

William K. *NEW SULLIVAN* ELEMENTARY SCHOOL

8331 South Mackinaw Avenue
Chicago, Illinois 60617
(773) 535 - 6585



Parent/Student Handbook 2016-2017

Mrs. Kathy McCoy, Principal
Mrs. Shannon Shockley, Assistant Principal
Mr. Kevin McGowan, Dean of Students

"A Great Place To Learn!"

From The Principal's Desk

William K New Sullivan Fine Arts Academy

A Community of Learners and Leaders who are

Positive! ~ Proud!

Productive! ~ Patriotic & Bully Free!

Dear New Sullivan Families and Community,

On behalf of the New Sullivan Family and Community, it is truly my pleasure to extend a warm and heartfelt welcome to you as we begin the 2016-2017 school year at William K New Sullivan Fine Arts Academy. September is the time of year to reconnect with friends and welcome new friends. We at New Sullivan are very pleased to welcome everyone back to school. To those students and parents who are new to New Sullivan we extend, an especially warm welcome and best wishes for an exciting and productive year in our school. We hope that you will quickly feel at home and become involved in the activities of our school through the LSC, BAC, PAC and your child's classroom program.

THE 2016-2017 SCHOOL YEAR:

As I begin my fourth year as principal of New Sullivan, I will continue to work diligently with parents and educators to foster a culture that promotes a learning community characterized by student centered instruction and decisions, academic excellence, trust, respect, community involvement, excellent communications, and recognition of both student and faculty achievement. I am committed to working collaboratively with you to continue to develop and implement this shared vision. Working together as a team we will move forward in our mission this new school year to create a nurturing, disciplined, and challenging environment in which all students can learn at optimum levels and become college and career ready and responsible members of society. We have so much to be proud of as a staff, family, and community.

HOOKED ON LEARNING: The NEW SULLIVAN PHILOSOPHY

The New Sullivan Philosophy is an approach based on helping students in our school by shaping every day their attitudes, the choices they make from moment to moment, and by the way they choose to treat each other. Our philosophy for success will be a great platform to foster, encourage, and highlight some basic school rules: They are:

1. Be There – for each other by staying focused on what we are doing and how we are doing it.
2. Choose Your Attitude – good and bad things happen every day, we can always choose our attitudes.

3. Make Their Day – a kind gesture can make their day when we do things, big and small, to make others feel good.
4. Play – we all know that learning is more fun when we throw ourselves into it. Everyone has fun and it adds to the excitement of learning.

GOALS FOR THE 2016-2017 SCHOOL YEAR:

1. 96% or higher attendance for every student
2. 70% percent or higher of students attaining their end of year target goals for all district-mandated assessments
3. Higher levels of Parent Involvement
4. All 8th grade students receiving their diplomas in June of 2017.

We Can Do! We Must Do! We Want All Students To Be Successful!

Yours in education,

Kathy McCoy, Principal



From The Assistant Principal's Desk



Happy New Year! New Sullivan Families:

Welcome to the 2016-2017 school year. It is an honor to work as the Vice Principal of New Sullivan Fine Arts Academy. As we transition into a new school year, it is imperative that we work as a positive learning community to promote a “Culture of Excellence” at New Sullivan School. As a result of creating a culture of excellence the ultimate goals are to enhance the quality of teaching and learning practices within our classrooms, increase student achievement, build stronger and productive communication systems with our parents and the community at large.

The District's goals are to prepare all students for college, careers, and the real world. As we embrace these goals, New Sullivan teachers will work rigorously to provide the best educational program possible with the understanding that “All Students Will Learn.”

It is a pleasure that you have chosen New Sullivan School as the educational institution to engage your child and provide him/her with a meaningful and productive learning experience. In our effort to meet the expectations for your child, your ongoing support will be greatly appreciated throughout this school year. Please make sure that your child is in attendance on a daily basis. Our attendance goal is for every child to reach 96% percent attendance or better during the 2016-2017 school year. We do understand student illness and emergency situations, however, our goal is to keep absences and tardiness to a minimum. In addition, please emphasize to your child/children the importance of following rules and respecting the learning environment. Our goal is to focus on teaching and learning and reduce the percentage of discipline problems. Also, it is important to continuously monitor your child's learning progress. Communicate with your child about his/her daily classroom learning experiences. Our team of educators, certainly encourage all parents to communicate with them on a regular basis. If you have any questions or concerns feel free to reach out the your child's teacher(s).

As you peruse this handbook, you will find additional information which outlines our school policy, procedures, and expectations.

Again, thank you for choosing New Sullivan Fine Arts Academy as the learning place for your child's academic and social-emotional needs.

