

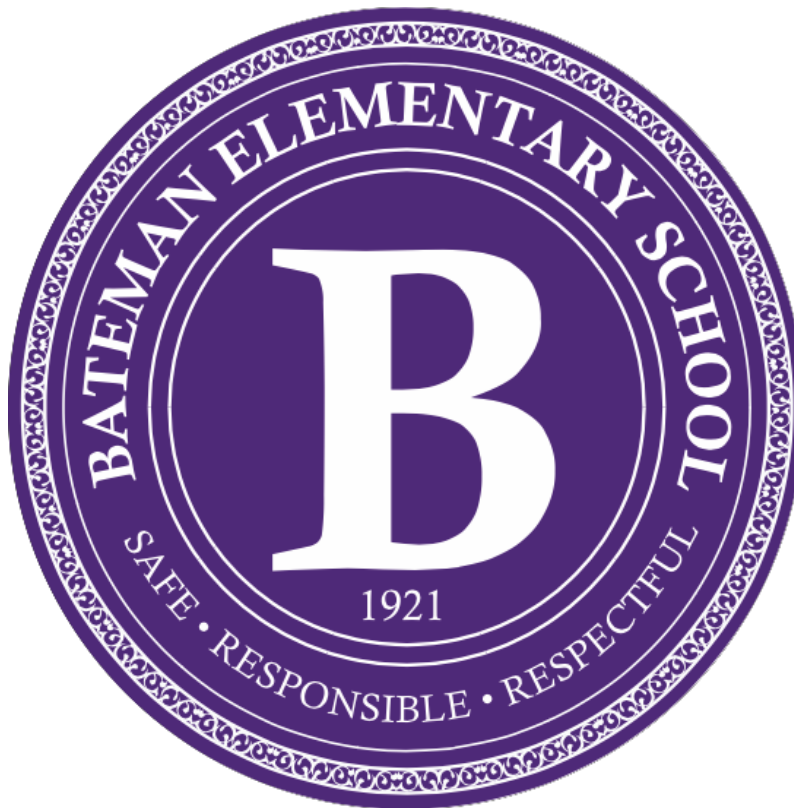
**Bateman Elementary School**

2017 – 2018

# **Student & Parent Handbook**

[bateman.cps.edu](http://bateman.cps.edu)

773-534-5055



## ***Handbook Introduction***

We are using this handbook as a means of communicating between home and school. There are many policies, regulations, and services discussed in these pages. Please read and keep this handbook available throughout the year. Building collaboration between the home and school is essential to promote the best interests of the child. Parents are encouraged to attend scheduled special events, Local School Council meetings, parent workshops, report card pickups, and to volunteer. It is our hope that this handbook will be helpful to you and that it will promote that understanding.

## ***Vision***

Bateman School is dedicated to empower responsible and respectful, lifelong learners in a rigorous learning environment where ownership for academic, technological, social, and emotional development is shared by all. We encourage high standards for all students in a nurturing, healthy and safe environment.

## ***Mission***

Bateman School is dedicated to:

- Cultivating a holistic education
- Providing challenging academic programs
- Supporting a safe learning environment
- Fostering globally-minded leaders
- Instilling a desire to be lifelong learners

## ***Bateman School Excellence Framework Priorities***

1. Expectations for depth & breadth of Quality Teaching: Balanced Assessment & Grading  
A balanced assessment system effectively measures the depth and breadth of student learning and monitors student progress towards college and career readiness. It also produces actionable data to inform planning for instruction, academic supports, and resource allocation. To meet these goals, a balanced assessment system must include multiple measures and be responsive to the needs of all students, including diverse learners and English learners.

2. Expectations for depth & breadth of Quality Teaching: Multi-Tiered System of Support  
The school is characterized by full implementation a system of academic and social emotional (SEL) supports for all students. Every day, in all classrooms, all teachers provide: Universal instruction in the core curriculum - academic & SEL (Tier 1) to all students; additional targeted academic and SEL supports (Tier 2) where needed; and deep and intense supports (Tier 3) based on individual and small group needs. The school also monitors On Track data (grades/GPA and attendance (ES), and course credits (HS)) to provide interventions/supports for students at risk for failure and/or truancy.

