

STEPHEN K. HAYT

Elementary School



STUDENT HANDBOOK
&
HOMEWORK PLANNER
2017-2018

PRINCIPAL'S MESSAGE

It is with great pleasure that I take this opportunity to welcome you to Hayt School. The faculty is committed to providing the best education possible to the students Hayt serves. Therefore, I ask students to be responsible: care for and use this agenda to manage your time and to organize your homework and extra-curricular activities.

MISSION STATEMENT

We expect our students to graduate fully prepared to succeed in high school, college, and careers. In our classrooms, all students will engage in meaningful, enjoyable experiences that will teach them how to think critically and interact socially. The key to future success is literacy, so all subject areas will be enriched with opportunities for analytical thinking, reading, writing, and debating. Technology will be an integral part of the curriculum, which will empower students to meet the demands of a rapidly changing society. At Hayt, all students, staff, and families will be encouraged to share their diverse ideas, so we may continue to grow as life-long learners.

SCHOOL TIME SCHEDULE & BREAKFAST

K through 8 th grade	8:15 a.m. to 3:15 p.m.
Morning Pre-K	8:15 a.m. to 10:55 a.m.
Afternoon Pre-K	12:25 p.m. to 3:05 p.m.
Breakfast in the Classroom	8:15 a.m. to 8:30 a.m.

Breakfast in the Classroom (BIC) is served when teachers escort their students to the classroom at the beginning of the day. Students who arrive after their classroom is picked up will have an opportunity to receive a breakfast bag until 8:22 a.m.

VISITORS

Classroom visits must be approved by the office. Parent or guardian visits should be done before or after school. This procedure is strictly enforced in order to maintain focus on academics and to keep a safe learning environment for all the students at Hayt School.

ENTRANCE PROCEDURES

Outside Pick Up

Once on school grounds, students are not to leave for any reason. If there is a problem, come to the main office. Outside, classroom numbers are located on the playground. For safety reasons and because of the high number of children, large and small, students cannot engage in any play before school. Students are to wait near their classroom line up location and keep their book bag with them at all times, no exceptions. Students should wait for their teacher to pick up the class for the start of school. Lastly, do not litter on school grounds; four garbage cans are located in the playground area to dispose of trash.

Inclement Weather

In the morning, when the temperature falls below 40 degrees with the wind chill factor and/or there is inclement weather, students will come inside to wait for the start of the school day. Students

should keep their book bags with them at all times. Students should go to their grade level designated area: lunchroom - K to 3rd, auditorium - 4th to 7th, 8th - auditorium balcony.

Late Arrivals

If you arrive to school after 8:22 a.m. (tardy bell) you will need to fill out a tardy slip. After you have the tardy slip, you are to go the shortest way possible to your classroom. Any students "wandering" to class risk disciplinary action. After each set of 3 tardies, a student may receive a detention.

CPS PROMOTION / GRADUATION POLICY

Decisions to promote or retain elementary school students are based on successful completion of curriculum, behavior, attendance and performance on the District Wide Assessment (DWA) currently it's the *Measures of Academic Progress* (MAP) test. Students in benchmark grades 3, 6, and 8 are subject to the following considerations:

- Score at the 24th percentile or higher on the DWA in reading & mathematics.
- Have grades of "C" or higher in reading & mathematics.
- 8th graders must also either pass the district wide writing assessment or receive a grade of "C" or higher in their writing grade
- Have no more than 9 unexcused absences

Student performance of the above criteria must conclusively demonstrate sufficient mastery for promotion to the next grade level. The accomplishment of the outlined criteria will result in promotion of students at the benchmark grades.

In late May or early June, students whose MAP scores are below the promotion score will automatically have their promotion status reviewed based on additional criteria for the academic year.

Parents will receive the 2017-2018 promotion policy at the first report card pick-up of the school year. To see the most current CPS elementary school promotion policy, please visit: <http://cps.edu/Pages/Gettingtothenextgrade.aspx>

WELLNESS POLICY

Stephen K. Hayt is a healthy school. All food brought into school for any celebration should be cleared by the office. Food should follow the healthy school guidelines. Food and beverages such as cakes, cookies, cupcakes, pop, ice cream, and other sweets are not allowed. Please consider healthy options for all class parties and school lunches. Thank you for your support!

ATTENDANCE POLICY

Being on-time to school every day will result in academic success and financial funding for Chicago Public Schools, which will result in a better school system for current and future generations of Chicago students.

