **DO NOT PARK ON THE NORTH SIDE OF 39th PLACE**. Cars will be ticketed if violations occur. Remember, the safety of all children is our first concern.

Personal Belongings

Items of a personal nature, including cellphones, cameras, video games, I-Pods, MP3 players, or any other electronics are not allowed at school. Students should not bring these items with them. If they do bring a personal item it will be taken and placed in the main office for parent pick up. If items are lost or stolen school personnel will not use instructional time to investigate and the school will not be held responsible.

Physical Education

On the day that students have PE class, they are expected to wear gym shoes and their regular school uniform or the school’s PE uniform. PE uniforms will be sold 1-2 times per year. *The purchase of a PE uniform is NOT mandatory.*

Physical Education Excuses - A student may be excused from participation in physical education classes upon presentation of a note from their doctor explaining the problem and the number of days that the student is to be excused. This note may also excuse the child from recess. *Note: Only one parent written note will be honored per quarter excusing their child from PE but doctors’ notes will be honored at any time.*

Playground

Students are not allowed to bring their bicycles, scooters or skateboards to school due to safety reasons. Students should be appropriately dressed for the weather as outdoor recess is scheduled every day. Students are not allowed to remain on school grounds after dismissal. Anyone on school grounds at anytime must be accompanied by an adult.

Promotion/Retention

The *School/Parent Guide to the Elementary Promotion Policy* is an at-a-glance summary of the Elementary Promotion Policy for the 2017-2018 school year. The guide assists schools and parents in determining the promotion status of students in benchmark grades 3, 6, and 8 and the requirements associated with each promotion status. There are two separate guides: a guide for benchmark grades 3 and 6 and a guide for benchmark grade 8. These guides are distributed during Parent/Teacher Conferences. A student’s promotion status is determined by the following measures:

The **District-Wide Assessment (DWA)**: The district-wide assessment will be the Northwest Evaluation Association’s (NWEA) Measures of Academic Progress (using the highest score from the last two annual assessments) or other norm-referenced assessment administered by the district. Students with no DWA scores in either reading or math will be considered achievement level 2B. If a student’s DWA results are incomplete or inaccessible through no fault of the student, the Office of Teaching & Learning shall make a promotion determination using the best available data consistent with the standards described in the Elementary School Promotion Policy.

Report card grades in reading and math shall reflect a student’s unit test scores and completion of homework assignments during the school year. The **final report card grade** in each subject is an average of the grades reported at the end of each of the four reporting periods.

Promotion Criteria for Students with Disabilities

Students with disabilities (including English Language Learners with a disability) receiving special education and related services under an Individualized Education Program (IEP) are expected to meet the same promotion criteria as their non-disabled peers unless the IEP modifies the promotion criteria in whole or in part. For questions regarding promotion criteria for students with disabilities, please call the Office of Diverse Learner Supports and Services at (773) 553-1800.

Promotion Criteria for English Language Learners (ELLs)

English Language Learners (ELLs) will complete their general academic curriculum in their native language and/or English. ELLs in the benchmark grades shall be promoted to the next grade at the end of the academic year if they receive final report card grades of “C” or above in reading and math. **An ELL’s DWA scores shall not be used for purposes of promotion.** ELLs who fail to meet the academic performance criteria noted above will be promoted to the next grade only upon satisfactory completion of summer school. Appropriate summer school placement will be determined by the Office of Teaching and Learning. For questions regarding promotion criteria for ELLs, please call the Department of Language and Cultural Education at (773) 553-1930.

Recess

Students will have daily outdoor recess except during inclement weather days (temperatures below 32 degrees actual or wind-chill, active rain or wet snow, ice on the playground, etc.) as determined by administration. All students are expected to go outside and stay outside for the entire recess period. Students should dress appropriately for weather conditions. When snow covers the ground students should wear a coat, hat, gloves, snow pants and snow boots in order to play on the playground at recess. If they do not have ALL of these items they will be limited to indoor recess. Students must stay within the predetermined boundaries of the playground during recess period. There are to be **no contact games or hard ball games**. Any injuries or unsafe conditions should be reported to the supervisor on duty. When the whistle is blown, recess is over. Students should line quietly and quickly by class. Upon entering the school, students must be quiet and return to their classrooms in an orderly manner so as not to disturb classes already in session. Per CPS recess policy, students who do not follow expectations will be subject to loss of recess privileges, and parents will be notified.