3. Expectations for depth & breadth of Quality Teaching: Instruction

The teachers have finely honed instructional skills. They can shift from one approach to another as the situation demands by carefully monitoring the effect of their teaching on student learning. They seamlessly incorporate ideas and concepts from other parts of the curriculum into their explanations and activities. Their questions probe student thinking and serve to extend understanding. They promote the emergence of self-directed learners.

#### 4. Culture of & Structure for Continuous Improvement: Leadership & Collective Responsibility

Leadership & Collective Responsibility is characterized by an unwavering commitment to fulfilling a shared vision of success. There is a clear focus and high expectations for staff and students, motivating the entire school community to continue striving for success for every student.

#### 5. Expectations for Quality & Character of School Life: Parent Partnership

The school develops strong parent partnerships characterized by involving parents in the instructional program, messaging expectations, fostering a better connection between the school and home, and inspiring participation and high levels of collaboration with families. The school provides opportunities for families to volunteer, build its parent community, and support the school's operations through activities including but not limited to participation on parent councils (e.g. PACs, BACs and PLNs). There are high levels of communication between schools and families is mutual and two-way. Families have a way to voice concerns and schools address and respond to input.

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## ***Admissions***

The Chicago Board of Education requires that a parent or legal guardian present the following documents when registering their child in a Chicago Public School. Please reference the CPS Elementary School Registration checklist for more information.

[http://cps.edu/Schools/Enroll\\_in\\_a\\_school/Register/Pages/Elementaryschoolregistrationchecklist.aspx](http://cps.edu/Schools/Enroll_in_a_school/Register/Pages/Elementaryschoolregistrationchecklist.aspx).

**Kindergarten Enrollment Eligibility:** All children residing in the City of Chicago who are 5 years old on or before September 1 of the current school year, are eligible for enrollment into a CPS Kindergarten program.

The parent, legal guardian, or temporary custodian of any elementary age child enrolling in a Chicago public school is required to submit proof of age and required medical records to the school.

### Proof of Age

Includes, but is not limited to, any ONE of the documents listed below:

- Child's birth certificate
- Child's baptismal record
- Passport

- Court documents
- Medical records

### Proof of current address

Includes, but is not limited to, any TWO of the documents listed below:

- Current utility bill
- Illinois driver's license or State of Illinois identification card
- Deed
- Employee identification number
- MediPlan/Medicaid card
- Court documents
- Illinois Department of Public Aid card
- Stamped United States Post Office change of address form
- Illinois state aid check/social security check

### Students Residing Outside of the School's Attendance Boundaries

When space is available, Bateman accepts students from outside our attendance boundaries who applied and got accepted via the Office of Access and Enrollment.

### Students Applying to the Preschool Program

Bateman School has three half-day School Based Preschool Programs. Parents need to apply in person through the CPS Ready to Learn! Office in order to be considered for the upcoming school year. Parents will be notified by letter or email in the Spring if they have been accepted into the program. The Preschool Program requires parental involvement and participation. Please see our website for additional information.

## ***Attendance - CPS - Attendance and Truancy***

### Arrival

Being on time to school is an important life skill and crucial to a good start to the day. Children who arrive on time are better able to transition from home, reconnect with friends and teachers, and prepare for a productive day. Please do what you can to establish and maintain morning routines that enable your child to be on time. Students should line up, ready to enter the building, at 8:05 a.m. Classroom instruction starts at 8:15 a.m.

**Supervision begins at 8:05. Please do not drop off children prior to that time.**

### Kiss 'n Go Procedures

- Refrain from parking in the Kiss 'n Go lane from 8:00 - 8:30 a.m.
- Drop off children within the lane and wait for a volunteer to open the car door.
- Always follow the guidance of our volunteers that are there to assist with the facilitation of a smooth traffic flow.
- For your child's safety, students should ONLY exit on the passenger side of the car. Our staff is available to assist you. Parent's should remain in the driver's seat.

- Drive into the Kiss 'n Go lane from the Berteau/Richmond intersection. Keep the traffic flow moving and remain in your car.
- Please refrain from exiting in between the cones.
- Please do not leave your car in this lane.
- Preschool students need to be dropped off at their designated door and cars must then continue through the lane and exit at the appropriate area.
- According to state law, cell phone usage is not permitted within the school zone.

### Absences

Being at school is crucial to a child's success. Whenever possible, please arrange your schedule around the school calendar. Days missed for vacations disrupt the learning patterns for children. However, there are times when due to illness or a family emergency, absences are necessary.