The only valid reasons for students to be considered excused from school include the following:

- illness
- observance of a religious holiday

- death in the immediate family

When a student is absent from school, a parent/guardian must call the school at 773-534-2040 before 8:15 a.m. When the student returns to school, the parent/guardian will need to provide a written and signed note explaining why the student was absent from school. If a student accumulates 9 days of unexcused absences, the Chicago Public School's Board of Education will seek to adjudicate the parent/guardian. In addition to receiving the maximum education possible, the benefits you may receive for attending school include:

- Perfect Attendance Certificate
- Incentives, such as pencils for primary grades
- Classroom/Grade activities for overall classroom/ grade performance

A student is considered tardy if he/she arrives after 8:22 a.m. A half day absence will be marked if a student leaves/arrives - before/after 11:45 AM, depending on the circumstance. A student may serve after school detentions after each set of 3 tardies.

DRESS CODE POLICY

At Hayt School, our primary concern is the safety of our students. Therefore, we find it necessary to have a dress code. Hayt's dress code is plain navy blue pants or skirts (no jeans or denim like material), and a plain navy blue or white shirt or blouse, any Hayt t-shirt and solid color shoes with matching color shoe laces. This dress code will distinguish our children from other children in and around Hayt School. In order to make this a success, we need 100% cooperation with this policy. Students should be wearing the dress code described above by the second week of school. Our goal is to ensure a safe and suitable environment for learning. Implementation of this plan will help accomplish this goal. In addition, because we are concerned for the safety of students and feel strongly that an appropriate appearance sets a positive tone for learning, the following guidelines for student expectations have been established:

- Appropriate hygiene and appearance are expected.
- Accessories, such as sweaters and sweatshirts, also must conform with our school colors, a plain navy blue & white. No sweatshirts with hoods allowed.
- Gang colors or symbols are not permitted on school grounds.
- Clothing with inappropriate graphics or slogans are not permitted.
- Items such as rubber-bands around the ankles, certain body piercing and hats are not allowed.
- Extremes in dress, hair (style or color), make-up, and jewelry not in good taste are prohibited.
- Shoes must be worn at all times. For safety reasons, no open-toe shoes, such as flip-flops, sandals or slippers, may be worn.

HOMEWORK POLICY

The Chicago Public Schools mandates that homework be regularly assigned to students. Homework may account up to 10% of a student's overall grade. Homework should be a sequence of well-planned, meaningful assignments for completion during out-of-class time. The specific amount and frequency of assigned homework should be generally based on student needs, interests,

and the content of the instructional program. Students should also be given long-term assignments, projects, and research from time to time. Homework is a necessary component in the sequence of a child's education and should be assigned to...

- Provide reinforcement, practice, application, and enrichment of what is learned in class
- Prepare students for class participation
- Develop independent and responsible work and study habits
- Extend learning activities beyond the school hours
- Provide an opportunity for student creativity
- Foster a closer relationship between home and school
- Provide opportunities for the student to gain experience in the utilization of community resources
- Provide for positive on-going parental involvement in the student's education

The following are suggested time allocations for teacher-directed homework assignments for all subjects:

- Kindergarten: 15 minutes per day
- Grades 1st, 2nd and 3rd: 30 minutes per day
- Grades 4th, 5th and 6th: 45 minutes per day
- Grades 7th and 8th: 90 minutes per day

Students have the following responsibilities under the homework policy.

Students are responsible for maintaining a homework assignment notebook, which lists subjects, assignment dates, due dates and dates turned in; (*An agenda book is provided free of charge to each student at the beginning of the year*). Students are expected to complete all homework assignments carefully and accurately and to turn them in by the due date. After an excused absence, a student will be given 3 days to make up the work. Students should make necessary corrections on their returned homework, and share with their parents the teacher's evaluation of homework assignments. Students are to seek help, as needed, from parents and teachers.

LUNCHROOM PROCEDURES

Students are to walk through the lunch line once in an orderly and respectable manner and choose what they would like to eat (second helpings are not permissible). For health concerns, students should wash their hands before eating and not share food with other students. An acceptable level of volume is expected while students *remain* seated with their *own* classroom. Upon dismissal, tables are to be cleared, all trash picked up off the floor and thrown into the garbage. Milk is to be poured into the buckets provided. Adults are available to help students; to get their attention, students need to raise their hand.

