

Ravenswood Elementary
Parent & Student Handbook
2016-2017



4332 North Paulina Street
Chicago, Illinois 60613
773-534-5525 main office
773-534-5775 fax

www.ravenswoodelementary.org

Welcome

We are so glad your family is a part of the dynamic community at Ravenswood Elementary School! This handbook serves as a guide for parents and guardians of

students at all grade levels and is packed full of information. No matter how many details we offer in print, we know that nothing connects and serves parents better than in-person conversation, great advice and experience recommendations. We hope this inspires you to reach out to other parents, introduce yourself to our administrative staff and get to know the talented teachers. Please say hello -- at a fundraising event, on the playground, on Facebook or by email!

About Ravenswood Elementary School

Ravenswood Elementary is a Fine and Performing Arts Magnet Cluster School, designated by Chicago Public Schools (CPS). Tucked into the Ravenswood neighborhood on Chicago's north side, our school is home to a diverse population of more than 500 preschool through eighth grade students, a thriving before-and afterschool program, a menu of extra-curricular activities, and active parent groups. We provide highly ranked literacy-focused elementary education with a strong core academic curriculum that is enhanced by a rich arts integration program.

SCHOOL VISION

We seek to nurture every child to become self-directed learners, collaborative workers, complex thinkers and community contributors within an integrated arts environment that fosters innovation, respect, engagement and intellectual inquiry.

School Contact Information

4332 N. Paulina St. 773.534.5525 main office
Chicago, IL 60613 773.534.5775 fax
info@ravenswoodelementary.org

There may be times when you have a question or wish to speak to an administrator in person or by phone. Please call the main office for information or to set up an appointment. You are also welcome to email our Principal, Mr. Nate Mandaen, at Nhmandaen@cps.edu or our Assistant Principal, Mrs. Kenya Underwood, at kuconner@cps.edu. Faculty contact information can be found at <http://ravenswoodelementary.org/faculty/>.

Hours

Please visit the main office during official school hours, call to arrange an appointment or leave a message and staff will return your call as soon as possible.

Official school hours: 8:45 a.m. to 3:45 p.m.

Office hours: 8:15 a.m. to 4:00 p.m.

Teacher hours: 8:45 a.m. to 3:45 p.m.

Tuition-Based Preschool hours

8:00 a.m. to 6:00 p.m.

Ready to Learn Preschool: 8:45 a.m. to 11:20 a.m.

1:10 p.m. to 3:45 p.m.

WEBSITES AND SOCIAL MEDIA

Where we are How to connect with us:

Ravenswood Elementary www.ravenswoodelementary.org

Chicago Public Schools www.cps.edu

Facebook <https://www.facebook.com/ravenswoodelementary>

Twitter <https://twitter.com/RavenswoodRam>

Faculty contact list <http://ravenswoodelementary.org/faculty/>

CALENDAR

A printed CPS calendar is sent home with each student at the beginning of the school

year. You can also access it online at www.cps.edu or on the school website.

Click the

“subscribe” button to receive Google calendar alerts on your computer or cell phone.

Where to Go For Help

For Information On	Find	Here
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Student Absences	Theresa Bermudez	Main Office
Atypical Student Referral/MTSS	Kate Picinich	306
Audio Visual Equipment	J. Switzer/ J. Guidry	Gym/ 400
BASA	Allison Farajpanahi	005
Bilingual Program Materials	Vanessa Rivas and Iris LaSalle-Wright	111
Bus Transportation – CTA	Theresa Bermudez	Main Office
Community Partnerships	FORS Maria Diamond	Main Office
Counseling Services	Kate Picinich	306
Custodial/Furniture/Maintenance	Safet Hodzic	
Discipline Referral	Katie Welsh	Main Office
Facility Usage	Nate Manaen	Main Office
High School Options	Kate Picinich	306
Lost and Found	Nick Nutoni	Basement
Lunch Applications	Theresa Bermudez	Main Office
Medical Immunization	Mary Jo Hennesey	306
Student Records	Theresa Bermudez	Main Office
Transfers	Theresa Bermudez	Main Office

Important Forms

Please fill out, sign and return student forms to your child's teacher ASAP. These forms will be sent home with your student the first week of school. Most forms are also available for download at <http://ravenswoodelementary.org/forms/>.

- **Emergency Form**

All students are required to have updated forms on file listing important contact information in case of emergency, including home address(es), parent phone number(s), physician name and phone number, and how to reach two trusted, designated adults who can be alerted if parents or guardians are not immediately available. First-year families fill out this form during registration. Returning families must fill out an emergency form each year to ensure that the office has updated, accurate contact information, even if none of the information has changed.

- **Medical Forms**

CPS requires all students to submit proof of completed, current immunizations and medical, dental and vision exams. Please see the Medical Requirements section of the Parent Handbook for more information.

- **Lunch Application**

This form is required from ALL families, even if you do not anticipate that your student will need school lunch. Lunch application forms are used to determine school funding annually. All information entered on the application is completely confidential. **We need this form for every student to help maximize federal and state funding for Ravenswood students.**

- **Student Fee Form**

This has an explanation of what student fees fund at Ravenswood and instructions for paying online, in cash or by money order (no checks, please). Find specific information in the Fees section of this handbook.

- **Acceptable Usage Policy form**

Many of our teachers and volunteer parents are talented photographers who document Ravenswood students at work, at play and at events. Those pictures may be used in

marketing materials, on the website and in sharing information about our school community with potential funders. Please sign and return this form so we are properly informed if you refuse or allow your student's image to be used in these materials (no names are associated with photos at any time).

Annual Student Fees

As in recent years, Ravenswood Elementary School will collect a student fee in order to help off-set some of the additional costs associated with supporting our students' academics. Our very limited school budget requires additional funding sources in order to provide our students with the enriching school experience we all expect for our children. School fees are an important part of our supplemental funding plan and will help close the gaps in the budget for the following items:

Field trips – Help with the cost of busing and any entrance fees associated with class field trips.

Technology – Help to pay for computer support services, networking our school's computers to the CPS server, and printing supplies.