Educationally yours,

Shannon E. Shockley
Vice Principal

FROM THE DEAN OF STUDENTS



We Are Spartans!

In ancient Sparta, a rigorous education and training system was put in place. It was mandated that all male and female children attend. The place the children received this education was called an *Agoge* (a-go-gee). *Agoge* can be translated into many words, including “Rearing”, “Leading”, “Guidance” or “Training”. The aim of the *Agoge* was to make strong citizens. *Agoges* were very prestigious and people from all over the world tried to get the children into Sparta’s *Agoges*!

As the Dean of Students, I want all of our students and parents to view New Sullivan as being an *Agoge* for South Chicago, a place where students receive a rigorous education. It is our job to insure our students receive this rigorous and high quality education. It is also our job to insure we equip our students with the knowledge and ability to become leaders in society, receiving the best training and guidance in Chicago Public Schools.

This is a monumental task and it will take the Staff of New Sullivan, as well as, both the parent and the student to complete this task. None of us can do this alone! It is very important that we work as a team to insure our students are ready for a 21st Century, global community.

Please insure you student is in school and ready to learn, *EVERYDAY!* If ever a need or issue arises, please feel both free and *comfortable* enough to come to New Sullivan. Chicago Public Schools and New Sullivan have many different resources to help. Welcome to New Sullivan and have a *GREAT* school year!!

Kevin McGowan
Dean of Students

Education is the passport to the future, for tomorrow belongs to those who prepare for it today. – Malcolm X

New Sullivan Elementary School Instructional Leadership Team

Kathy McCoy, Principal
Shannon Shockley, Assistant Principal
Sarah Malcolm
Kevin McGowan
Yvonne McNutt
Maria Guerrero
April Riley
Tony Lee
Berlinder Fry

New Sullivan Elementary School Local School Council

Charles Bessett, President
Bobbie Bell, Vice President
Latasha Wells, Parent Representative
Sally Perez, Parent Representative
Annette Maclin, Community Representative
Marilyn Hall, Community Representative
Jacqueline Sanders, Teacher Representative
Yvonne McNutt, Teacher Representative
Diana James, Non-Teacher Representative

Report Cards and Promotion Policy

Report Cards

Report cards are used to evaluate students in Grades K-8. Report cards are issued four times a year at ten week intervals. The first parent/teacher conference is at the end of the tenth week of school and in the spring at the end of the thirtieth week of school. Report card grades used are A, B, C, D and F and are given based on the following criteria:

Assignments-20%
Homework-15%
Assessments-(Exams-25%) (Quizzes-10%)
Projects-20%
Participation-10%

Grading Scale

93-100 = A
87-92 = B
78-86 = C
70-77 = D
69- Below = F

Promotion Policy

New Sullivan follows the Chicago Public Schools' Policy on promotions and retentions. Generally, students are expected to master the core academic areas: reading/language arts (including spelling, grammar, composition, and handwriting), mathematical concepts and computation, science, and social studies. Students must demonstrate a proficient level of knowledge and skills in all academic areas in order to be promoted. Whereas only students in bridge grades must attend Summer School (3rd, 6th & 8th), all students can be retained, by the Principal, if they have not mastered the core academic areas.

Homework

Homework assignments for grades K-3 students will average one-half hour per night and for grades 4-8 students one hour per night. Homework is averaged into students' quarterly report card grades.

Conferences

Two conference days are scheduled each school year during report card pick-up. Parents, we ask that you do not bring students to the conference unless a teacher has requested their presence. In addition, parents or teachers may request conferences any time during the year as needed. Please contact the teacher by sending a note to school to request a conference. Conferences are to take place between 8:00 a.m. and 8:15 a.m. or 3:30 p.m. and 3:45 p.m. The instructional program will not be disrupted to hold a conference.

The following tips should help you complete a successful parent/teacher conference:

Before the Conference

1. Talk with your child about how he/she thinks things are going in the classroom.
2. Ask your child about his/her friends and how things are going at recess and lunch.
3. Start thinking now about the questions you would like to ask and write them down. Bring the list of questions with you to the conference.

At the Conference

1. Share information about your child that would be helpful in understanding his/her performance in class.
2. Ask questions about your child's school work. (Is my child meeting grade level expectations? Is my child completing homework assignments? Does my child ask questions he/she doesn't understand? Is my child well organized?, etc.)
3. Ask questions about your child's social growth. (Does my child get along with other students? Does my child have friends? Does my child have problems on the playground?)
4. Discuss with the teacher ways you can work together to help your child learn and grow. Identify specific steps or activities to be done at home and in school.
5. Write down key points and follow up activities.

After the Conference

1. Discuss the conference with your child.
2. Set improvement goals together.
3. As time goes by, check to see that the child's work or behavior is improving.
4. Keep in touch with the teacher to see how things are going at school.