Safety and Security

Safety is a number one priority. When entering the school, use the main door. The school is equipped with a security system and parents and visitors must be buzzed in to enter the school. Ring the bell at the main doors and wait; you will either hear someone greet you over the intercom, or you will hear a click coming from the right hand door, which means the door has been released and you can enter. All visitors must check in at **Security Desk** on the first floor and receive visitor’s pass.

School Closing

For information about Chicago Public School closings, tune into WGN radio at 720am or WBBM at 780am. Also, check the website at www.schoolclosings.com.

School Records

Parents/Guardians have the right to look at all of their child’s records in the official school file. In order to do so parents need to make a request, in writing, twenty-four hours in advance of the inspection. The school will not disclose anything to a third party unless given written permission by parents/guardians.

School Supplies

Each grade and classroom has a separate supply list. The lists can be found on the school website or in the main office.

School Visits

During the school day, any parent coming to the school for any reason must first go to the security desk. All visitors must sign in and receive a visitor’s pass. All visitors are also expected to comply with school procedures and follow school expectations. If you are dropping off something for your child, office staff will deliver it to the classroom for you. This is to preserve building safety and maximize classroom instruction.

Social Media (Tips for Monitoring Kids)

- No one under the age of 13 is allowed to join Facebook.

- Keep the Computer in a Central Location
- Monitor the Pictures Your Child Posts Online
- Be a Good Example of How to Use Social Media
- Limit Cell Phone Use
- Teach Kids about an Online Reputation - Many kids don't seem to understand the permanence of the online world. Make sure to stress to your kids what a digital footprint is and the impact inappropriate messages or images could have if a future college administrator or employer were to stumble upon them. As stated in the AAP study, *what goes online stays online*.
- Talk to Kids about Online Dangers

The information above was taken from <http://www.parenting.com/gallery/social-media-monitoring-kids?page=14>

Student Code of Conduct

"The Student Code of Conduct (SCC) is adopted by the Chicago Board of Education each year to help create a safe environment for all students and school personnel. The SCC sets forth the expected behaviors for students and a transparent process for administrators to redirect inappropriate behavior.

Parents are expected to review the SCC with their children, and encourage their children to conduct themselves appropriately at all times. Students are also expected to [sign the SCC receipt](#) and exhibit appropriate behavior by following all school rules and Board policies."

SCC Booklet [For English click here](#)

[Versión en Español hacer click aquí](#)

SCC Video [For English click here](#)

[Versión en Español aquí](#)

Textbook

Books are the property of the school. Students are requested to cover their books and write their names in the space inside the front cover. Lost or damaged books must be accounted for and every student is responsible for books issued to him or her.

Academics and Student Services

Assessments

Davis School follows the CPS assessment plan for all required forms of assessments. These include:

K-1 MPG Literacy and Math testing in fall, winter, and spring

2-8 MAP/MPG Literacy and Math testing in winter and spring

3-8 NWEA Literacy and Math

3-8 PARCC Literacy and Math

All assessment data is used to help drive instruction and set appropriate goals for our students. In addition, we utilize formative assessments throughout the school year to help guide instruction in an ongoing manner. These assessments may include but are not limited to K-2 TRC/DIBELS, mClass Math

Bilingual Education and English as a Second Language Services for English Language Learners

Our school supports the social and academic English language acquisition of students with limited English proficiency enrolled in our PreK - 8 classrooms. Students who meet the eligibility guidelines established by the State of Illinois are considered English Language Learners and they receive English language acquisition support through a Transitional Bilingual Education (TBE) program. Yearly formal assessments and/or screeners are conducted to determine the progress made by each of our TBE students. For more information please see the English Language Program Teacher.

Breakfast and Lunch

In the Opening Parent Packet that is sent home in September, there is an application that all families must complete. All schools will now collect the Fee Waiver Form in order to determine the appropriate allocation of the Title I, SGSA and E-Rate funds, as well as student eligibility to waive other fees such as book, testing fees, etc.

Bus Transportation

Bus Transportation is provided to **eligible diverse learner students** who attend Davis. The Department of Transportation at CPS can be reached at 773-553-2860.