If your child is absent, due to illness or other reasons, please call the school (773-534-5055) by 9:00 a.m. on the day of the absence and send a note to the classroom teacher explaining his/her absence the following day. Please click here, [Chicago Public Schools Attendance And Truancy Policy](#), to read about CPS' attendance policy in English and click here, [Guía Sobre Asistencia Para Las Familias De CPS](#), for Spanish. A doctor's note is required before a child who had a communicable disease is admitted to class.

### Late Arrivals

Late arrivals interrupt the educational process. Students are expected to be in their homerooms by the second morning bell at 8:15 a.m. Students arriving after this time will be marked tardy. Tardy students must obtain a late pass from the north office. Excessive tardies will be referred to an administrator for investigation and may result in a before/after school detention or lunch detention. Please ensure that your child arrives at school on time.

### Early Dismissal

Students leaving school prior to the close of the school day must be picked up by their parent, guardian or designated adult listed on their emergency form. Children will not be released to anyone not listed on the emergency form or the school records. An early dismissal form must be completed at the South Office. Teachers will not release any student without authorization from the South Office. Please update the emergency information as soon as it changes.

### Dismissal

Students are to be picked up promptly after school, at 3:15 p.m. Please call if you will be delayed. Students not picked up in a timely manner will be brought into the main office until a parent arrives.

Some families enjoy after school play on the playground. Please note the following expectations:

1. Parents (or their designees) are responsible for supervision and any monitoring after 3:15. Staff who are outside at the end of the day are there to monitor traffic and ensure all students have transportation home.
2. Students can only play if a parent (or designee) is physically present. Please do not arrange to pick up your child late and allow him/her to play unsupervised.
3. School rules for safe play apply at all times on the playground.

## ***Bateman's Colors: Purple and Gold***

### ***Bateman Dress Code 2017-2018:***

#### Dress Code Policy

Children are expected to come to school clean and well groomed. They should dress in a comfortable manner so there is no interference or distraction from learning. The dress of students should be appropriate to the age of the student and the educational activities. Determining if dress is distracting to others is the responsibility of the classroom teacher and administrator. The school will contact parents of students not following the dress code policy to request that a change of clothing be brought to the school. Continued disregard for the dress code policy will result in loss of privileges for students and before or after school detention.

The following items are allowed:

- All colors of clothing
- All Bateman Wear: T-Shirts, Polo, Sweatshirts, Sweat Pants
- Pants/jeans/sweatpants must cover the hips
- Shorts must be at fingertip length or below and worn at waist level
- Skirts must be at knee length or below, and worn at waist level
- Leggings, tights, or other types of hosiery must be accompanied by a fingertip length or longer top or dress.
- Shoes must fully enclose the foot
- Bateman's Gym Wear: gym shoes should be worn on days a student has a physical education class. Proper gym clothing and shoes will ensure a maximum amount of safety and comfort while participating in physical education activities.

The following items are **NOT** allowed:

- Offensive or inappropriate content on shirts, t-shirts, sweaters, sweatshirts, and jackets (i.e. promoting drugs, alcohol, etc.)
- Sheer or backless blouses or plunging necklines; bare midriffs; tank tops
- Low cut or belly shirts
- Rips, holes, tears, graffiti on clothing

- "Sagging" and low riding pants
- Elastic bands restricting pant legs or sleeves; rolled up pant legs
- House slippers, open toed shoes, sandals, high heels, wedges or flip-flops
- Hats, bandanas, hoods, etc.
- "Body piercing" jewelry

***Bateman's School Song:*** Bateman Alma Mater by H. Parrish

Oh, Bateman School, I love and I praise you.  
 I always hold you close to my heart.  
 Oh Bateman School, mold me and guide me.  
 Teach me to dream and reach for my star.

You've instilled in me strength and honesty  
 Taught me to face each day a-new.  
 I'll look back someday  
 And I'll proudly say,  
 My Alma Mater, I love you.

***Building Security***

In order to provide a safe environment, students and visitors may be subjected to a search through the use of a metal detector. All school visitors (including parents and guardians) must enter through the main entrance and sign in and receive a visitor pass. Your cooperation is appreciated. Parents who wish to speak to teachers or staff members are asked to set up an appointment with the staff member via phone or e-mail so that educational programs will not be interrupted.

