

Charles S. Brownell School



Student Handbook 2007-2008

This book belongs to:

Name _____

Address _____

Grade _____ **Room Number** _____ **Teacher** _____

Charles S. Brownell School

6741 S. Michigan Avenue

Chicago, Illinois 60637

Phone: (773) 535-3030 Fax (773) 535-3413

Richard Morgan, Principal

Pamela Willis, Assistant Principal

PRINCIPAL'S MESSAGE

Welcome to the start of another school year. I would like to commend you for all of your support and participation throughout the previous school year. It is my commitment to provide a safe, orderly, and inviting environment for each student to excel. At Brownell we are dedicated to giving each student our very best. With your help, we are striving to raise our standards of excellence. Our staff consists of talented and devoted professionals. We take pride in our students and the community and pledge to continue to ensure academic success of each child.

We are pleased to provide this student handbook. In it you will find valuable information regarding the policies and procedures for the children of Brownell School. Please keep this handbook readily available during the school year.

Once again, we look forward to another year of academic excellence and outstanding achievements.

Sincerely,
Richard Morgan
Principal

SCHOOL VISION STATEMENT

The Local School Council, the Principal, parents and members of the teaching staff share a vision of providing a challenging academic program that encourages all students to strive for excellence. We will ensure that barriers that impede student achievement are removed. We ascribe to the postulate, "All students can learn and achieve, yet not always in the same way or on the same day."

SCHOOL MISSION STATEMENT

Our mission at Charles S. Brownell School is to provide an academic program that challenges each student. We are committed to providing a safe, nurturing, child-centered climate in which they can flourish. We are committed to providing high quality instruction that develops our students' abilities to learn effectively in all subject areas. We will use every means possible to ensure student success.

SCHOOL MOTTO

"Achieving Academic Excellence"

SCHOOL PLEDGE

I am a student of Brownell Elementary School.
I honor and respect my parents, my teachers, my classmates, and myself.
I accept responsibilities for all of my behaviors.
I am learning to set goals for my life.
I come to school with a clean body and appropriate clothing.
I come to school with an open mind and a willingness to learn.
I come to school to listen and participate so that I may become a well informed, well read and worthwhile citizen of these United States.

ASSEMBLIES

Assemblies are an integral part of our instructional program. These activities allow us to share the exciting things that are happening here at Brownell. They also provide special opportunities for the students to learn through guest speakers and cultural arts programs. Parents are invited and encouraged to attend all of our assemblies.

ATTENDANCE

As parents and partners, it is important that we work together as a team to ensure that our children receive a quality education. Excellent attendance and punctuality is necessary for excellent progress in school. Each child must help contribute to our goal of achieving a 95% attendance rate. Together we can make this happen!

The *Illinois School Code* requires that children attend school regularly and promptly. The *Code* only recognizes illness, observance of religious holidays, death in the immediate family, health/safety concerns, or family emergency as legitimate reasons for absence. If sickness or family emergencies require the student's absence from school, the parent or guardian must send a note indicating the cause of absence to the teacher on the day the child returns. It is the student's responsibility to make up all assignments, projects and tests that were missed during his/her absence. If a child fails to provide a note, he/she will be considered truant as outlined in Chicago Public School's policy. Part of the CPS promotion policy requires that students have fewer than 9 unexcused absences in order to be promoted to the next grade. **Parents, remember regular attendance is very important to ensure your child's success and positive growth in school.**

Arrivals and dismissals:

For safety reasons, we are parents to not bring or send students to school prior to 8:30 a.m. **There is no adult supervision available and Brownell School cannot take responsibility for those students who arrive on school grounds before 8:30 a.m.** Once your child arrives to the school, they can enter through the gym entrance door for breakfast. Breakfast is served at 8:30 a.m. in the lunchroom. **Children are to eat their food in the lunchroom and will not be allowed to take any food out of the lunchroom.**

The school entry bell rings at 8:55 a.m. Students arriving after 9:05 a.m. are considered late. Student dismissal time is 2:45 p.m. Students should leave the school campus immediately after dismissal.

Early dismissals:

Parents and guardians are urged to schedule doctor, and dentist, or other appointments outside of school hours or on school holidays. However, if a parent must take their child out before the school hours are over, the parent must come to the school office to pick up the child and sign the child out. Students will be dismissed early only to adults who are listed on the child's emergency form. Under no circumstances may a student leave the school grounds without permission. Board policy mandates that students who arrive late to school or receive an early dismissal may be subject to loss of attendance. Students arriving after 9:30 a.m. or leaving before 2:00 p.m. will be marked a half-day absent.