Curriculum

Nathan Davis School uses the Common Core Standards driven curriculum of the Chicago Public Schools and the State of Illinois. The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. Curriculum should be project driven, inter-disciplinary, and differentiated to address the needs of the children that they serve. The curriculum should be discussed in depth at the Curriculum Night.

Curriculum Night

At the beginning of the school year, there is an open house devoted to curriculum discussion and classrooms tours. At this time, teachers discuss curriculum outlines, classroom expectations, and the school year. Parents are invited to ask questions at this time.

Health

In an effort to best serve your child, it is important that for school staff know about any and all life-threatening and critical medical conditions. If your child is allergic to a particular allergen or food; has a chronic condition (asthma, diabetes, etc.), or other physical ailments of which the school should be aware, please inform the school nurse, classroom teacher, and principal.

Accidents/Illness/Injury: If a student is injured in an accident or becomes seriously ill at school, the parent will be called immediately. If the parent cannot be reached, we will attempt to contact the adult listed at the emergency number. Please remember that injured or seriously ill children cannot be accommodated at school. When necessary, injured or seriously ill students will be transported by ambulance to the nearest hospital. Students cannot receive treatment at a hospital unless a parent has been contacted. For this reason, the school must have a current Emergency Form on file for each student. Report any changes as soon as possible!

Asthma: If your child has asthma, CPS requests that you and your child's physician complete our asthma action plan form. Forms are available in [English](#) and [Spanish](#). The form needs to be completed by your child's physician and returned to the school. (Forms can be faxed or dropped off.) You and the school will then work together to develop a plan that will address your child's medical needs.

Food allergies: If a student has food allergies, **please notify the nurse/counselor and all teachers that service your child** at the beginning of each school year. Families should refrain from sending treats to school to which children may be severely sensitive to.

Head Lice: A student is identified as having head lice after live lice or many nits (eggs) close to the hair shaft are found in the hair. Once identified as being infested, the child's parent/guardian will be called and referred for home treatment. After home treatment, the child will be cleared by the school health professional before returning to class. Information on identification, treatment, and prevention is available from the school office upon request.

Health records: According to Illinois law, all children entering school for the first time, in pre-kindergarten or kindergarten, must provide a record of physical examination, immunization history and dental records. In addition, all fifth grade students must have a complete medical examination prior to the beginning of the school year.

Home/Hospital Service

Chicago Public School District 299 provides home/hospital instruction to eligible students whose academic programs are disrupted due to medical conditions expected to last ten or more consecutive school days. Eligibility criteria and all necessary forms may be obtained from the school case manager or the main office. Once approved, a certified teacher will provide instruction for five clock hours per week during school attendance days for the duration of needed services as prescribed by the medical examiner.

Immunizations: Illinois law requires proof of immunization for each student from the following diseases: Diphtheria, Pertussis, Tetanus, Poliomyelitis, Rubella, Mumps, and Chickenpox. All Kindergarten and 5th grade students must have a Hepatitis B vaccination, which consists of a series of 3 doses or shots over the course of 6 months. The Chicago Board of Health also mandates that all students must have a second measles shot, and that all students 6 years old and under

must take a lead screening test. Proof of immunizations and testing must be on file prior to the beginning of the school year. These records are kept on file in the nurse's office.

Medication: School personnel are NOT authorized to administer medication of any type to students (e.g. aspirin or cough syrup). A completed doctor's form and parent permission form must be on file for any medication to be administered to the student. The medication and form must be left in the office until medication time. The school nurse or parent may give medication to the child only. If the student uses an inhaler, the nurse determines where it will be kept safely in school.

Special Education Programs and Related Services

Special education programs and related services for students who meet the eligibility guidelines established by the Illinois State Board of Education (ISBE) and the Individuals with Disabilities Education Act (IDEA) are provided at the school in the least restrictive environment. For more information please see the case manager.

Student Activities and Recognition

After School and Enrichment Programs

Davis School partners with the Brighton Park Neighborhood Council (BPNC) to offer an after school and enrichment programs Monday – Friday from 3-5 p.m. More details about classes will be forthcoming.