Ancillary fee – Help with purchasing equipment and supplies for our art, drama, music and physical education programs.

Consumables/Textbooks – Help with the costs associated with purchasing consumable supplies (such as workbooks) and textbooks for our students.

Total annual fee per student: \$90 (See below for payment options)

To pay your student fees:

Student fees are charged per child. For families with more than three children, the maximum family fee is \$250 per year to cover all children in one family.

Student fees must be paid with cash or money order.

To pay by cash or money order, please print and complete a student fee payment form on the [forms page](#) and include it with your payment in the school office, or give it to your child's classroom teacher in an envelope marked with his/her name and "school fee."

Student fees may be paid on either of the following schedules:

\$90 per child due by October 31.

\$45 per child due by October 31 and the remaining \$45 due by January 31.

Please contact Mrs. Bermudez in the main office if you would like to discuss a reduced fee

Picture Fees

Student pictures are taken twice a year, once in the fall and once in the spring. Classroom pictures are complimentary to every family who completes the photo form.

Individual portraits are available in packages that begin at approximately \$12, with several available for \$20 to \$30. Watch for notices and calendar alerts for exact picture dates.

Field-Trip Fees

Your student's classroom will likely take several field trips throughout the year. Some outings may be walking trips in the neighborhood and require only a parent consent signature. Other trips may entail a bus ride, admission tickets and other costs that will require a pre-set fee. Look for notices from your student's teacher detailing field trip information, dates, fees and deadlines for signed permission slips and payment.

Attendance

All students should be at school on time, every day. Student attendance is directly correlated to student performance, and it is important to us that each child is consistently present in class.

Absences

Your student may miss school due to illness or injury, a family emergency or circumstances that threaten the health or safety of the child. We encourage

you to schedule vacations during official school breaks and appointments before or after school hours.

When a student returns to school after an absence, he or she must bring a note signed by a parent or legal guardian listing the child's full name, room number, dates missed and the reason for missing school. Students can deliver the note to the main office or the homeroom teacher. The attendance clerk will mark the absence as excused or unexcused in the computer and file the note.

If you would like to call to alert the attendance clerk and teacher of the absence before school starts, dial the main office and listen for the appropriate prompts. Preschool parents can call the classroom directly and speak with the teacher on duty.

Chicago Public Schools accepts four reasons for excused student absences:

1. Illness
2. Death in the family
3. Family emergency
4. Observance of a religious holiday

Ravenswood provides automated calls to parent contact phone numbers as a courtesy so you can track your child's attendance. Please make sure the office has an updated phone number for you so that you receive these calls.

Teachers check and record attendance by computer **by 9:30 am** each day. If your child is tardy to school, you may receive the automated phone call. Contact the attendance clerk if you have any concerns about your student's attendance or that an absence has been marked in error.

If your student has excessive absences or patterns of absences, the parent or guardian may be required to meet with the school administration to discuss concerns and implement a plan of improvement.

Your pediatrician can help you decide if your child is well enough to go to school. Click here for another resource to help determine if he or she needs a sick day:

http://kidshealth.org/parent/general/sick/too_sick.html

Tardiness

Any child arriving after 8:50 a.m. must get a tardy pass from the security guard at the main entrance or from the office. If a student accumulates more than three tardy slips, parents or guardians may be called in to create a plan for improvement. Please support your child's success in school and participation in important morning activities and lessons by ensuring he or she arrives at school on time every day.

Late Arrival and Early Dismissal

If your student needs to arrive late or leave early due to an appointment, please alert the teacher in advance. This allows the teacher to work with your child to gather all homework materials, paperwork and school gear for early dismissal or to inform you where the class will be when your child arrives. Go to the main office to sign your child in or out. No child will be released early without being signed out by a parent or guardian.

Getting your Student to & from School

Please help us to create a safe and welcoming environment for families as we begin and conclude our school days. We know that some days, you may have to rush to meet the train, that you may be running late, that your kids might run a block ahead or walk in slow motion a block behind you. We've all been there, carrying eight tote bags and a pan of birthday cupcakes or stuck in a parking space because a double-parker has wedged us in or managing an upset child or feeling a bit weepy on the first day. Things happen -- we get it. To soften those moments and to be sure that every child enters and exits the building safely, securely and as excited to be at school as possible, we thank you for abiding by our drop-off, pick up, sign-out and absence policies.

Ravenswood school hours are 8:45 a.m. to 3:45 p.m. The first bell to call students to their classroom lines rings at 8:40 a.m. The second bell rings at 8:45 a.m.

Drop Off

Many parents choose to drop-off or escort children to school near the main entrance on Paulina. Please be mindful that this is a congested one-way street and it is important to the safety of our students to keep a slow and watchful flow of traffic.

Parking

Do not double-park while waiting for your student to exit the building. Do not leave your double-parked car unattended. **It is unsafe and illegal to double-park or block the street.** If spots are limited, there is often availability one block south on Paulina or on Montrose.

Double-parking is illegal and can result in a police-issued tickets or towing. It also creates a traffic back-up and makes it difficult for school buses to arrive in a timely manner. **Most importantly, is a safety concern for our students.** Please be a thoughtful school community citizen and take a few extra minutes to park in a legitimate space in front of or near the school building.

No. Our school lot is reserved for staff. Parent parking is prohibited during morning drop-off. The exception for parents is early-morning BASA drop-off, BASA pick-up in the afternoon and if there are available spaces for mid-day meetings at the school. Do not use the alley as a parking or drop off spot for students. This is a safety concern for your child.

Entry Doors and Line Assignments

Teachers meet their students at assigned locations at 8:45 a.m. each morning. On inclement weather days, students enter through the main entrance and

gather at designated spots in the lower-level hallway or gym. Your student's teacher or an on-duty staffer will direct you to that location.

Your student will be escorted by a teacher into the school building through these doors.

