

RONALD H. BROWN COMMUNITY ACADEMY

STUDENT / PARENT HANDBOOK

2015 - 2016



Soaring Towards Excellence

12607 S. Union
Chicago, Illinois 60628
773 – 535 – 5385 Phone
773 – 535 – 5359 Fax

Student's Hours 8:45 – 3:45
Breakfast Daily 8:45 – 9:00

Ronald H. Brown Community Academy

12607 S. Union Avenue, Chicago, IL 60628
Telephone 773/535-5385 - Fax 773/535-5359

2015-2016

Role	Name	Email Address	Room
Principal	Steven Askew	sdaskew@cps.edu	
Assistant Principal	Earick Rayburn	edrayburn1@cps.edu	
Counselor	Dandra Wetherspoon	djwetherspoon@cps.edu	109
Clerk I	Valette Cannon-Crossley	vdcannon-crossley@cps.edu	Office
Engineer	Dan Ryan	dcryan@cps.edu	Boiler Room
Security Officer	OB Odneal	obodneal@cps.edu	Security Desk
Off Duty Police Officer	Andre Dennis	adennis5@cps.edu	Security Desk
Primary Band			
Early Childhood Teacher	Brenda Harmon-Booker	bjharmon-booker@cps.edu	106
Early Childhood Teacher	Sharon George	skgeorge@cps.edu	104
Head Start Teacher Asst.	Jessica Thomas	jthomas5@cps.edu	104
Head Start Teacher Asst.	Omar Johnson	ovjohnson@cps.edu	106
Kindergarten Teacher	Carrie Gleeson	cmgleeson@cps.edu	102
1 st Grade Teacher	Tracy Dineen	tmskorski@cps.edu	105
2 nd Grade Teacher	Casey Kruswicki	ckriordan@cps.edu	103
Intermediate Band			
3 rd Grade Teacher	Margaret Walsh	mmjohnson@cps.edu	101
4 th Grade Teacher/ Literacy & Social Studies (4 th & 5 th)	Wilene Melton	wmmelton@cps.edu	114
5 th Grade Teacher/ Math & Science (4 th & 5 th)	Marianne Coffey	mcarden@cps.edu	117
Middle School Band			
6 th Grade Teacher/ Math (6 th – 8 th)	Eric Lewis		110
7 th Grade Teacher/ Science & Social Studies (6 th –8 th)	Angela Gilliam	algilliam@cps.edu	112
8 th Grade Teacher/ Literacy (6 th – 8 th)	Nicole Beaton	nbeaton@cps.edu	115
Diverse Learners Band			

Diverse Learning Teacher	Janene Humphrey	jjhumphrey@cps.edu	121
Diverse Learning Teacher	Tina Taylor	ttaylor@cps.edu	116
Diverse Learning Teacher / Case Manager	Lynn Malone	lcmalone@cps.edu	120
Diverse Learning Assistant	Alicia Fulford-Briscoe	Arfulford-briscoe@cps.edu	116
Diverse Learning Assistant	Anthony Rodgers	Arodgers2@cps.edu	121
Diverse Learning Assistant	Vivian Jordon	Vpjordan1@cps.edu	121
Fine Arts / Physical Education Band			
Music (T/TH, Every other F)	Christopher Robinson	Cdrobinson@cps.edu	118
Library Science (M, W, ½ F)	Jacqueline Reed	Jreed1@cps.edu	Library
PE Teacher (1/2 M, W, F)	David Hicks	dlhicks@cps.edu	Gym Room
Language (Spanish)	Barbara Monroy	Bmonroy6@cps.edu	119
Technology	Velma Johnson	Vjohnson3@cps.edu	111
Lunchroom Staff			
Lunchroom Manager	Evelyn Allen	eallen5@cps.edu	Lunchroom
Porter	Kenneth Moore	khmoore2@cps.edu	Lunchroom
Custodian			
Lead Custodian	Darryl Cozy		Boiler Room
Custodian			
Clinicians			
Nurse M & W	Linda Clay	leclay@cps	109
Psychologist	Katherine Ellis	kgellis@cps.edu	109
Social Worker	Lynda Simmons	lasimmons@cps.edu	109
Speech Pathologist	Imani Howard	lael-amin@cps.edu	109
Occupational Therapist	Melissa Harris	mharris4@cps.edu	109