Please schedule your arrival for drop off and pick up of your child no more than five minutes before the entrance and dismissal bells. In order to ensure safety, we must keep hallways clear of visitors. **Please wait for your child by his/her dismissal door. Do not meet him/her by the classroom.** Your cooperation in helping us maintain building security for the safety of our students is greatly appreciated.

Lockers, Desks and Personal Property

Lockers and closet space are provided for students to be used under teacher supervision. Desks and lockers may be searched by school personnel at any time. All combination locks are purchased for students in 5<sup>th</sup> – 8<sup>th</sup> grade through the South office for \$5.00. Students and their personal property may be searched if there is reasonable suspicion that a weapon, drugs or other illegal item are in their possession. Metal detectors or trained dogs may be used if the administration sees a need. Parents will be notified after the search.

***Cell Phones***

Cell phone use is not allowed in school. Please be sure your child leaves their cell phone at home. If the student must carry a cell phone, complete the Cell Phone Permission Form.

Forms can be found in the student agenda as well the North Office. Cell phones must be turned off and kept in the student's locker. The school is not responsible for the security of the cell phone. The school will confiscate unauthorized cell phones and return them only to a parent or guardian.

#### Consequences for cell phone usage

- 1st offense: Cellular phone will be confiscated and a parent and/or guardian must come to Bateman to retrieve the cell phone.
- 2nd offense: Cellular phone will be confiscated and will not be returned for 2 days.
- 3rd offense: Cellular phone will be confiscated and will not be returned in 5 days.

#### ***Code of Conduct - CPS - Student Code of Conduct***

The Student Code of Conduct guidelines are followed when students fail to comply with the Code. The Chicago Board of Education amends the Student Code of Conduct handbook yearly. Please be sure to review these changes. You and your child will be asked to sign a receipt acknowledging receipt of the Student Code of Conduct handbook during the first week in school. If for any reason you do not receive this handbook, it is available at the school office.

While Bateman implements the Student Code of Conduct, our school promotes positive student behavior by implementing PBIS (Positive Behavioral Interventions & Supports) This approach to positive student behavior aims to improve student academic and behavior outcomes.

The Bateman Blaze Way:

- Be Safe
- Be Responsible
- Be Respectful

#### Detention

As outlined in the Student Code of Conduct, Bateman implements the detention policy to improve student conduct and attendance. Detention is held before and after school. Parents will be notified with plenty of time to make special arrangements if the child is in need of serving a detention.

#### ***Comprehensive Gifted Program***

Bateman Elementary offers a Comprehensive Gifted Program for select students in grades 1st-8th. The Comprehensive Gifted Program (CGP) is a program designed for students who have high academic, and/or creative capabilities. CGP provides students the opportunity to develop in relationship to their abilities within a rigorous learning environment in order to reach their highest levels of learning and accomplishment.



The classroom instruction expands and accelerates the traditional curriculum to accommodate the unique needs and interests of the students. Differentiation in instructional methods, course content and product provides appropriate educational experiences for students. Students are provided with a rigorous interdisciplinary core curriculum in order to challenge children identified as gifted and talented. These are students who consistently demonstrate superior general reasoning ability and or potential to excel in a specific academic or creative area. Students also have an opportunity to explore areas of interest in depth through independent research.

Criteria used to determine giftedness at Bateman includes the following:

- **Grades K-2:** DIBELS and TRC assessment (SY17) and Fountas & Pinnell BAS(SY18), teacher input and the Chicago Abilities Test for grades K-2
- **Grades 3-8:** NWEA MAP test and teacher input from classroom performance

Because gifted students learn at a faster pace with less repetition, students in K-2 must achieve green or blue standing in TRC at the end of grades K-2 to be considered for the grade 3-5 gifted program, and students in grades 3-5 must score at or above the 70th percentile on the MAP test to be considered for the 6-8 program. It is necessary that we **reevaluate each student at the end of each year** to ensure that they are in the placement where they will be most successful academically.

### ***Counseling Services***

Bateman Elementary offers a range of counseling services for the students. Sixth through eighth grade students receive guidance for high school selection and placement. Emergency individual counseling is available as the need arises.

Students who exhibit academic or behavior difficulties may be individually evaluated by the Special Education Team under the direction of the counselor. Parents are encouraged to seek assistance from the counselor if a circumstance is affecting the child's academics.