Grade	Entry Door
Tuition-Based Preschool	South door on the playground, facing Cullom. Ring the doorbell and sign in your preschooler in his or her classroom
Ready To Learn, Kg, 1 st grade	Door 4, southeast entrance on Paulina; Ready to Learn parents should ring the marked doorbell and sign students in
2 nd & 3 rd grade	Door 3, Center entrance on Paulina
4 th & 5 th grade	Door 6, Door with keypad that faces the alley
Middle School	Door 2, Northeast entrance on Paulina

Each classroom has an assigned meeting place. Please check with on-duty staff or your student's teacher to find out where to line up. The teacher will meet the class at the assigned place and escort them indoors.

Some parents stay until classes are inside school doors, others opt to say goodbye when the final bell rings.

Students who arrive before the bells or who participate in before-school care with BASA usually congregate on the playground. Upper-grade students often meet in the north lot at the corner of Montrose and Paulina.

Unless your child is enrolled in BASA, you are responsible for your child's care before school. Although staff is on duty from 8:15 a.m. to 8:45 a.m., children need to be supervised by a parent or caregiver. Please assist with the safety of all of our children by arriving for school no earlier than 8:15 a.m.

Pick-Up

Afternoon pick-up is another great opportunity to meet and get to know Ravenswood parents/guardians. Arrive a few minutes early to join in the conversation near the main entrances on Paulina. If weather is nice, some families spend time on the playground after school.

Where to Go

At 3:45 p.m., the dismissal bell rings and students are escorted outside by teachers and staff from the exit doors facing Paulina. Tuition Based Preschool is dismissed from door 5 (facing Cullum). Kindergarteners will be released a few minutes before all other grades to allow time for our younger students to have a calmer, orderly exit. Please make eye contact with the teacher for assurance that the student is being picked up by a parent or approved adult.

Preschoolers can be picked up from their classrooms, and parents should ring the marked bell to be admitted.

We understand that emergencies arise, trains are delayed and traffic gets backed up in the neighborhood. If you will be late for afternoon pick-up, please alert the office as soon as possible. Office staff will be in touch with your student's teacher. In these cases and if a student is not met by a parent or approved caregiver in a timely manner, the student will be brought to the office and phone calls to family members will be made.

BASA students are picked up directly from their classrooms by a staff member. Pick up your student from after-school programming by ringing the bell at the south door marked BASA(Door 7), accessible from the parking lot. A staff member will greet you and call your child down to be signed out and dismissed.

All BASA questions can be directed to Alison Farajpanahi, Youth Guidance Community Resource Coordinator, in the BASA Office in Room 005 or by calling 312.994.8179 or emailing afarajpanahi@youth-guidance.org.

Please pick up your student from extracurricular activities by ringing the main entrance bell and signing in with our security guard, or through the BASA door in the south entrance, accessible through the parking lot.

Parking

Parking spots on Paulina and Cullom are often full a half-hour or more before the dismissal bell.

Do not double-park while waiting for your student to exit the building. Do not leave your double-parked car unattended. Do not obstruct the space reserved for the school bus that is marked with orange cones. **It is unsafe and illegal to double-park or block the street.** If spots are limited, there is often availability one block south on Paulina or on Montrose.

Double-parking is illegal and can result in a police-issued ticket or towing. It also creates a traffic back-up and makes it difficult for school buses to arrive in a timely manner. **Most importantly, is a safety concern for our students.** Please be a thoughtful school community citizen and take a few extra minutes to park in a legitimate space in front of or near the school building.

The school lot is usually full at this time. Our school lot is reserved for staff and parent parking is prohibited during afternoon drop-off. The exception for parents is early morning

BASA drop-off, BASA pick-up in the afternoon and if there are available spaces for mid-day meetings at the school.

Before & After School Adventures (BASA)

Ravenswood offers enrichment and learning programs before and after regular school hours in partnership with Youth Guidance's Before and After School Adventures (BASA) program.

BASA provides on-site, supervised child care and the opportunity to enroll in a menu of classes and workshops for students at every grade level. BASA programming often includes designated times for homework help or reading, outdoor or gym free play and organized games. Extending the day from 7:15 a.m. to 6:30 p.m., BASA supports student academic, artistic and athletic enrichment and helps families manage schedules.

Contact Youth Guidance Resource Coordinator Alison Farajpanaji in the BASA Office, Room 005, or by calling 312.994.8179 or emailing afarajpanahi@youth-guidance.org.

Before School Care

Early-morning care begins at 7:15 a.m. Costs are detailed in the table below. Before the first morning bell rings at 8:45 a.m., BASA students are escorted by a staff member to their designated classroom line-up location. Tuition Based Preschool students are escorted to their classrooms for the 8:00 a.m. start time. What activities will my child do in BASA before school begins? Your student will have plenty of time for supervised play and homework help. BASA may also offer early-morning enrichment programs for an additional enrollment fee.

After School Care

When the dismissal bell rings at 3:45 p.m., after-school care students are picked up by a BASA staffer, checked in and escorted to their first activity. BASA offers workshops and classes to supplement Ravenswood's curriculum and keep

students engaged, happy and learning. Parents can opt for full-time care (five days per week until 6:30 p.m.) or part-time care (five days per week until 5:00 p.m., or three days per week until 6:30 p.m.). Pricing is listed in the table below. After-care programming includes homework help or reading hour, organized games, supervised play and other extracurricular activities. Parents can also enroll students in holiday craft workshops and a wide range of enrichment classes that may include ballet, drama, rock band or robotics!

Absolutely! Parents can sign students up for classes without committing to full- or part-time BASA care for the full fee. Students who are enrolled in BASA care may take enrichment classes for a discounted fee.

Scholarships and financial assistance are available to those who qualify on a first-come, first-served basis. The financial aid application is available for download here:
<http://ravenswoodelementary.org/wp-content/uploads/2012/03/financial-aid-application.Pdf>

Yes! BASA welcomes students from other schools, some of whom meet up with their siblings at Ravenswood and others whose parents prefer in-neighborhood after-school care.

Teams & Clubs

Ravenswood offers after-school teams and activities to students, led by volunteer faculty and parents. One of these extracurricular programs might be a great fit if your student is athletic, artistic, academic or outdoorsy - or wants to be!