COMPUTER ACCEPTABLE USE POLICY

The World Wide Web (www) is to enhance / supplement the education of our students and staff, not replace any aspect of the curriculum, or to be obtrusive to the present learning environment. Students will not use search engines without authorization from their classroom teacher or another staff member. Students are not allowed to access and / or navigate the Internet without the constant direct supervision of their classroom teacher or another staff member. Internet access will only be used for specific classroom projects. The use of the Internet is a privilege; misuse

will result in termination of the users' Internet privileges. Students will be held responsible for using the Internet in an appropriate manner. Appropriate is defined as all behaviors and actions which do not break any of the CBOE Student Code of Conduct policies and / or societal laws. Any student found using the Internet in an inappropriate manner will be disciplined under the CBOE Student Code of Conduct. Any societal laws that are broken will be prosecuted by The Chicago Police Department or the federal government. The account user is to be the only person using the account unless the secondary user is under their direct supervision. Any material that is sexual in nature is not to be explored from school-based computers. The CBOE Student Code of Conduct, school rules, and societal laws apply while using all computer equipment. Any software brought in to Hayt School must be approved by The Hayt technical team, prior to installation and / or use. Students may not repair or reconfigure any computer hardware or software without the approval. Ordering of any software for Hayt School must be approved by the Hayt technical team and priority will be given to networkable and / or lab-based programs.

SOCIAL MEDIA

The use of social media during school hours is strictly prohibited and Hayt School strongly encourages students to refrain from using social media all together. Many conflicts arise from the use of social media and most applications are for use by adults, 18 years of age and up. If a parent or guardian allows their child to use social media it is their responsibility to ensure responsible use.

STUDENT DISCIPLINE

A copy of the *Student Code of Conduct* will be given to each student at the beginning of the year. At Hayt, we encourage all students to BE RESPECTFUL, BE RESPONSIBLE and BE DETERMINED TO ACHIEVE. We encourage all our students to resolve conflicts on their own when the problems are small and manageable. If resolution is not workable for any reason, students must take responsibility and ask an adult for assistance in resolving the conflict before it increases in severity.

Prohibited Items & Activities

In addition to items listed in the Student Code of Conduct, students may not possess the following items on school property or at school events without the explicit permission of an administrator.

- Chewing gum and/or candy on school property unless authorized by school personnel
- Wearing non weather or nonreligious head covers (i.e. hoods, baseball hats and “do-rags”), extra-long belts or wallet chains
- Skateboards, shoes with wheels (AKA: Heely’s) and other injury prone items
- MP3 players, cameras, or any other electronic items of distraction
- Student possession of a cell phone requires a parent note submitted to the principal each year
- Electronic texting or social media

FIELD TRIP POLICY

Any money collected for field trips may not be refundable, especially for students who do not attend due to disciplinary action.

DISMISSAL PROCEDURES

For safety reasons, students are not allowed to play on the playground equipment without parent supervision. Students are to follow school dismissal procedures, leave school grounds and go directly home. For safety reasons, crossing guards are located at Granville Ave. & Greenview Ave. & Clark St. & Granville Ave. When crossing busy streets, students should use the assistance of the crossing guards. Caution should always be used when crossing an unsupervised street. Students not picked up at dismissal, may go to the main office to call home.

EXTRA CURRICULAR ACTIVITIES

Students MUST sign an afterschool agreement, have a minimum grade of a “C” in all subject areas, satisfactory attendance & GREAT behavior, and abide by the school dress code policy in order to participate in any extra-curricular activities.

	Classroom	Hallways	Lunchroom
Be Responsible	<ul style="list-style-type: none"> ● Be prepared for class with all of your supplies, books, notebooks, etc. ● Be ready to learn and work ● Stay in your seat ● Save gum and candy for after school- not during school ● You must have a permission slip to have your cell phone at school. It must be kept off and in your backpack ● Come to school in uniform and comply with school dress code 	<ul style="list-style-type: none"> ● Remember to walk ● Stay in line facing forward ● Walk down the stairs carefully ● Be sure to have a hall pass ● If walking in the hallway independently, walk in pairs 	<ul style="list-style-type: none"> ● Wait calmly in lunch line ● Carry your lunch tray with 2 hands ● Take required food items and utensil set ● Go straight to your table and sit ● Raise your hand if you need something ● Stay at your table calmly until dismissed ● Open milk container before leaving the table ● Pour any liquids into the container buckets ● Throw food into garbage ● Stack tray on cart neatly
Be Respectful	<ul style="list-style-type: none"> ● Follow directions ● Listen when someone else is talking ● Create a classroom of caring ● Use kind words 	<ul style="list-style-type: none"> ● Use quiet voices ● Listen for directions from all school staff ● Keep your eyes on your teacher 	<ul style="list-style-type: none"> ● Eat only your food--do not share ● Use quiet voices when talking with those around you ● Keep hands to yourself