### ***Curricular Excellence***

Our school is committed to academic excellence, which includes developing the whole child. Aside from an excellent academic program that integrates technology into the core content areas (Language Arts, Social Science, Math, and Science), our school provides instruction in visual arts, music, library science, physical education and health. In addition, we offer after school programming to engage students and families in language arts and math instruction, fine arts, and sports and fitness. At Bateman, we know that we cannot do the job of educating all of our children alone and that we all must work in partnership as we work to bring the best education to all of our students.

### Evaluation of Students

The marking symbols A, B, C, D and F are used to indicate the child's progress, achievement, and effort in each subject area based on the standards. Classwork, daily homework and projects must be submitted on the date due.

Grade Scale	
100% -90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
Below 60%	F

A - indicates consistent excellent quality and quantity of work

B - indicates consistent good quality and quantity of work

C - indicates satisfactory achievement

D - indicates below average work

F - indicates unsatisfactory progress

### Report Cards

Report cards will be distributed every ten weeks. Bateman Elementary parents are strongly encouraged to pick up their child's report card at the first and third marking periods.

During report card pickup, report cards are distributed and student's academic progress is discussed. Please make arrangements for a conference with your child's teacher if you are unable to attend on the designated date. Report cards are sent home with the students at the end of the second and fourth marking period. Progress reports are distributed at weeks 5, 15, 25 and 35. Parents are encouraged to call for an appointment with a teacher whenever they have a question concerning their child's academic progress or school behavior.

Gradebook can be accessed by parents and students online through the Parent Portal. A code is needed (see the North Office) to access the online Gradebook.

### Honor Roll

Students will be considered to be in the honor roll if he/she has As (High Honor Roll) and As and Bs (Honor Roll) per semester.

### On Track

Students with a grade higher than C in reading and math and at least 96% attendance will be considered on-track students (on-track to college and career).

### Promotion Policy - [Elementary School Promotion Policy](#)

Students in grades 3, 6, and 8 must meet the criteria for promotion described in the Chicago Board of Education Promotion Policy. Parents are urged to keep in close contact with their child's teacher to keep abreast of their child's progress. Students in grades 3, 6, and 8 are strongly encouraged to participate in the academic after school programs.

### Graduation

All students are expected to meet graduation requirements by passing tests on the state and federal constitutions and by meeting the demands of the CPS Promotion policy, including receiving acceptable academic grades and meeting the minimum requirements on standardized tests as per district policies. Participation in graduation activities is

assured when all requirements are met. A fee schedule, list of all activities, and requirements for graduation will be published in the fall and spring. Students may lose the privilege of participating in graduation activities for serious and repeated infractions of the Student Code of Conduct. The criteria for participation and exclusion will be explained to students by the classroom teacher and sent home for parent review.

### ***Directory***

Attendance Verification	North Office
Bilingual Programs	North Office
Change of Address and Phone	North Office
Counseling Services	Room 114
Early Dismissal	South Office
Gifted Program	North Office
High School Options	Room 114
Lost and Found	Gym and North Office
Nurse	South Office
School Meals Applications	North Office
Social Worker	North Office
Special Education Case Manager	Room 114
Speech	North Office
Transfers	North Office
Visitor's Pass	North Office
Volunteers	North Office

### ***Emergency Procedures***

Every classroom has emergency procedures and maps that are readily available and reviewed with staff members. Our school conducts a minimum of three fire drills, one shelter-in-place, one bus evacuation, one allergen, and one lockdown drill each school year for all Bateman students as mandated by the Board of Education.

Should it become necessary to evacuate the building during school hours, there is a school emergency plan in place and an emergency management team that have been trained to implement the plan.

If school is to be closed because of extreme weather or other emergencies, the closing will be announced on the Bateman website ([bateman.cps.edu](http://bateman.cps.edu)). The automated phone system will be used to call homes/cell phones to inform families of the closing or other information.

### ***Field trips***

Field trips are planned by the school staff at various times of the year. Field trips must have an educational purpose and relate to the curriculum. As a minimum, one adult per ten students is required for a field trip. Trips without the required amount of chaperones may be cancelled. Please accompany your child's class on a field trip, if your schedule permits. Written consent of a parent is necessary before a child is permitted to go on a field trip. We ask for your cooperation in this matter.