Honor Roll/Dean's List

Each ten week grading period, students who have earned all A's and B's with no check marks as well as those who meet CPS' attendance requirements are selected for the New Sullivan Elementary School Honor Roll/Dean's List. Their names may be posted in the school newspaper, the Honor Roll Hall of Fame and/or Dean's List.

Agoge Award of Excellence

Agōgē is the rigorous education and training program used in ancient Sparta for male and female youth. In ancient Greek, *Agōgē* meant "rearing" but in Sparta it meant "leading", "guidance" or "training". The aim of the *Agōgē* was to produce physically and morally strong citizens. It encouraged the importance and well-being of the whole community over the individual. The *Agōgē* was prestigious and very selective. People from all over tried to enroll their children.

New Sullivan will present its "*Agōgē Award of Excellence*", quarterly, to students who excel, striving to meet the high standards set forth by New Sullivan, the Network and the District. To qualify, students must meet all the general requirements as they pertain to the categories used to determine student success;

A *Academics and Attendance* – Students must maintain a B average or higher in all subjects. Students must also maintain a 95% or higher attendance rate.

G *Growth* – Students must show steady growth on all applicable assessments.

Ō *Outstanding Behavior* – Students must not have any classroom behavior issues or office referrals. Students must also show citizenship towards their fellow students, staff and the New Sullivan community.

G *Gains* - Students must make steady gains on all applicable assessments.

Ē *Excellence* – Students must show an overall demeanor and attitude as laid out in the "*Spartan Creed*".

Each quarter, students meeting the necessary guidelines will be rewarded. These rewards will vary. Students who meet the requirements all four quarters will receive a special award at the end of the school year. Teachers will be responsible for

nominating qualified students. The Main Office will insure that all nominated students are rewarded.

Attendance Policies

Early Arrivals and Departures

Your child may not arrive before 8:00 a.m. or depart before 3:30 p.m. Students enrolled in an after school programming will have a later dismissal time. Students unable to follow school rules will not be allowed on school grounds until five minutes before the start of the instructional day, at 8:30 a.m.

Absences

The elementary school educational environment forms the basis for all other learning. It is very important that your child attends school daily. CPS requires students to attend school at a rate of 96% or higher. This means your child can't miss more than 8 days of school for the **ENTIRE SCHOOL YEAR!** If your child must be absent, you must send a written excuse on the day of his/her returns. Excused absences include illness, doctor or dentist appointments, and death of a family member.

Leaving School

If your child becomes ill during the day, he or she will remain in the office or classroom until picked up from school. No child will be allowed to leave school unless accompanied by a parent or guardian. The guardian must be listed on the Emergency Contact list and have valid I.D.

Emergencies

The emergency forms completed at the beginning of each school year contain the information needed in the event of an accident or illness. It is imperative that we have a up-to-date Emergency Form for all students and that any changes made during the year be forwarded to the teacher as soon as possible.

Appointments

Parents should send a note in advance if a child has a medical appointment before school dismissal at 3:30 p.m. Appointments should be made after school, Saturday or on student non-attendance days, whenever possible. Early dismissals have a negative impact on your child's attendance record. CPS calculates the number of minutes your child leaves early. These minutes can add up, with consistent early dismissals. Children *must* be picked up from school prior to 3:00 p.m., for an early dismissal, or wait until students are dismissed at 3:30 p.m.

Tardiness

Students must be on time for school. Tardiness is both disruptive to the student and the teacher. Students reporting to class after 8:30 a.m. will be counted as tardy. Children who arrive late for school will *not* be able to eat breakfast upon arrival. Children who are

tardy must report to the security desk for a tardy slip or they may be counted absent from school. Parents will be contacted when students arrive to school extremely and consistently late. CPS calculates the number of minutes your child arrives tardy. These minutes can add up, with consistent tardy arrivals.

Make-up Work

Students with excused absences will be allowed to make up missed class work. A request for assignments should be made by prior notice to the classroom teacher. The assignments will be ready in the office by the end of the school day or sent home when the child returns to school. Teachers will not be responsible for makeup work for students who are repeatedly tardy or absent.

Truancy

CPS requires students to attend school at a rate of 95%, this equates to attending 169 of the 178 scheduled days of school. Students should not miss more than nine days of school. Students who attend at a lower rate are considered truant. Truant students are those who display a pattern of excessive absences and tardies for all or part of the school day for other than legitimate reasons. The Chicago Public School policy will be implemented for students who are truant.

Truant students and families put themselves at risk of being referred to outside agencies. These agencies (A Knock At Midnight, DCFS, etc.) will conduct regular home visits to insure students attend school regularly.