- Bucket drumming (during the day)
- Intramural volleyball
- Basketball
- Student Council
- Chess club

- Gardening
- Math club
- Girls on the Run
- School theatre performances

Visiting the School

It is our aim to provide the safest, healthiest learning environment for Ravenswood students, faculty and staff. We ask that you comply with our security procedures each time you visit during the day for a meeting, performance, to volunteer or pick up a child.

School Entry

Doors will be locked during regular school hours for security reasons. All visitors should ring the bell at the main entrance on Paulina, where a speaker and security camera are linked to the office. All visitors must sign in before proceeding to the office. Please help us maintain a safe environment by complying with our building entry guidelines every time you visit the school.

Please be patient. The office staff may be tending to a child or other immediate concerns. The security guard will return to the entry post shortly.

You will see the visitor log on the desk to the right of the main doors. Please sign in and go directly to the main office.

Please report the concern immediately to the principal, assistant principal or security guard.

After-Hours at School

If you are in the building for an evening meeting, weekend volunteer project or other after-hours event, please extend the same respect you and your students graciously do during the school day. Please uphold the security procedures so we can keep Ravenswood safe around the clock.

Student code of conduct

The Chicago Board of Education Student Code of Conduct found at www.cps.edu/Pages/ParentResourcesStudentCodeofConduct.aspx is followed for each discipline case. Copies of the Code are distributed to staff at the beginning of each school year, to parents during the first report card pick-up, and to students in the beginning of the school year.

For SCC Groups I and II, students should be sent to the office when the classroom management procedures have been exhausted. Students exhibiting more serious behaviors, from SCC Groups III, IV, V, or VI, should be sent to the office immediately; or, the teacher may call the office to have security and/or an administrator come to the classroom if sending the student to the office is inappropriate or likely to cause additional behavioral problems. All students should be sent to the main office with a completed Student Discipline Referral Form.

The administration will implement an In-School and Out-of-School Suspension policy for students with repeated disciplinary infractions. When a student receives an out-of-school or in-school suspension, they should be offered the opportunity to make-up any missed work. It is the responsibility of the classroom teacher(s) to provide the make-up assignments.

Student misbehavior in the halls, lunchroom and recess is the responsibility of that child's homeroom teacher. Student misbehavior in Enrichment classes should be handled by the Enrichment teacher and communicated to the homeroom teacher. Refer to the section on Lunchroom for those appropriate procedures.

Each time a child is sent to the office for a disciplinary infraction, the teacher is expected to:

1. Have already exhausted classroom management consequences.
2. Complete a Student Discipline Referral Form that gives the administration information about what happened, what consequences have already been used, and a teacher recommendation.

The administration will always:

1. Investigate the situation

2. Conference with all students involved
3. Make contact with the child's parents
4. Communicate results of the above steps and any further consequences to the classroom teacher with an email, note, or brief conversation.

To create a safe learning and play environment, Ravenswood personnel enforce rules and expectations for all students.

School Rules

School rules will be discussed with students at the beginning the school year and reviewed as often as necessary. Copies will be posted in classrooms.

Ravenswood expects students to:

1. Accept adult supervision and listen to all faculty and staff.
2. Use appropriate language and actions before, during and after school.
3. Demonstrate responsible behavior in the halls.
4. Obtain permission to leave class, carry a hall pass.
5. Not chew gum and only eat food in the school gym.
6. Leave school grounds by 4:00pm unless engaged in a school activity or accompanied by parents.
7. Leave any personal games or toys at home. Electronic devices are not to be used during school hours and should not be seen. The school is not responsible if these items are lost, stolen, or broken.
8. Talk to an adult if you see unsafe or inappropriate behavior.

Classroom Rules

Teachers will lead students in preparing classroom- and program-specific rules the first week of school. Rules will be posted and will be reflective of the Ravenswood Way.

Classroom rules contribute to a school environment that promotes learning by:

1. Developing self-control and showing respect for others
2. Ensuring the safety of everyone
3. Allowing orderly operation of the building
4. Accepting adult supervision
5. Using appropriate language and actions.

Playground Rules

1. Stay on the playground. Each student should be able to see and hear supervisors at all times.
2. Avoid mimicking violent behavior (shooting, play fighting, etc.).
3. Use playground equipment appropriately.

4. No hardball or use of baseball bats.
5. Objects with wheels are not allowed (skateboards, scooters, bikes, etc.).
6. Have fun! Being teased, bullied, picked on or excluded is not fun.

Middle School Detention

Middle school students are given detention for various minor infractions of the school rules. The detention period is 30 minutes either before or after school, Mondays through Fridays. A parent or guardian is always notified by telephone before any student serves detention.

Dress Code

Familiarize your family with Ravenswood's dress code and work with your student to comply on a daily basis. Students and parents will be notified of Halloween costume and special event dress guidelines.

Ravenswood Dress Code

The Ravenswood Dress Code establishes the expectation that all students will dress appropriately for a learning environment in clothing that does not negatively impact the educational process at school. The following dress is prohibited per rules of Student Conduct.

- **No hats, caps, hoods or bandanas in the building.**

- **No strapless, halter or spaghetti-strap tank tops, shirts or dresses.**

- **No profane or offensive t-shirts.**

- **No shirts or tops that expose the midriff.**

- **No short-shorts or ultra-mini skirts.**

- **No baggy pants, shorts or jeans.**

- **No pants worn with one leg up and one leg down.**

- **No coats or jackets worn inside during class time.**

- **No rubber bands worn on the wrists.**

- **No flip-flops or high-heels.**

For safety reasons, flip-flops and heels higher than two inches may not be worn by students during school hours. The exception to this rule is teacher-approved wear for assemblies, performances and eighth grade graduation events. In cases where the dress code is violated, we will follow the Student Code of Conduct.

Ravenswood's dress code is approved and updated by the Local School Council. It is a formalized, written policy that is distributed to all parents. Teachers have responsibility for monitoring and addressing dress code concerns and violations. Teachers or administrators will notify parents as necessary. Repeat violations will be addressed by the principal or assistant principal.