		<ul style="list-style-type: none"> Keep hands and feet to yourself 	<ul style="list-style-type: none"> Clean up after yourself
Be Determined to Achieve	<ul style="list-style-type: none"> Put your best effort into work Focus on instruction Write assignments in agenda book Complete all assigned work and homework 	<ul style="list-style-type: none"> Model positive behavior for your peers 	<ul style="list-style-type: none"> Eating a healthy, balanced lunch adds nourishment to your brain! Model positive behavior for your peers

	Before School/ Outside on the playground	Before School/ Inside	After School	Bathroom
Be Responsible	<ul style="list-style-type: none"> By 7:50 a.m., leave the playground equipment and end all games Move to and stay at your classroom's designated area Keep all of your belongings with you All electronic devices need to be shut off and put in your backpack Stay on school property Younger siblings need to stay with their own class 	<ul style="list-style-type: none"> Walk quietly to your appropriate destination Stay at your appropriate destination, sitting with your classes in place. Keep all of your belongings with you If you are going somewhere other than your indoor duty location (i.e. club or visiting a teacher), you MUST have a hall pass 	<ul style="list-style-type: none"> Go home, unless you are with a parent/guardian Play on the playground only if supervised by a parent/guardian Be safe and make good choices 	<ul style="list-style-type: none"> Keep hands and feet to yourself Wash hands using soap Clean up after yourself (e.g. throw paper towels in garbage) Inform school staff of problems in the bathroom (e.g. toilet overflowing)
Be Respectful	<ul style="list-style-type: none"> Follow directions Address others politely Use appropriate language Keep hands and feet to yourself Play nice 	<ul style="list-style-type: none"> Walk quietly through the hall with low, inside voices Walk through the hallways keeping hands to self and off of student's displays and classroom bulletin boards. Use appropriate language Follow directions 	<ul style="list-style-type: none"> Address people politely Use appropriate language Play fair and use playground equipment appropriately 	<ul style="list-style-type: none"> Use quiet voices Listen for directions from all school staff Mind everyone's personal space and privacy Wait your turn
Be Determined to Achieve	<ul style="list-style-type: none"> Model positive behavior for your peers Have positive interactions towards your peers and staff members 	<ul style="list-style-type: none"> Model positive behavior for your peers Have positive interactions towards your peers and staff members 	<ul style="list-style-type: none"> Model positive behavior for your peers Have positive interactions towards your peers and staff members 	<ul style="list-style-type: none"> Model positive behavior for your peers Return to your class promptly

	Auditorium/Assemblies	Emergency Drills	Field Trips	Library
Be Responsible	<ul style="list-style-type: none"> Enter and exit calmly, quietly and carefully Sit with feet on the floor and hands in your lap 	<ul style="list-style-type: none"> Remain calm Remember to walk Walk facing forward Speak to an adult if you see something wrong Use all steps when going down stairs 	<ul style="list-style-type: none"> Stay alert and listen for directions from your teacher Be aware of your surroundings and stay with your teacher and chaperones Remain seated on the bus Stay quiet when coming back into the building If there is a fee, pay on-time 	<ul style="list-style-type: none"> Be prepared for class and bring your library books. Library books should be returned in a timely manner and in good condition. Use circulation time to find books to borrow
Be Respectful	<ul style="list-style-type: none"> Listen carefully and be a polite audience Sit still Show appreciation with appropriate applause, no whistling 	<ul style="list-style-type: none"> Remain quiet Listen and follow the directions of the teacher 	<ul style="list-style-type: none"> Respect the rules of the field trip location Listen to your chaperones and teacher at all times Look out for your classmates; help everyone stay together 	<ul style="list-style-type: none"> Follow directions Treat others the way you wish to be treated Put library materials back where they belong