### ***Fire and Disaster Drills***

Emergency drills are necessary for the safety of the students and staff. A loud prolonged sound denotes a fire drill, at which time everyone exits the building. Teachers will direct

their classes. Ten short staccato rings announce a disaster drill, which requires students to take assigned positions in the halls at the direction of their teachers. Students in the hallways are directed to the nearest classroom. Appropriate student behavior is mandated during these practices.

### ***Health and Safety - CPS Minimum Health Requirements***

#### Medical/Dental Records

The State of Illinois requires that every elementary school child have a complete physical when entering kindergarten, fifth and ninth grade. The medical form must be completed and returned before the first day of school. These students may not enter school until this

exam is completed as required by state law. Students transferring to Bateman from another school system and out of state transfers, regardless of grade, must have a current physical on file with up to date immunizations. You will be notified in writing if your child is not in compliance. Your child will be excluded from classes and sent home until the necessary medical forms are on file. Please avoid this interruption to your child's education and make a doctor's appointment today if your child is missing an exam or a vaccination. Please note that to be excused from physical education class, for a physical problem, a written request from a physician is required. Dental exams are required of all students entering kindergarten, second and sixth grade.

### Emergency Forms

Each child must have a current emergency form on file in their homeroom and North Office. The form requests the student's home address, phone number, cell phone number, parent/guardian's work information, phone number of the student's physician and two names and phone numbers of family members or friends to be used in case of an emergency when the parent/guardian cannot be reached. **Please update these forms as soon as there is a change in the information provided.** In order to receive text messages from the school, please make sure you fill out the "cell phone" portion of the Emergency Form. Emergency forms will be attached to the agendas.

### Medication

We encourage, whenever possible, that medication be administered at home. Only medication in the original pharmacy container, properly labeled, will be administered after written permission from a parent or guardian is received along with the required form from the doctor. Only designated staff members can administer medication to students. The Chicago Board of Education may reject requests for administration of medicine at the discretion of the administration. Contact the nursing staff for the necessary forms. The nurse is located in room 105 by the main foyer office and can be reached by calling (773) 534-5055.

### Care of Emergency Injuries

Sick or injured children will be given emergency care until parents arrive. Parents should report to the South Office to have the child released to their care. In a serious emergency, 911 will be called and the student will be taken to the nearest hospital for medical attention.

### Student Illness

As much as the school encourages daily student attendance, when a child has a fever, diarrhea, a contagious rash, or is vomiting, s/he should remain at home and be taken to the doctor. If a student becomes ill at school, the nurse will call to inform the parent of the illness and request that the child be picked up. Students must remain fever free, without medication, for 24 hours before returning to school.

## ***Health and Wellness***

At Bateman Elementary, all students will have access to a salad bar during lunch, have time for recess every day and time to address health and wellness in the curriculum. These activities reflect the Chicago Board of Education's Health and Wellness Policy, which addresses nutrition and physical activity in schools.

The policy reflects the District's commitment to children's health and recognizes the critical role that schools can play in fostering lifelong habits of healthy eating and sustained physical activity. Providing opportunities for physical activity during the day increases the likelihood for children to be successful in school.

Recess during the school day provides students the opportunity to take a break from their class work, engage in play with their peers, and participate in unstructured activities. For a complete description of the Students Wellness Celebration and Reward Policy, please visit [bateman.cps.edu](http://bateman.cps.edu).

#### Birthday Celebrations and Invitations

Birthdays are to be celebrated with either approved, healthy snacks or non-food items. We encourage the use of non-food items whenever possible. Please note, cupcakes, candy, pop, ice cream, popsicles, brownies, and other unhealthy foods containing fats and sugars are not allowed for celebrations. We also encourage donating a book for the classroom library as a student birthday celebration item. Please refer to Approved Snack List for snacks to provide for the entire class.

Please do not send birthday invitations to school unless your family intends to invite all girls or all boys in the class.

#### Recess and Inclement Weather

Bateman Elementary has an alternate plan when there is inclement weather. It is at the discretion of the principal as to whether students go outside, as often there are other variables, in addition to the weather, which may dictate whether it is feasible for students to go outside for recess. CPS policy recommendations may govern some decisions of principals around whether it is in the best interest of students to allow them outside for recess.

### ***Health Requirements***

#### Immunization and Physical Requirement

Children are encouraged to submit their required immunizations and physicals prior to the start of the school year and **no later than October 15 of the current school** or they will face expulsion from school.