Academics

We note high-level skills, attitudes and ideas at work every day inside Ravenswood classrooms. Through keen strategies built by faculty and administration, teachers who are invested in each child's success and well-being, students who create dynamic projects and performances, and with a corps of involved parents, we're confident we'll continue to thrive as a school community.

Teacher communication

Teachers build community with families in a variety of ways -- through newsletters, password-protected class websites, email alerts or by sharing galleries of photos taken

of students at work.

Teachers are accessible by email, which is provided to parents at the beginning of the school year and also found at <http://ravenswoodelementary.org/faculty/>. Contact your student's teacher if you would like to request an in-person meeting or phone conference.

If Your Child Has an IEP

Contact the case manager to set up an initial meeting to review or create a plan for your student or to discuss any concerns or challenges. Ravenswood's case manager is Kate Picinich and her office is located in Room 306.

Bilingual Services

Ravenswood provides a transitional bilingual education program to limited-English proficient students with the goal of creating equal education opportunities in CPS.

Parents will be notified if a student is in need of bilingual programming. Students may be placed in a bilingual classroom or receive small-group instruction, depending on need and the number of children requiring programming in a specific language. Individual student needs are assessed in the native language and English, and content-area instruction is provided accordingly. The bilingual staff closely monitors each student's progress and achievements.

Classes

Ravenswood's curriculum is based on Balanced Literacy, Everyday Math (preschool through 5th grade), MathThematics (6th grade and higher) and Full Option Science System (FOSS). For more detailed curriculum information, visit <http://ravenswoodelementary.org/k-8-academics/>.

Ancillary classes

Students in kindergarten through 5th grade attend dance, drama, music and gym at least once a week. Middle school students can choose electives within those areas.

Middle-school students switch classrooms for language arts, math, science and social studies, all taught by faculty certified in specific areas of study.

Please see the Student Evaluation section of this handbook for details on grading, testing, promotion and report cards.

Recess

All students have a 22-minute mid-day recess break. Preschool and kindergarten students may have additional outside activity time at the discretion of the teacher and with approval by the principal. Weather permitting, recess is held on the playground. In inclement weather, students have supervised indoor free time.

Please see the RULES section of this handbook for playground expectations.

Yes, so long as it is used safely and kept stored in a backpack until recess time. No hardball, bats or equipment with wheels are allowed, so please review the playground rules before your child brings sports gear to school.

Student Evaluation

Ravenswood's faculty will work with your child and with parents to provide feedback and create plans for the academic success of every child.

Homework

Homework assignments are intended to reinforce, review and practice concepts introduced in the classroom. We encourage parents to actively support students by reviewing assignments, offering ample time and workspace to complete projects, and discussing in-class studies after school hours.

Report Cards

Mid-term progress reports will be printed and distributed on the 5th, 15th, 25th, and 35th week to parents. Twice a year, report cards will be sent home with students, and twice a year, parents will be invited to school to pick them up.

Ravenswood parents are required to pick up report cards at the first and third marking periods at scheduled parent-teacher conference. During this meeting, the teacher will discuss your student's academic progress and will offer time for your questions. Conferences are about ten minutes long, although you may want to stay longer to page through student portfolios, visit art displays or meet with your student's enrichment class teachers. Please respect other parents' conference times and the teacher's busy schedules by arriving on time (or even a bit early).

Your work schedule or family obligations may mean that you cannot be at school for parent-teacher conferences. Contact your student's teacher to schedule an alternate time to meet and pick up the report card.

Grades

Teachers will review the grading policy and expectations with students and parents at the beginning of the school year. Grades are assigned based on Chicago Board of Education's grading policy.

Grade Scale

100%-90% A - indicates consistent excellent quality and quantity of work

89%- 80% B - indicates consistent good quality and quantity of work

79%- 70% C - indicates satisfactory achievement

69%- 60% D - indicates below average work

59% & Below F - indicates unsatisfactory progress

Grades for each marking period represent the work achieved for that period only. The final grade is an average of the marks recorded for all four reporting periods.

Parent Portal

Parents can access their student's grades using Parent Portal by logging on at <https://parent.cps.12.il.us>. After establishing an account you will be able to monitor your child's grades, set up triggers to create a customized alert that will prompt an e-mail or

message for attendance or grade activities. Specific instructions on setting up your account are available at the site.

MAP and other Standardized Testing

Students are required to participate in regular standardized testing in writing or by computer. Teachers will notify parents of scheduled dates, discuss how to best prepare students for success in test-taking and review results during parent-teacher conferences.

Currently, all CPS students are scheduled to take the following assessments: REACH Performance Tasks(K-8), and MAP (Gr. 2-8) at the beginning and end of year. 8th grade students are required to take the Explore test in the spring.

Promotion Policy

The Chicago Board of Education's Promotion Policy dictates that students in third, sixth and eighth grade must meet criteria to move up to the next grade level. Students are evaluated on reading and math final grades and scores on the MAP. Those not meeting minimum requirements must attend the Chicago Summer Program and satisfy all the criteria to be promoted. Parents of students in third, sixth and eighth grade will be contacted at weeks 5, 15 and 25 if their child is at risk of not being promoted, and are asked to keep in close contact with teachers to chart the student's progress.

8th-Grade Graduation

We are proud to celebrate the accomplishments and aspirations of Ravenswood graduates heading to high school and opportunities across the city!

Students are eligible to be promoted from eighth grade to high school if they meet all graduation requirements. Eighth graders must pass the state and federal Constitution tests, earn acceptable academic grades and fulfill SAT-10 score requirements. Graduation includes special eighth-grade activities and a ceremony. Students who have

serious or repeated infractions of the Student Conduct Code may lose the privilege of participating in graduation activities. All potential graduates will be given a list of activities and requirements to review with parents. A family-friendly graduation ceremony is held at Ravenswood several days before the official end of the school year.