	<ul style="list-style-type: none"> Keep feet on the floor and off the backs of the chairs 		<ul style="list-style-type: none"> Leave your field trip location as you found it 	
Be Determined to Achieve	<ul style="list-style-type: none"> Model positive behavior for your peers Listen and watch to learn Pay close attention to what is being presented 	<ul style="list-style-type: none"> Model positive behavior for your peers 	<ul style="list-style-type: none"> Model positive behavior for your peers Have positive interactions towards your peers and staff members Pay close attention so that you may share what you learned when you come back to school 	<ul style="list-style-type: none"> Put your best effort into work Focus on instruction Complete all assigned work Model positive behavior for your peers

	Music & German	Art	Technology	Gym
Be Responsible	<ul style="list-style-type: none"> Have materials needed Participate in class 	<ul style="list-style-type: none"> Use art supplies only as instructed Care for art supplies and keep them in the art room Bring a pencil to every art class Help when it is your turn 	<ul style="list-style-type: none"> Keep password private Bring all materials needed Leave computers and materials in order Follow AUP rules Push in chairs when leaving 	<ul style="list-style-type: none"> Always bring your gym shoes Follow all directions Use gym equipment as it is meant to be used; for example, use basketballs to play basketball, and soccer balls to play soccer
Be Respectful	<ul style="list-style-type: none"> Treat materials with care Use quiet voices and appropriate language Listen to the speaker Use kind words Encourage your classmates 	<ul style="list-style-type: none"> Listen quietly during instructions Share art supplies Respect other's art work and abilities Talk only to people at your table 	<ul style="list-style-type: none"> Treat materials and equipment with care Use quiet voices Look and listen to the speaker Use kind words 	<ul style="list-style-type: none"> Walk to your spot, sit quietly, and wait for directions Always listen when someone is talking Share equipment, and gym space with your classmates
Be Determined to Achieve	<ul style="list-style-type: none"> Sit quietly, wait for directions Complete assignments and homework on time Follow directions carefully Have an open mind Be actively involved Model positive behavior for your peers 	<ul style="list-style-type: none"> Model positive behavior for your peers Try your best before you ask for help Do your own work Complete assignments on time Practice at home 	<ul style="list-style-type: none"> Model positive behavior for your peers Walk into the lab, sit down quietly, wait for directions Complete assignments on time Honestly evaluate your work each week 	<ul style="list-style-type: none"> Model positive behavior for your peers Always try your best! Encourage your classmates to do their best! Try to keep yourself, and classmates positive

2017-2018 Hayt Elementary Character Education Themes

September **Respect:** *To consider worthy of high regard; esteem, admire, appreciate*

October **Responsibility:** *The quality of being dependable; accountable, trustworthy*

November **Citizenship:** *The quality of a person's response to membership in a community*

December **Caring:** *To feel interest or concern; look out for*

January **Fairness:** *Observing the rules; unbiased, just*

February **Cooperation:** *A common effort; collaboration, connection, partnership*

March	<i>Courage: Mental or moral strength to persevere, and withstand danger, fear or difficulty; bravery, daring, fearless</i>
April	<i>Honesty: Free from deception; sincerity, trustworthy, integrity</i>
May	<i>Forgiveness: To give up resentment; pardon, absolution</i>
June	<i>Hope: To desire something and expect it will happen or be obtained; trust</i>

Right at School - Play Right Rules!

- **Coaches are to be called using their last names**
- **Respect/listen to coaches instructions**
- **Homeroom teachers are responsible for student's washroom and drinking water needs, so do not ask the Right at School coach**
- **Make sure your shoes are tied**
- **Play safe, inform the coaches if there are any issues immediately**
- **Use playground equipment appropriately, respectfully and as it was designed to be used (i.e. do not climb up slides)**
- **Take turns using play equipment**
- **Walk around fences and do not jump over the short fences**

- Stay off dirt and muddy areas
- Throw any garbage into the garbage cans
- Treat classmates with respect...teasing is not acceptable and considered “bullying”
- Know your play end-time and line up when called
- No running in the hallways
- Indoor voices when walking to and from recess
- During indoor recess, no one is allowed in the coatroom or by student belongings
- No eating during recess, a drinking fountain is available outside
- Have fun

This agenda book belongs to:

Name: _____

Address: _____ Apt. #: _____

City: _____ Zip Code: _____

Phone 1: _____ Phone 2: _____ Room # _____

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I have read, reviewed and understand the contents outlined in the Hayt School student handbook pages.

Parent/Guardian's Signature

Date

Student's Signature

Date