Assemblies

Assembly programs are a vital part of our Communication Arts focus. These are scheduled throughout the school year. An assembly gives you an opportunity to see your child perform on stage with other children. Notices are sent home prior to each performance. You may also check our school's monthly calendar for special dates. It is important to show your support for your children and their instructional program by attending each activity in which they take part. Upper, middle, and primary grade students benefit from participating in these events.

Field Trips

Classes take field trips throughout the school year. A field trip permission slip for each trip must be on file for your child to participate. Parents are asked to volunteer as chaperones for field trips. Most field trips are accompanied with fees.

Graduation Fees (8th Grade)

Mandatory graduation fees must be paid in advance and **are non-refundable**. Graduation materials are required for graduation and must be ordered before the Standardized Tests are processed. This fee covers the cost of the cap and gown with tassels, autograph book, diploma cover, class t-shirt, graduation ribbons, graduation pin, flower rental, ceremony decorations and programs. *Approximate cost is \$85-\$90.*

Optional fees

Any activity including but not limited to fieldtrips, luncheons, theater, or events that require advanced booking and advance payment from the school will not eligible for reimbursements for no shows or cancellations even if this is due to a student suspension or loss of 8th grade activity based on the 8th grade contract . **Therefore, any and ALL fees are non-refundable.**

Kindergarten Fees

Mandatory End of Year Celebration fees must be paid in advance and **are non-refundable**. The fee covers the cost of the cap and gown with tassels, class t-shirt, flower rental, ceremony decorations and programs. *Approximate cost is \$35-\$40.*

Optional fees

Any activity including but not limited to fieldtrips, theater, performers, or events that require advanced booking and advance payment from the school will not eligible for reimbursements for no shows or cancellations. **Therefore, any and ALL fees are non-refundable.**

Student Awards/Incentives

At Davis School, we are always striving to reach our fullest potential. Students will have the opportunity to earn rewards on a classroom and school-wide basis for positive contributions to the overall school climate, grades, behavior, and attendance.

School Leadership and Parental Involvement

Bilingual Advisory Committee

The B.A.C. meets monthly to discuss issues pertaining to Bilingual education.

Coffee with the Principal

This is an open forum for parents to visit with Mrs. Rosales about any thoughts, concerns, and/or questions they may have.

Davis Newsletter

The Davis Newsletter is a monthly newsletter and calendar is distributed to teachers and families and includes upcoming events and important dates.

Faculty and Staff

A current list of all staff members can be located on the school website <https://www.nathansdavis.com/>

School Website

Our Nathan S. Davis site can be accessed at <https://www.nathansdavis.com/> for current events, activities, photos, monthly calendar y current news.

Local School Council

The Local School Council (LSC) consists of six (6) parents, two (2) teachers, (1) non teaching staff member, two (2) community members, and the school principal. The LSC performs principal evaluations and has hiring authority for that position; develops and implements the annual school improvement plan; determines the discretionary budget, oversees the school's physical plant; and fills a public relations function. Meetings are held every month. If you want information please contact Martha Valdéz-Contreras, LSC Chair.

Parent Training Opportunities

- Committees: LSC, NCLB PAC and BAC
- Monthly NCLB and BAC Meetings / Workshops
- Literacy Training
- ESL Classes for parents
- Reading Night

Tuesday Folder

Throughout the year, flyers and notices about issues, events, and programs are sent home with students. Get into the habit of checking your child's Tuesday folder every week and sign the form attached to the folder to notify the classroom teacher that you have seen the enclosed documents.

Volunteers

Parents are encouraged to sign up for the School Volunteer Program. It is required that all volunteers complete a volunteer application, which is to be approved by the principal and submitted to the Bureau of Volunteer Programs. All volunteers must provide evidence of freedom from Tuberculosis. Applications are in the main office. REMINDER: All parents must sign-in at the main office before reporting to the classroom. Parents will be notified by the office of their duties and hours.

Community Resources

Sex Offender Registry

“The Illinois State Police provides an online listing of sex offenders required to register in the State of Illinois. The database is updated daily and allows searching by name, city, county, zip code, compliance status, or any combination thereof.” <http://www.isp.state.il.us/sor/>

This information is also available by contacting or visiting the Local Police District below.

Chicago Police Dept. 9 th District Station

3501 South Lowe Avenue

Chicago, IL 60609

Tel. (312) 747-8227