CARE OF PROPERTY

Students should not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, paint, or any other instrument. Do not tamper with the fire alarms, fire extinguishers, or any electrical systems. We want students to take pride in our beautiful school grounds by putting trash in the containers provided.

CELLULAR PHONES

Chicago Public School policy prohibits the possession or use of cellular phones, pagers and other electronic devices on school property. If a parent wishes to have his/her child carry a cell phone for safety reasons, the parent must sign a Cell Phone Authorization form and return it to the school office. While at school, the child must keep the cell **phone turned off- not on vibrate-** at all times.

Unauthorized cell phones will be confiscated and kept until a parent/guardian picks it up.

CODE OF CONDUCT

The students at Brownell School are expected to conduct themselves in an acceptable manner at all times and are required to conform to school and class policies and regulations. **Students are required to show proper respect for the faculty, staff, visitors and fellow students at all times.** Brownell has adopted these four school-wide expectations for all students to adhere to:

Be Here!

- 🔔 Come to school everyday on time.

Be Ready!

- 🔔 Wear your uniform everyday.
- 🔔 Come to school prepared to learn.

Be Respectful!

- 🔔 Be kind and courteous to everyone.
- 🔔 Respect school property, others and yourself.

Be Responsible!

- 🔔 Follow quiet zone rules.
- 🔔 Always walk throughout the hallways.
- 🔔 Follow directions immediately.
- 🔔 Accept responsibility for your actions.

Students must follow these guidelines so that everyone can enjoy a safe and exciting school environment.

CONFERENCES

Conferences provide a valuable means of communication between parents/guardians and the teacher. This is an opportunity for the parent to share concerns with the teacher(s) and is very important in solving student problems. However, to prevent classroom disruption, parents/guardians may request a conference with the teacher from 8:30 a.m. to 8:50 a.m.

For security purposes, no one is permitted to enter the building and go directly to a classroom. All visitors must first obtain an official pass before visiting a teacher for a conference. All visitors who report to a classroom unannounced or without permission will be asked to report to the office to comply with our security procedure.

DISCIPLINE POLICY

Children should have the opportunity to achieve their potential in a safe and caring environment. To help promote desirable student conduct and behavior, the Chicago Public Schools adopted a

Student Code of Conduct (SCC). Brownell's discipline procedures are directly aligned to the SCC. Each year, students receive a copy of the Student Code of Conduct, which outlines and describes various kinds of misconduct and disciplinary action that may be used in response to each kind of misbehavior. It is the responsibility of all students along with their parents, to read the SCC and to follow the rules described therein. A zero Tolerance Policy will be enforced for students who commit acts of misconduct, which seriously disrupt the orderly educational process.

Furthermore, Brownell has a Zero tolerance Policy for fighting or rough play. Students who engage in fighting or rough play in the building, on the school grounds, or on the school bus will be suspended.

Depending upon the level of the act of misconduct disciplinary actions may be taken:

- 🔔 Verbal Warning
- 🔔 Student conference with teacher
- 🔔 Removal of privileges (class parties, field trips, movies, dances, school assemblies, etc.,)
- 🔔 Telephone call or written notification to parent
- 🔔 Parent-student-teacher conference
- 🔔 Parent-student-teacher-administrator conference
- 🔔 Suspension
- 🔔 Disciplinary re-assignment
- 🔔 Expulsion

DRESS CODE

All students who attend Brownell are required to wear uniforms every day. The uniform consists of: White or Light Blue shirts, blouses or sweaters Navy Blue pants, skirts or jumpers

Other Dress Code rules include:

- 🔔 No shorts may be worn to school
- 🔔 Skirts must come to fingertip length
- 🔔 Shirts must cover the stomach. No midriffs or navels may show. Necklines must be modest and not revealing.
- 🔔 No clothing imprinted with profanity or obscene pictures
- 🔔 Girls with pierced ears are the **ONLY** students who may wear earrings in school
- 🔔 Pants must be fitted at the waist. **NO SAGGING** pants.
- 🔔 No single, rolled up pant leg on any type of trousers.