Daily Schedule

8:00 a.m. - Students enter for BREAKFAST

8:25 a.m. - Warning bell rings.

8:30 a.m. - Classes officially start

8:31am. – Students arriving at this time will be considered Tardy

10:55 -12:40 – Lunch/Recess Periods (Times vary by class)

3:30 p.m. Dismissal

3:30 p.m. - 5:15 p.m. - After School Programming takes place

Chicago Public School Discipline Code

All elements of the Chicago Public School Student Code of Conduct are implemented without exception. New Sullivan Elementary School is a safe haven for every student. Disregarding school rules, fighting, bullying, taunting and inappropriate language and behaviors will not be tolerated and can result in suspensions where appropriate. Please refer to the Student Code of Conduct for more information.

Dress Code Policy

The purpose of the school dress code is to promote a positive learning environment for the students. The development of this policy is in accordance with the Chicago Public

Schools Uniform or Dress Code Policy section 707.1 of the Chicago Public Schools Policy Manual. In developing this policy we have taken into consideration the mission of the school and the safety of our children.

Effective School Year 2016-2017, ***ALL*** New Sullivan students must wear a "New Sullivan Branded" polo style shirt. Pre K - 7th Grade students will wear a black shirt. 8th Grade ***ONLY*** will wear a purple shirt. All students must purchase and wear a New Sullivan gym uniform. Coming prepared for gym, which means wearing the New Sullivan gym uniform, is part of the grade your child receives in gym class.

Clothes, hairstyles, jewelry, etc. which disrupt the learning environment, based on the judgment of school officials, are not acceptable. The following guidelines will help you assess your child's school wardrobe and hairstyles. The school retains the right to judge what is and is not disruptive to the school-learning environment. The dress code applies to all students.

Our dress code *prohibits* the wearing of the following:

- Shorts, there are no exceptions
- Skirts higher than 2 inches above the knee
- Tight skirts
- Any clothing that exposes the midriff, back, or thighs
- Low cut, tight fitting blouses or tops
- Sheer, see-through clothes
- Clothes that advertise drug/alcohol use, contain profane language, or include language or pictures which promote violence or sex, offensive pictures or statements
- Bibbed pants (overalls pants/dresses) which are worn unfastened
- Baggy style pants which are not secured at the waist so that underwear is visible or pants are sagging
- Outdoor hats and jackets worn inside the building unless for religious observances
- **Earrings are not to be worn by male students.** More than two earrings per ear is not permitted for female students
- Earrings are not allowed in a student's nose, lips, eyebrow or visible body part other than ears
- Excessive and expensive jewelry is not to be worn.
- Tee shirts with or without slogans are not permitted.
- Clothing which degrades and disrespects gender, age, race, nationality, or disability is not permitted.
- Lavish haircuts that depict words/designs and hairstyles with glitter, colored wordings or excessive parts and extreme "updo's" are not acceptable
- Notched or "parted" eyebrows
- No gang affiliated clothing, including but not limited to colors, designs, logos, bandanas, caps, "discreet references" or gym shoes are permitted.

No leggings, no jeggings, no yoga pants, no denim jeans in any style or color will be acceptable as part of the uniform. No drawstring or warm-up/jogging pants will be acceptable as part of the uniform. No t-shirt of any style will be acceptable as part of the uniform (this includes the school's gym uniform). Athletic hoodies are not permitted.

The final judgment as to the appropriateness of dress and appearance rests with the principal. Assistance may be provided to families with special needs and circumstances based on needs assessment by Counselor and or Social Worker and approval by the Chicago Board of Education.

Clothing for religious purposes are permitted only when a parent/guardian has informed the school in writing that the deviation from the dress code is to adhere to religious beliefs.

The following list of items was created to reflect the elements of the New Sullivan Uniform Dress Code, where *Students Dress for Success*.

- **SHIRT:** Pre-K thru 7th graders will wear black school logo shirt., 8th graders will wear purple school logo shirts. ALL SCHOOL SHIRTS MUST BE PURCHASED AT THE SCHOOL FOR \$10.00, \$10.50 FOR ADULT SIZES.
- **PANTS:** Black dress or uniform style slacks and khakis are acceptable on boys and girls at any time. Black corduroy dress or uniform style slacks will be acceptable during the colder weather months. Pants must fit appropriately being neither too long in the inseam nor too low on the hip with a belt. All male students **MUST** wear a black belt.
- **SHOES:** Black shoes are the only acceptable footwear. Gym shoe are only to be worn on students assigned gym day. Boots are allowed in the colder winter months.
- **SWEATER:** Solid purple or black to match the school uniform.