Student Records

Parents are welcome to review their students' records. Notify the school counselor, Kate Picinich to make a request in writing. Ms. Picinich's office is Room 306. She can be contacted by email at kppicinich@cps.edu or by leaving a message with the main office.

Meals

Students who are fed nutritious, balanced, regular meals are better prepared to learn.

BREAKFAST IN THE CLASSROOM PROGRAM

Breakfast is provided to students at no cost. The Board of Education supports the Breakfast in the Classroom (BIC) federally funded program, providing brown-bag breakfasts or a hot breakfast option to any student who would like one. Please alert teachers of any allergies.

Students in grades K through 5 can take a breakfast bag to eat in their classroom. Classroom activities will start while students eat breakfast. Students in grades 6 through 8 can eat breakfast in the cafeteria before school starts each day. Breakfast ends at 8:55 am.

Brown-bag breakfasts vary daily and include a drink, fruit and prepackaged morning

meals, such as:

Milk

Juice

Fruit cup

Banana or apple

Bagel sandwich

Eggs

Cereal

Yogurt

No. The Breakfast in the Classroom program is voluntary and available to all children. If you prefer to feed your student a morning meal at home, Breakfast in the Classroom can be a great back-up if you are running late, if your child is hungry once they get to school or if your child needs supplemental food or drink before class starts. Students can choose one or two items from the bag or choose to eat it all. Several students from each class regularly eat breakfast together, so your student will be in good company if they choose to participate one day or every day.

No. There are several breakfast stations provided by the food-service staff where students can pick up a breakfast brown bag. There are plenty of meals for Ravenswood students, so no sign-up is needed.

Yes! If you have a student in the primary grade or would like to spend some time in the beginning of the school day helping younger kids and their teachers, we welcome volunteers to help open milk cartons and guide children in cleaning up. Please speak to the classroom teachers or inquire in the main office about how you can help for a few minutes in the morning.

LUNCH

Lunch is served by class in the cafeteria. Your student may bring a sack-lunch from home, purchase a cafeteria lunch or qualify for free or reduced lunch. Tuition Based preschool classes eat lunch in the classroom. **Please remember we strive to be a nut-free school.**

All families are asked to complete the lunch application to determine status for free or reduced lunch, regardless of household income. This form helps determine federal and state funding for Ravenswood, so it is important that every family fills out the confidential form to help us secure much-needed resources.

Get your younger student ready for school

lunch time

by practicing opening lunchbox containers and milk cartons at home and eating the full meal in a timely manner.

SNACKS & CELEBRATIONS

If your student is enrolled in BASA after-school programming, please send a snack with him/her. Due to budget cuts, BASA can no longer provide snacks.

One parent suggests filling a Ziploc bag with healthy, portable, easy-to-eat after-school snacks into the child's backpack. Another parent suggests sending one snack per day in the child's lunch box. Consider sending satisfying, energy-fueling foods that your child can open quickly, like apple-sauce squeezers, granola bars, trail mix or whole-grain crackers. Ravenswood school is working towards Healthy School Certification for this school year. **Please remember we strive to be a Nut-free school.**

To receive Healthy School Certification the school needs to meet a set of criteria which include: daily physical activity, nutrition education at every grade, implementation of a healthy snack and beverage policy, the avoidance of food rewards and the creation of an active school wellness team. We will be working hard this year to achieve this certification and implement the requirements.

Classroom Party Snacks

Occasionally, classrooms celebrate a contest win, event or a holiday with a special party in the room that includes food and snacks. Please alert your student's teacher about any allergies and prepare your student with good information on which foods are a best fit for him or her.

Birthday Celebrations

Please contact your student's teacher for classroom rules on birthday celebrations. Some teachers allow parents to bring treats for the class, others ask that no cake, candy or desserts are shared with students. We ask parents to be mindful of providing healthy treats.

Allergy Table

The lunchroom sets out an allergy table for students with nut or other allergies.

Student Belongings

All students have space to store coats and backpacks. Preschool and primary grade students will have ample space for extra clothing in a cubby outside of their classrooms. Other classes will have coat closets to hang outerwear and bags, and assigned desks to hold necessary supplies. Upper grade students have designated lockers to be used under teacher supervision.

Students should only bring teacher-approved personal property to school, and should take personal responsibility in keeping those items secure. Desks and lockers may be searched by school personnel at any time.

Lost & Found

The lost and found is located in the gray bins in the lower level of the school, across from the multipurpose room.

Cell Phones & Electronics

Please help us provide a distraction-free, safe learning environment by ensuring your child leaves his or her electronics and cell phone at home. If you feel the need for your child to carry a phone, it must be turned off and not visible while the student is on school grounds. If a teacher or staff member sees a cell phone, or if the cell phone rings or vibrates inside the school building, the cell phone will be confiscated and can only be picked up by a parent or guardian in the main office. The school is not responsible for

the security of the cell phone in the child's possession.

Parents can contact students in an emergency by calling the main office. An office attendant will relay a message or contact the student.

Medical & Health Care

A thriving learning environment includes tending to the physical, emotional and mental well-being of students. Help us care for your child by alerting us of medical conditions,

allergies or other concerns that may impact his or her experience during the school day. Updated medical forms and contact information allow us to tend to student needs swiftly and are mandated by CPS.

REQUIRED MEDICAL FORMS

The State of Illinois requires each student to have proof of physical exams and immunizations, and provides free vision and dental screenings for all students with parent approval.

- **Immunizations and Physical Exams**

All students' immunizations must be up-to-date. Proof of a recent physical exam is required for all students entering a CPS school for the first time as well as entering kindergarten and 6th grade. Documentation must be provided by October 15th of the school year. Download the Certification of Child Health Examination for the pediatrician to fill out and sign here: <http://ravenswoodelementary.org/wpcontent/uploads/2012/03/certificateChildHealthExamination.pdf>.

If your family does not have a designated physician, CPS recommends visiting an approved medical clinic that provides affordable or free immunizations and health services. Find more information by CPS here: <http://cps.edu/Spotlight/Pages/spotlight464.aspx>.