- 🔔 No rubber bands around pant legs.
- 🔔 No caps, hats, or headscarves may be worn in the building.
- 🔔 Hair must be worn neat and complete.
- 🔔 Coats must be removed for the day once entering the building

These rules are meant to help maintain an educational atmosphere in our school. Students who violate the dress code will be subject to disciplinary action as outlined in the Student Code of Conduct.

EMERGENCY INFORMATION

Occasionally, an emergency arises when it is imperative that we get in touch with a parent or the person designated by the parent. For this reason, we require all parents/guardians to complete and return the CPS Emergency Information Form at the beginning of the school year. We will always try to contact the parent first unless your emergency form specifically indicates otherwise. Your cooperation is necessary to ensure that our records are up-to-date. Any changes in phone numbers of parents or emergency contacts should be reported immediately. Please include current cell phone numbers if available. If there is anyone besides the parent who may, for any reason, need to pick the child up from school, they must be listed on the emergency form. No student will be released to anyone who is not listed on his/her emergency form.

FIELD TRIPS

Field trips are opportunities to extend the learning process beyond the classroom. All students are expected to be on their best behavior. A permission slip signed by the parent or guardian must be on file with the teacher before a child may leave the building. Parents are welcome and encouraged to help chaperone these trips. However, younger children or siblings may not attend.

Note: Since trips are prepaid, we are unable to issue refunds for students who do not attend.

FORBIDDEN ITEMS

There are certain items that children bring to school, which can cause disruption to the educational program. They are of no educational significance and may take time away from the process of learning. Therefore, we ask that students refrain from bringing the following items to school:

- 🔔 Gum and candy
- 🔔 Portable radios and other electronic equipment
- 🔔 Any form of toy or game
- 🔔 Valuables
- 🔔 Firearms, weapons, knives, laser pointers and other potentially dangerous items
- 🔔 Cell phones and pagers (unless authorized by administration)

Teachers have been instructed to confiscate these articles and return them only to the parent.

FREE AND REDUCED LUNCH PROGRAMS

Brownell School participates in the federally subsidized breakfast and lunch program. To qualify for the Free and Reduced Lunch Program, parents must submit a complete application and meet federal income guidelines. Applications are sent home to all parents in the beginning of the school year and must be filled out and returned promptly. If you do not receive an application, call the main office at (773) 535-3030.

GRADING POLICY

- A= 93-100%**
- B= 87- 92%**
- C= 78- 86%**
- D= 70- 77%**
- F= 69- or below**

HOMEWORK

As outlined in the Chicago Public Schools' [Guide to the CPS Homework Policy](#), homework is a necessary component in the sequence of a child's education. Children who spend more time with homework, on average, do better in school and the academic benefits increase as children move through their educational career. Homework assignments that are well planned, challenging and completed successfully can increase student achievement, develop good study habits and promote a positive a lifelong attitude for the love of learning.

The following are suggested daily time allocations for teacher-directed homework assignments by grade level:

Kindergarten	15-30 minutes
Grades 1, 2, 3	30-60 minutes
Grades 4, 5, 6	45-60 minutes

Children are also encouraged to read at least 30 minutes each day.

HONOR ROLL

The requirements for student academic honors are as follows:

Principal's Scholar

- Must have all A's in all subjects
- Good Citizenship- no checks marks

Honor Roll

- Must have all A's and B's
- Good Citizenship- no check marks

Progressive Honors

- Must have all A's and B's and 1 or 2 C's
- Good Citizenship- no check marks

LOST OR DAMAGED BOOKS

All textbooks are loaned to students for their use during the school year. Each student is responsible for the condition of his/her textbooks. We encourage all books to be kept clean and handled carefully. A fee will be charged for lost or damaged books. No report cards or school records will be issued until all books are returned or paid for.

PROMOTION POLICY

According to the CPS Promotion Policy and Guidelines, all decisions pertaining to the promotion status of a student and whether summer school attendance is required will be determined by their District-Wide Assessment (DWA) scores in reading and math, followed by a review of academic performance, attendance, and conduct. The District-Wide Assessment will consist of the norm-referenced component of the Illinois Standards Achievement Test (ISAT).

REPORT CARDS

Progress Reports are issued every five weeks. Students are responsible for getting a parent signature and returning the progress reports to school.

Report cards are issued every ten weeks during the school year. The Chicago Board of Education requires that a parent or guardian pick up the report card for the first and third marking period.