ALL students are required to wear the school uniform daily, without exceptions. All student The uniform policy is enforced at William K. Sullivan Elementary School. Students who come to school inappropriately dressed will be sent to the main office. A parent will be contacted and asked to bring the proper clothing.

If a parent cannot be reached, the student will be given a warning letter. The second offense will result in a conference with the parent and student. The third offense will result in suspension of all classroom field trips, school events and or after-school activities. Lastly, the student will not be eligible to be a student of the month, receive P.B.I.S. recognition or placed on the Honor Roll.

Medication

The school nurse is not permitted to give medication to students unless the medication is prescribed by a licensed physician. The medication must be in the original prescription bottle, with the doctor's instructions for time and dosage. The parent and physician will also need to complete a medication form requesting and authorizing

school administration to administer the prescription. All asthma pumps and Epi-Pens must be given to the school nurse with a consent from the doctor.

Counseling

Counseling services are available to all students. Counseling referrals are also available, at the parent's request. A teacher or parent may refer a student for counseling. Per CPS rules, a student can see a CPS counselor for up to 6 sessions without the permission of the parent.

Emergencies

Change of Personal Information

Please notify the main office any time there has been a change of address, phone number or work location. Also please keep the main office abreast of any changes in legal custody or guardianship. This is important for your child in case of an emergency.

Crisis Management Plan

New Sullivan Elementary School maintains an up-to-date crisis management plan, which covers procedures to be followed during emergency and potentially dangerous situations. Each staff member has a copy of the plan. The plan will be reviewed with children at the beginning of the school year.

Fire and Emergency Drills

In the event of a fire, students will evacuate the building through the nearest outside exit, in single file following one long ring of the fire alarm system. In the event of a tornado drill, students will walk to the nearest hall and get in a crouched position facing the inner wall following a repeated on-off ring of the school bell system. In the case of Lock Down drills, teachers will lock the classroom door. All students and the teacher will then find a space in the back of the classroom, away from all windows. Teachers will review all other emergency procedures as outlined in the Crisis Management Plan with students during the first week of school.

Lost and Found

Students' will be held responsible for their own personal property. All property should be marked with the child's name. Either parents or children may check in the office for lost articles. Every 2nd Friday of the month, unclaimed articles will be donated to charity. Students' should keep all items of value and expense at home. New Sullivan will not assume responsibility for items which come up missing or are stolen on school property.

Meals

If your child has a food allergy it is imperative that you submit the appropriate medical forms from your child's physician for the health and safety of your child. Any pertinent information must be shared with the school nurse, classroom teacher and lunchroom manager, if meal substitutions will be required.

Breakfast

New Sullivan Elementary School Breakfast is for all students. Service begins at 8:00 a.m. and ends promptly at 8:25 a.m. If a child is still eating at 8:30, they will be allotted a grace period to finish eating. Late arrivals, tardy students and students arriving after 8:30 am, will not have the option to eat breakfast.

Lunch

Our cafeteria serves nourishing, well-balanced lunches. We invite and encourage our students to eat a lunch prepared in our cafeteria. Menus are issued to each child monthly and can also be found on CPS' and New Sullivan's website, as well as posted in outside of the lunchroom and Main Office. If a student prefers to bring their lunch from home, they are welcome to do so. However, we discourage the packing of sugary soft drinks, chips, candy and cookies and bringing fast food into our cafeteria. Students will not be allowed to bring these items into the lunchroom.

Change

Please remember that correct change speeds up the movement of our lunch line and gives your child more time to eat. Students may apply for free or reduced lunches through the office.

Free or Reduced Price Meals

Lunch forms are provided the first day a child enrolls in school. Parents must return completed forms by end of the second week of school.

Lunchroom Conduct

New Sullivan rules are made to provide a safe and relaxing atmosphere for students to enjoy their lunch break. These rules will be followed by all students. Cafeteria conduct is a component of the Report Card evaluation. Students should:

- Walk in the cafeteria at all times.
- Talk softly -- inappropriate noise and loud talking are prohibited.
- Stay in your seat.
- Raise your hand for assistance.
- Do not leave the lunchroom without the permission of a lunchroom supervisor.
- Be responsible for collecting your trash and leaving your eating area clean.
- Do not throw or play with food.
- Show respect for the lunchroom staff, adult supervisors, security and aides who are on duty to enforce these rules and to assist the students.

Organizations

NCLB / LSC/ BAC

All parents are invited and encouraged to attend all NCLB, LSC and BAC meetings. Parents please take ownership of your organizations. Be a part of them!

Student Involvement

Student involvement in school fundraisers is limited. Under no circumstances are elementary students allowed to be involved in door-to-door solicitations.