- **Dental Exams and Ravenswood's School-based Oral Health Program**

All students in kindergarten, 2nd grade and 6th grade must have a completed dental exam by a licensed dentist before May 15th of the school year. Parents or guardians must provide proof of the exam. Download the Proof of School Dental Exam Form for your child's dentist to fill out here: <http://ravenswoodelementary.org/wpcontent/uploads/2012/03/proofSchoolDentalExamination.pdf>.

Free dental screenings are available at the school for your student with parent consent.

Please check with the main office or notification of scheduled visits. Consent forms in

both Spanish and English are available here for download:

<http://ravenswoodelementary.org/forms/>

- **Vision Screenings**

All students in kindergarten, 2nd grade, 8th grade or enrolling at Ravenswood for the first time must provide proof of a completed eye exam by an optometrist, ophthalmologist or physician, per Illinois law. Proof of the exam is due by October 15th of the school year. CPS provides free vision screenings to students with parent consent. Please call the main office or wait for written notification of scheduled screenings.

Please visit with the main office to obtain and submit a copy of your future appointment to the school.

Medication

Whenever possible, we encourage parents to administer medication at home. If medication must be dispensed during school hours, please comply with the guidelines

Ravenswood is required to follow. If you have questions or would like to request a meeting with the school nurse, contact Mary Jo Hennessey at 773-534-5525. Ms.

Hennessey is at Ravenswood on Thursdays and Fridays.

Parents or guardians must provide the school with a note of permission and a signed form from the doctor. The Chicago Board of Education approves or denies requests for medication administration at school.

- Only designated staff will administer medication to students.
- Medication must be in the original pharmacy container and must be properly labeled with the student's name.

If Your Child Has a 504 Plan

Contact the case manager to set up an initial meeting to review or create a plan for your student or to discuss any concerns or challenges. The case manager can refer parents to a school nurse for specific information and action in administering medication. Ravenswood's case manager is Kate Picinich and her office is located in Room 306.

Email Ms. Picinich at kppicinich@cps.edu or leave a message for her by phoning or visiting the main office.

EMERGENCY CARE

Ill or injured students will be given emergency care until a parent or guardian arrives. Parents should report to the main office, where children will be signed out and released

to their care. In a serious emergency, staff will call 911 and the student will be taken immediately to the nearest hospital for medical attention. During all injuries or illnesses, parents will be alerted by the school about the incident.

Emergency forms

All students must have a current emergency form on file, listing the student's home address(es), parent phone number(s), physician name and phone number, and contact information for two trusted, designated adults who can be contacted if parents or guardians are not immediately available. Please see the FORMS section of the Parent Handbook for more information on this form.

Allergies

School personnel practice quick, efficient and proper responses to allergen emergencies. Please inform your student's teacher and the main office of any allergies.

Well-being

Beyond band-aids and sniffles, Ravenswood is committed to taking good care of students' mental and emotional needs.

Counseling Services

Ravenswood offers counseling services to students. You can request a meeting to discuss your students needs by contacting the school counselor, Kate Picinich, at kppicinich@cps.edu, or by leaving a message in the main office. The counseling office is located in Room 306

Students who exhibit academic or behavior challenges may be individually evaluated by the Special Education Team, and those with attendance issues will be given ongoing counseling. All eighth graders participate in guidance counseling for high-school application, selection and placement.

If your student is struggling with school work or experiencing issues that affect his or her performance at school, we encourage you to seek support from our counselor.

Emergency Plans

Emergency preparation ensures that steps are already in place within the school in the event that an emergency occurs. Ravenswood, like all CPS schools, has a Safe School Plan and an Emergency Management Plan in place.

If an Emergency Occurs

If it is necessary for students to leave school following an emergency, school staff will follow an orderly plan to make sure that each child is released at a specified location on campus to a parent or designated adult.

If a parent or designated adult cannot pick up a student for an extended period of time following an emergency, he or she will remain under staff supervision until the parent designated adult arrives at school. However, children should be picked up as soon as possible.

If necessary, students may be moved to another school or off-campus site for greater safety. If telephone lines are not operating or are down due to heavy use, please try to call again in a few minutes.

EMERGENCY DRILLS

Students and staff prepare for emergencies with fire, disaster and lockdown drills. We believe that practicing safety procedures will help our community respond in calm, supportive, smart ways should we encounter an emergency on our school grounds. During fire drills, a long bell rings, alerting teachers to direct students to exit the building immediately. In disaster drills, teachers lead students to assigned positions in the hall. An all-clear bell will ring, indicating it is safe for teachers to return to classrooms with students.

Lockdowns

Along with many other schools across the country, Ravenswood has implemented lockdown drills to ensure our students and staff understand how to secure themselves inside classrooms in cases of serious and volatile emergencies. The word "lockdown" will be announced over the PA system, cuing teachers to place students in the safest spots in the classroom, to direct anyone in the hallway to the closest class, and to lock doors. Just as our staff and administration take these drills seriously, we expect all students to behave appropriately during these drills under the guidance and care of their teachers.

SCHOOL CLOSINGS

In extreme weather conditions, CPS may close schools. Check www.cps.edu or tune in to local television or radio stations for regular updates on school closings. We recommend WGN-TV Channel 9. On the radio, we recommend stations AM670, AM720, AM780, FM91.5 (English) or FM105.3 (Spanish).

Local School Council

Each Chicago Public School has a Local School Council (LSC) that is an elected decision-making body comprised of the school principal, six parent representatives, two teacher representatives, two community representatives and one para-professional staff representative.

By law, the LSC participates in school-level decisions with primary focus on allocating school funds and resources, hiring and evaluating the principal and approving and monitoring the annual school-improvement plan.

All Ravenswood school and community members are welcome to attend LSC meetings, held the second Monday of every month at 6:30 p.m. in the multi-purpose room on the lower level of the building. There is often opportunity for public comment. Agendas are posted in advance of meetings and minutes are available for view on the school website and in the main office.

For LSC leadership and more information, visit <http://ravenswoodelementary.org/lsc/>.