All students must have a physical examination completed within one year prior to entry to:  
any Chicago Public School for the first time, at any grade level  
6<sup>th</sup> grade and 9<sup>th</sup> grade (ages 6,11,15 for ungraded programs)  
preschool and kindergarten (physical exam and lead screening through age 6)

Immunization requirements

Diphtheria, Pertussis (Whooping Cough), Tetanus (DTaP/Tdap)

Polio Virus (Polio Vaccine)  
Measles  
Rubella  
Mumps  
Hepatitis B  
Varicella (Chicken Pox)  
Haemophilus Influenza, Type B (HIB)

#### Dental Requirement

All students in Kindergarten, 2nd, and 6th grade must have a dental exam completed by a licensed dentist no later than May 15<sup>th</sup> of the current school year.

#### Vision Requirement

All students entering the State of Illinois for the first time at any grade level and Kindergarten must have a vision exam completed no later than October 15<sup>th</sup> of the current school year.

### ***Homework Policy***

The purpose of homework should be to reinforce, review and provide practice on concepts that have been previously introduced in the classroom. Assignments should be reasonable, interesting, meaningful, and within the capabilities of students. Homework should be expected at least four times a week. Students in all grades are expected to complete certain activities or assignments at home. These can range from a collection of items at home to bring to school, practicing math facts or spelling words, reviewing vocabulary words or classroom notes, working on projects, independent reading, and completing assignments given as homework. Homework can be expected each week in grades K-8. Students who are having difficulty completing their homework should ask for help from their teachers.

Parents should give their child support by looking over homework and test papers. Please visit the CPS website for a library of resources available to help students with homework. The Chicago Board of Education booklet entitled: A Guide to Homework Success. This publication can be found online at

<http://cps.edu/Pages/ParentresourcesGethelpwithmychildshomework.aspx>

We offer the following suggestions to help your child do his or her best:

- Come prepared to class.
- Use what you learn and apply it to other situations.
- Listen and get involved in the class.
- Always do your best.
- Ask questions if you do not understand.
- Take pride in yourself and your work.
- Plan for and schedule time for homework.
- Show your homework assignments to someone in your family.

It is up to the discretion of the teacher to provide homework ahead of time for absences that result from vacations. Most classroom experiences cannot be replicated with homework. Children missing multiple days may not be able to complete all in-school tasks.

When coming after school for homework or supplies that are forgotten, please stop in at the main office for assistance. Parent and students should not go into classrooms before or after hours without a staff member.

### Recreational Reading Requirement

All Chicago Public School students are required to read a minimum of 25 books during the school year. Please encourage your child to read daily. To become good readers, children need lots of reading practice. Keep track at home of the number of books your child reads.

### ***Internet***

Our library media center and computer lab, and all classrooms have access to the Internet. Teachers are available to assist students with the use of the computers. In order for students to use the Internet, they must agree to follow the Chicago Public Schools Internet Users Policy as found in the CPS Student Code of Conduct Handbook. Misuse of this policy will result in the revocation of privileges, and if warranted, disciplinary action.

### ***Library Media Center***

The school library contains various reference materials and Internet access. Students are encouraged to use these resources for enjoyment as well as for completing assignments. We encourage Bateman families to visit their neighborhood library frequently.

### ***Local School Council***

Every Chicago Public School under the 1988 Chicago School Reform Act, was mandated to establish a Local School Council consisting of the following members: the school principal, two assigned teachers employed at the school, six parents of students who are currently enrolled at the school, who are not employees of the Board of Education, two community members who reside within the attendance area served by the school, and who are not employees of the Board of Education. Local School Council members are elected for a two year term.

All Local School Council meetings are public. These meetings are scheduled after school at 5:30 p.m. to give parents an opportunity to attend. The calendar on the school's website lists the date and time of the month's LSC meeting. The Local School Council and the principal work together to maintain the school's high standards of education.

### ***Lost Books***

Books are assigned to students by numbers at the beginning of the school year. Each student is responsible for the care and protection of all books. Students will be charged a fee for damage beyond normal wear. If a book is lost or stolen, the student is charged for the replacement value of the book. If the book is found, and returned in good condition, the



student's money will be refunded. Report cards will be issued from the office at the end of the school year for any students owing money for lost or damaged books.

### ***Lunch***

The Chicago Public Schools, a participant in the National School Lunch and Breakfast Programs, serves nutritious meals each day. Lunch meals are free for all students.