School Registration

All children must be enrolled by a parent or legal guardian. Non-custodial parents or guardians may not enroll children. The enrollment procedure is determined by the Chicago Public Schools. Questions in regards to registering students at New Sullivan can be referred to the main office. To enroll in New Sullivan, families must live in the school's attendance area. This area is marked by the south side of 79th St., east side of Commercial, north side of 87th St. and the lake to the east

School Parties

CPS no longer will allow for classroom parties. This policy was enforced to help promote the healthy eating initiative. Please remember parents can't bring cupcakes or other sugary snacks to celebrate student birthdays.

School Assemblies

Our students are expected to display polite assembly behavior during school assemblies. We ask that parents and guests serve as role models for students during assemblies. We ask that you stay for the entire assembly. Parents will be allowed to leave before the students are dismissed. We are a "Fine and Performing Arts School" and we must set the bar *HIGH*.

Visitors

All visitors must enter the building through the main door or entrance and sign in at the security desk. Visitors are then to report directly to the school office where they will receive a badge which is to be worn during the visit and turned in to the office at the conclusion of the visit. This is necessary for the safety and protection of your child and the staff of New Sullivan. Please do not go to your child's class without first reporting to the office.

Visits to a classroom during the school day are not allowed, except for compelling reasons with approval from the principal. Parents are expected to present themselves as community role models and remain mindful at all times that our students are watching them and their behavior when visiting our school.

Parents who display disruptive behaviors will be asked to leave the premises immediately. There is **ZERO TOLERANCE** for inappropriate behaviors, any acts of violence, fighting and profanity. If additional information is needed, please call the *NETWORK 12* office at (773) 535-8975

Cell Phone Policy

The use of cellphones and other electronic items in school is prohibited. Students must check-in their cell phone with their teacher prior to the start of the instructional school day. Cell phones will be returned at the end of the school day by the classroom teacher. **NO EXCEPTIONS!!!**

This policy is in place for the safety of all of New Sullivan's students and staff. Violations of this policy, in any form, will result in confiscation of the cell phone or electronic item. Confiscated cell phones will only be returned to a parent/guardian on Tuesdays and Thursdays only. Students whose phones have been confiscated, will be given a notice to take home and have signed by the Parent/Guardian, to acknowledge the phone was taken and the procedures to have it returned. Continued violation of this rule will result in further disciplinary actions, including detention, suspension, and the possibility of not being allowed to have a phone on school property.

Telephone Policy

Students will not be allowed to use the office telephone except in case of emergency. Teachers cannot be called from classes for telephone calls. Messages will be taken. The school's phone number is (773) 535-6585. Students cannot be called from class for telephone calls.

Student Conduct

In order to maintain safety and proper decorum, New Sullivan Elementary School will follow the enforcement and discipline of the rules as written in the Chicago Board of Education's Student Conduct Code. New Sullivan's specific policy on student behavior is as follows:

1. Students must follow a direction the ***first*** time it is given. We show respect for all school personnel by following directions. This includes his/her homeroom teacher, prep teachers, substitute teachers, the principal, the assistant principal, dean of students, the secretary, librarian, guidance counselor, aides, lunchroom

supervisor, security, cafeteria staff, custodial staff members and school volunteers.

2. Students will use appropriate language at all times. Abusive or obscene language will not be tolerated.
3. Students will be careful in the use of building materials and supplies, and of all learning materials (including all textbooks, library books and school resources).
4. Students must observe all rules of safety, whether in school or traveling to or from school. This includes orderly conduct in the halls and bathrooms.
5. Students should not be in the hallways without supervision unless they have a hall pass.
6. Students should walk on the sidewalk, not in the street.
7. When leaving or arriving at school, the students must obey the school safety patrols.
8. Behavior on the school bus is important. All students are expected to sit and talk softly during trips. Improper behavior will result in removal of bus privileges.
9. All rules for student conduct apply to field trips.
10. All students are subject to the guidelines as outlined in the Chicago Public School Student Code of Conduct booklet. Unacceptable student behavior includes, but is not limited to, the following:

- Talking back or arguing
- Marring walls or desks, defacing or destroying school property
- Using another student's belongings without permission
- Using threats towards other students or staff
- Chewing gum or eating candy without permission of the teacher
- Any behavior which might be deemed as fighting
- Theft from a staff member or fellow student

Bullying Behaviors

New Sullivan has **zero tolerance** when it comes to bullying behaviors. Bullying will not be tolerated. Examples of bullying behavior include, but are not limited to:

- physical intimidation
- taunting, name calling, insults, and hazing
- endangering the health or safety of a student or students in connection with or for the purpose of initiation, admission or as a condition for continued membership in an organization, regardless of whether participation was voluntary.
- Fighting will result in an **automatic** two (2) day (or more), suspension for both/all parties. The length of each suspension will be at the discretion of the Principal and done in accordance with the Student Code of Conduct handbook.
- Cyber stalking, cyber bullying and any behavior, in or out of school that affects the educational process of the school.