Friends of Ravenswood School (FORS)

This non-profit group of parents and community members supports Ravenswood School, its programs, faculty and staff, and students by fundraising, supporting school communication and building community. Friends of Ravenswood coordinate volunteers, build partnerships and put professional expertise to work on grants, event planning and large-scale projects.

The funds FORS raises help the school pay for teacher salaries, arts programs, field trips, hallway lockers and other critical classroom supplies.

FORS currently meets on the third Tuesday of every month at 7:00 p.m. in the multipurpose room in the lower level of Ravenswood School. A change in meeting time will be forthcoming. Meetings are open to all interested parents, teachers, staff and community members.

Find FORS leadership, minutes, mission and other information here: <http://ravenswoodelementary.org/fors/>

Parents, staff and community members are actively organized through FORS.

Fundraising

Fundraising is vital to the success of Ravenswood, enabling us to provide arts programming, technology, classroom supplies and other resources that our students would otherwise not have due to increasing budget cuts. The LSC's priority to continue to build Ravenswood's outstanding fine arts classes, shows and events, and to keep classroom sizes small has fueled FORS to create structured, fun, family-oriented fundraising events each year. Last year, parents and community members helped fund a music teacher position, install lockers in hallways, while FORS officers pursued grants and partnerships for larger-scale capital projects. Working together, every donation, raffle-ticket sale and volunteer hour secures our school during the wider CPS budget crisis and builds Ravenswood's thriving learning environment.

To learn more about fundraising or make a donation, visit

<http://ravenswoodelementary.org/fundraising/>.

We invite you, your students, families and friends to join us in these fundraisers throughout the school year.

• **DonorsChoose.org Projects**

DonorsChoose.org is a charity website that offers simple ways to support public school teachers and classroom projects. Ravenswood teachers raised close to \$20,000 last school year for computers, gym equipment and other supplies through DonorsChoose campaigns. Your student's teacher will alert you to any current DonorsChoose campaigns, or you can check the school website for updates on Ravenswood projects seeking funding at <http://ravenswoodelementary.org/donors-choose/>.

Volunteering

Every parent and friend of Ravenswood has something rich to offer the school community. Please raise your hand if you have time, expertise or ideas to contribute at these fundraising events and throughout the year.

You will get emails and see notices in your student's backpack with requests for volunteers, or you can reach out to our volunteer coordinators at volunteer@ravenswoodelementary.org to find meaningful ways to participate in daily happenings or special events at Ravenswood.

We've developed a quick, no-obligation survey to help you narrow down which of your many talents would best serve our school and to help us find (or create!) opportunities

to work together to strengthen Ravenswood. Find the survey here:

<http://ravenswoodelementary.org/skill-survey/>

- **Room parents**, who provide ongoing organizational support to teachers.
- **Field-trip chaperones and classroom help**, who offer one-time or ongoing assistance to teachers during off-site and in-class events.
- **Field Day coaches**, who cheer kids on, hand out awards and assist in set-up and clean-up for the day-long event.
- **Event planning and staffers**, who organize and connect with parents for our annual Spring Forward gala and other fundraising events.

- **School tour guides**, who provide expertise and personal connections to prospective parents during our monthly “Second Cup of Coffee” walks through the school.
- **Grant writing and networking specialists**, who can assist in pursuing financial backing and reaching out to partner organizations, politicians and funders.
- **Ravenswood Buddies**, who reach out to new families within the school community.

A Sample of Some of our Special Events

Our students, faculty and staff amp up the Ravenswood Rams spirit at assemblies, theatre performances, special events and by cheering each other on at concerts, games and shows! Please join in the fun and encourage your student to participate in the fun, outlandish and social moments with pride.

• Winter and Spring Showcase

Classes perform songs, poems and skits on stage for an audience of peers, parents and family members. Your child’s class will participate in either the winter or spring assembly and performances are scheduled at approximately 9:00 a.m. and 1:00 p.m.

• Student Theatre Performances

Under the direction of the arts faculty, students at the third-grade level and higher audition for, rehearse and perform a play and a musical for a daytime audience of peers and an evening audience of families and community supporters. Our students create the set designs, manage the stage, sound and lights. You’ll laugh, you’ll cry, you’ll be amazed at how much talent is packed in this school!

• Talent Show

Mime much? Break dance? Can you shred it on the electric guitar? All students with special performance skills are invited to audition for the annual spring talent show.

Singers, rappers, tap dancers and actors take the stage for two daytime performances.

- **BASA Showcase**

BASA families are invited twice a year to an evening meal and performances that showcase new skills and developed talents of dance, drama and music students.

- **Spirit Week**

Every day during Spirit Week, classes dress in costumes, pajamas, sports gear or Ravenswood Rams wear to kick off the new school year. Check your child's backpack

or the school website for a notice detailing the dates and crazy assignments for that Monday through Friday.

- **Ravenswood Rams Friday**

When students and staff sport their Rams wear or red and black clothing, it extends the fun of Spirit Week all year long. Rams wear is available for purchase during a fall drive

and on the website year-round at

<http://ravenswoodelementary.org/spirit-wear/>.

Changes will take place this year and details will follow soon.

- **Reality Fair**

The Game of Life goes 2.0 in this half-day activity for seventh and eighth graders. Prepped with a fictional job, paycheck and family life, 7th and 8th grade students must

veer through work, bank, credit counseling and transportation stations without going bankrupt. This activity is presented by volunteers from Ravenswood Community Center, a longtime community partner.

- **Field Day**

Students compete in individual and class athletic events in this coordinated day of sprinting, stretching, soccer kicks and water balloons. Come to cheer on your student or

volunteer to record times, fill water bottles and hand out awards.

- **Movie Nights**

Bring your sleeping bag (and ear plugs!) for family movie nights. We all camp out together to watch G-rated movies in the gym. Admission is about \$3 per person and

concessions are available for purchase.

- **Basketball and Volleyball Games**

Cheer on upper-grade student athletes who compete at Ravenswood and around the city with teacher and parent volunteer coaches.