Students are expected to behave appropriately and show respect for the lunchroom supervisors. A child who does not obey the rules may be assigned seating or temporarily removed from the lunchroom. Specific lunchroom rules will be reviewed with all students on a regular basis. The general lunchroom expectations are as follows:

1. Use good manners.
2. Listen and follow directions.
3. Stay in your seat at the lunch table until dismissed.
4. Use quiet voices.
5. Clean up your own mess at your table and the floor.
6. Due to food allergies, we discourage the sharing of food.

### ***Multi-Tiered System of Supports (MTSS)***

Multi-Tiered System of Supports is a framework for providing all Bateman students with evidenced-based practices to meet their individual academic and behavioral goals. The types of assistance vary based on the level of need demonstrated by the student. MTSS is intended to provide universal supports and interventions of various degrees of intensity and duration to prevent academic difficulties and enhance student performance. We follow a team approach in determining the most appropriate diagnostically aligned interventions to address the needs that have been identified. Once an intervention plan has been developed, parents will receive an informational letter describing the proposed interventions.

### ***Network Office***

Bateman School is a Chicago Public School and is part of Network 1. The phone number for the Network Office is 773-534-1100.

### ***Parent & Visitor Policy into the Building***

**School start and dismissal is 8:15 AM - 3:15**

As a school policy, parents are asked to wait outside with their children before the start of the school day. Doors open at 8:05 AM and students are to enter the school building through specific doors and line up outside of their classroom. Teachers begin their school day at 8:15AM. Classroom visits must be prearranged with the teacher, otherwise will not be granted.

Parents and children will be allowed to wait inside the entrance doors on inclement weather days. School admin and security officers will allow our families in on these days. It is expected that whenever a parent/visitor comes to Bateman, they must sign in at the

security desk and check in to the main office. All students arriving tardy are to use door #1 and sign in with the security desk to obtain a tardy pass. All early dismissal requests are handled through the south office (door #4).

### ***Parental Involvement***

Bateman Elementary believes in strong parental input, involvement and support. Specific programs designed to encourage parental involvement are: Bateman Boosters, Bilingual Meetings and Workshop, Family Nights, Investigation Days, Local School Council Meetings, NCLB Parent Meetings and Workshops, Parent Volunteer Program, Parent Patrol (during morning drop-off), Special Interest Classes for Parents - as scheduled. Visit <http://cps.edu/FACE/Pages/VolunteerPrograms.aspx> for information on how to become a CPS volunteer. Volunteers are school-wide volunteers, not classroom specific. If agreements are not followed, it is the discretion of the administrative team to allow volunteers to continue.

### ***Playground Rules***

The playground areas are fun places to play at recess and before/after school. It is important that they also be safe areas. Students must obey the supervisors and the rules to have the privilege of using the playground areas. Some general rules include:

- Include others
- Keep your body to yourself
- Use respectful, kind language
- Solve problems with words

### **Playground Equipment**

Students are expected to abide by the school rules already in place as it pertains to the usage of playground equipment.

### ***School Hours***

Regular school hours are 8:15 a.m. to 3:15 p.m. Please make sure that your child arrives at school on time. Doors open at 8:05 a.m. to provide students time to select their breakfast and start instruction at 8:15 a.m.

### **Weather/Emergency School Closing:**

When the weather is extremely bad, especially during the winter, snow or other conditions may cause schools to close. Please listen to the radio to learn if the Chicago Public Schools are closed. Radio stations will make regular announcements about the status of the schools. Recommended stations are AM670, AM720, AM780, FM91.5 (English), AM1200 and FM105.3 (Spanish).

### ***School Visitors***

We encourage parent/teacher communication. Parents who wish to meet with classroom teachers or administrators are asked to make arrangements prior to their visit. We strongly encourage arranging for conferences during non-classroom time: before or after school or

during the teacher's preparation period. All visitors must sign in and obtain a visitor's pass at the North office.

### ***Universal Breakfast***

Bateman is participating in Universal Breakfast Grab and Go. Students select a hot or cold breakfast as they enter the building and have an opportunity to eat it in their classrooms. Universal Breakfast is free for all students.

### ***Toys/Nuisance Items***

Bringing toys or nuisance items that disrupt the educational environment are not allowed. Teachers reserve the right to confiscate any toy or distracting item that a student brings into the classroom environment.