Disruption of School

The School Board of Chicago has defined disruptive behavior as a *"violation of the school board regulations governing student conduct that interrupts or obstructs the learning environment."* A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

When a student is to be questioned as a suspect in a police investigation, the provisions of the Chicago Police Department will be followed. Please review categories labeled *Class 5* and *Class 6* in the Student Code of Conduct booklet for further information.

Dangerous Instruments

Examples of dangerous instruments are knives with blades less than three inches, letter openers, screwdrivers, hammers, hatchets, guns, toy weapons that can be confused as real and other devices that could be used to inflict harm upon another person.

Carrying, bringing, using, or possessing dangerous instruments in any school building, on school grounds, or at any school-sponsored activity is prohibited and is grounds for suspension and/or expulsion.

Traffic

To keep the areas safe for students during dismissal, Mackinaw Avenue may be closed to automobile traffic during afternoon departure. We ask that all parents respect the blockades. Also, a Security Guard will be stationed at the intersection of 8300 South Mackinaw to direct traffic. Please follow this staff members directions as he is addressing traffic from the school as well as traffic from US-41.

Arrival/Dismissal Procedures

Safe Passage To and From School

If your child walks to school, please instruct him/her about the safest routes to and from school. Discuss how to avoid strangers. Remind your child to always walk in groups; never walk alone. It is important that you discuss with your child how to handle situations when approached by strangers.

Entering/Exiting School Building

All students should enter the building through the Northernmost doors on Mackinaw Avenue (closest to the lunchroom) and enter the lunchroom for breakfast. All students will eat breakfast in the lunchroom. When finished eating, all K-3rd grade students will

remain in the lunchroom, at their assigned tables, 4th-8th grade students will exit the lunchroom and proceed to their AM assigned areas until the start of school.

Upon afternoon dismissal, each grade will exit through the following doors:

- Pre K – Main Entrance, in front of school
- Kindergarten and 2nd thru 4th Grades – North Entrance, closest to the school lunchroom
- 1st Grade and 5th Grade thru 8th Grade – South Entrance, closer to school gymnasium

At dismissal, parents should arrive no earlier than 3:25 p.m. Parents should not come into the building and pick up their children from individual classrooms for safety reasons. Any student picked up prior to 3:30 p.m. will need to have an early dismissal form filled out by the parent. We will not give an early dismissal after 3:00 PM.

Pick Up Points

Discuss with your student, in advance, where he/she should meet you. This will save calls to and from the office and your child will feel secure knowing these assignments. Any students not picked up by 3:40 will be brought back into the school. The emergency will be used to contact someone to pick up your child. If a student is consistently picked up late, they will not be able to participate in extracurricular activities.

Parent Incentives

Parents are encouraged to participate in *ALL* school activities. Parents of all students who participate in 4 school activities during the school year may be recognized during our end of the year celebrations.

8th Graders and Graduation Privileges

Parents it is important for students to understand that taking responsibility for what they do, or don't do, will result in them becoming productive citizens. We have asked all classroom teachers, who teach 8th grade students, to have a four step disciplinary procedure for their classrooms:

1. Verbal warning #1
2. Verbal warning #2
3. In-school detention
4. Recommend suspension

Eighth Graders: Consequences

Participating in eighth grade activities leading up to graduation is a privilege and honor. It is **NOT** a right. Negative student behaviors can result in these privileges being taken away. We have plans for the following eighth grade activities:

- Luncheon/Dance
- Ribbon pinning/autograph books
- Eighth grade trip
- Graduation ceremony

Parents, if student has:

- 3 misconducts - they will not participate in the luncheon/dance/ribbon pinning/autograph book ceremony
- 4 misconducts or 1 suspension – they will not participate in the eighth grade trip
- 5 misconducts or 2 suspensions - they will not participate in the graduation ceremony

Students it is time to take responsibility for the day-to-day actions of being a student. For example, be respectful of yourself and others, complete your homework assignments, raise your hand before speaking in class, carry a hallway pass if you are out of class. Young men remove your hats when you enter the building, come dressed in school uniform colors, avoid becoming disrespectful with any staff member; and last but certainly not least **FIGHTING WILL NOT BE TOLERATED.**

Gym Rules and Uniform

Uniforms

All New Sullivan students are required to purchase an official New Sullivan Elementary School Gym Uniform. Uniforms can be purchased in the main office. Gym uniforms are currently on sale at the cost of \$15 for youth sizes and/or \$20 for adult sizes.

Excessively tight or short gym shorts will not be allowed. Gym shoes must be worn to participate in class. "Platform" style gym shoes are not allowed. Students not dressing in the complete gym uniform (but wearing gym shoes) will be allowed to participate in class; however they will lose points towards their grade. Wearing a New Sullivan gym uniform counts towards your child's gym grade.

Grading

Students are graded on a point scale from 1 to 10. Every student begins each class with 10 points. Points are *LOST* or *AWARDED* based on the schedule below. Students are not graded on how well they play a particular sport. We are learning the concepts of physical education (balance, agility, coordination, etc.).

- 10 points – full New Sullivan gym uniform
- 5 points – just gym shoes
- 7 points – no gym shoes or participation

Points are LOST based on the schedule above.

Procedures and Conduct

When students come to the gym they should be dressed and ready for class. Students will not be allowed to change their clothes when they come to Gym. They will be allowed time to remove their school shirts and slacks in the gym, but they must have their gym uniform on underneath. All students are to go to their assigned attendance spot on the gym floor, and wait for attendance to be taken. Gym class is a much less restrictive environment than the classroom. The rules of conduct are as follows:

1. Respect: Teacher, Students, and Equipment
2. Follow the Teacher's Directions
3. There are two times to be quiet:
 - When the Teacher Claps Twice
 - When the teacher is speaking
3. No food, drinks, gum, backpacks, hand lotion, or purses are allowed in the gym
4. Hands are to be kept to yourself

Breaking class rules endangers the safety of other students in the class. Serious violators will be referred to the office immediately. Rule violations have consequences on student grades. THERE IS ZERO TOLERANCE FOR THESE TYPES OF BEHAVIORS.

Playground Rules and Regulations

1. Follow all rules of the games being played on the playground.
2. Do not walk through other students' games.
3. Everyone may play designated school games at recess. No one can be excluded.
4. If you want to join a team game, already in progress, you must find a partner.
5. Students must have adult permission to leave the playground area.
6. Only articles meant for throwing may be thrown on the playground and only thrown to the person expected to receive it.
7. Running is only allowed in the grassy area of the playground.
8. There is to be no running near or on slides, monkey bars and surrounding area.
9. All students must be quiet exiting the building for recess and entering the building after recess.

School Organization 2016-2017

Administration

Mrs. Kathy McCoy, Principal

Mrs. Shannon Shockley, Assistant Principal

Mr. Kevin McGowan, Dean of Students

Mrs. Belinder Fry, Curriculum Administrator

Main Office

Mrs. Carothers, Clerk
Mrs. Limon, Office Aide/Parent Liaison

Classroom Teachers

- *Primary (Grades PreK, K, 1, 2):* Ms. Del Real, Ms. Palacios, Ms. Wilson, Mrs. Stewart-Davis, Ms. Planey, Ms. Montejano, Mrs. Mora
- *Intermediate (Grades 3, 4, 5):* Mrs. Rentmeesters, Mrs. Burt, Mrs. Castro, Ms. Gonzalez, Mrs. Martin
- *Upper (Grades 6, 7, 8):* Ms. Sanders, Ms. McNutt, Mr. Akins, Mrs. Washington, Ms. Riley, Mrs. Johnson
- *Diverse Learning Department: (Primary Cross Category):* Dr. Austin, (Upper Cross Category): Mrs. G. Williams, (Primary Autism): Ms. Creal, (Upper Autism): Open, (SPH): Mrs. Williams
- *Resource:* Ms. Jones , Mr. Lee

Ancillary Staff

Gym – Coach Danzy
Art - Ms. Netter
Library - Dr. Seals
Bilingual - Mrs. Guerrero
Case Manager Consultant - Ms. McClendon
SSA- Ms. Smith

Paraprofessional Staff

Mrs. Nicholson, Mrs. Jordan, Ms. Hampton, Ms. Smith, Ms. Byrd,
Ms. Sims, Mrs. Snowden, Ms. Sanders, Ms. Mitchell,

Security Staff

Ms. Mixon
Mr. Pledger
Mr. Stone

Clinicians

K. Morales, Psychologist; Ms. Jefferson, SSW; J. Logan, RN; Jackson, SLP
Paraprofessional

Custodial Staff

Mr. Arenz , Engineer
Ms. Thomas, RJB-CPS, Manager

Lunchroom Staff

Ms. D. James, Manager; Mr. Talmie, Mrs. Collins, Ms. Cervantes

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Additional Telephone Numbers

CPS Central Office, 773-553-1000
Mr. Jeffrey Dase, Chief of Schools, Network 12, 773-535-8975
Mrs. Kathy McCoy, Principal 773-535-6585