Chicago Public Schools Calendar

2015-2016

August 31 – Sept 1	PD Flex Days
September 2-4	Teacher Institute Days**
September 7	Labor Day*
September 8	Classes Begin
October 9	Progress report Q1
October 12	Columbus Day*
November 11	End of the Quarter 1
November 12	School Improvement Days**
November 13	Veterans Day*
November 18	Report Card Pick-up
November 25	Schools closed
November 26-27	Thanksgiving Holiday*
December 21-Jan 1	Winter Break*
January 8	Progress Report Q2
January 18	M.L. King's Birthday*
February 4	End of the Quarter 2
February 5	School Improvement Days**
February 11	Report Card Q2
February 15	Presidents' Day*
March 11	Progress Report Q3
April 7	End of Q3
April 8	School Improvement Days**
April 13	Report Card Pick-up Q3
April 18-22	Spring Break**
May 20	Progress Report Q4
May 30	Memorial Day*
June 21	Last day of school
June 22	Teacher Institute Day**
June 23	PD Flex Day

*No School – Holiday
 ** Non Attendance Day for Students

WELCOME EAGLES

Dear Eagle Students and Parents:

Welcome to the 2015 – 2016 School Year! I am excited about the learning opportunities for Brown's Students. Whether you are new or returning, this year will be a great year for Eagles to Soar!

Brown is in its 2nd year of using Common Core State Standards instead of the previous Illinois State Standards. Brown students will continue to be measured on their performance against the Common Core State Standards. The PARCC (Partnership for Assessment of Readiness for College and Career) will also assess student's knowledge based on the Common Core Standards.

Personally, I am excited that Brown's students will be held to a standard that will get them ready to compete locally and globally.

For further information about the new test, I have provided the website that will give you an idea of how the PARCC will look: <http://www.parcconline.org/>. This will provide insight to the level of rigor Common Core Standards will provide.

In order to prepare and challenge our students to exceed the expectations of the new Common Core State Standards, you will notice an increase in the complexity of the work students will be bringing home. You will see assignments that further challenge student's thinking and abilities. As always, parents and students are critical thought partner, which is why we will include students in setting goals throughout the school year. Parents will be informed of the student's progress.

There are several ways that you parents can help:

- First, I encourage you to keep in contact with your child's teacher(s) regarding their progress.
- Second, review your child's assignments with them to be sure they understand what they read and are following directions and processing concepts correctly.
- Third, continue to monitor the CPS Parent Portal to see how your child is progressing.
- Last but surely not least, have your child use the following website at home: <https://www.thelearningodyssey.com/> Compass Learning. This is a websites that your child is familiar with and they can access using their username and password.

Brown has an Anti-Bully Zone

Brown is committed to students having a healthy social emotional experience. I take bullying very seriously, which is why Brown has an anti-bullying policy. This includes cyber bullying as well. If you feel that you have experienced bullying, you will need to contact Mr. Askew or myself immediately.

If you have any questions, please feel free to contact anyone on Brown's staff. We are committed to EXCELLENCE.

We are going to have a great year as we soar towards excellence!

Principally

Brown's Eagle Daily Pledge

I will believe in myself and my ability to do my best at all times. Today I pledge that I will listen, learn, read, write and obey the rules and regulations of Ronald H. Brown Academy. Today I pledge that I will respect all of those around me, my teachers and classmates. I will do all of these things with one purpose in mind to be the very best. Because I am a special, proud African American and this day will come no more.

School hours

Brown Academy opens for students at 8:45 am daily for breakfast. Students are encouraged to participate in the breakfast program to ensure a nutritious and prompt start to the school day. Instruction begins at 9:00 am. Students that enter the class after 9:00 a.m. will be considered tardy. Tardiness is discouraged as it disrupts attendance and learning. Students in Pre-kindergarten attend school on a half-day basis. All grades K-8 are dismissed at 3:45 pm daily.

Daily Entry

- No student should be in the school before the entry bell without official authorization.
- Students must line up in an orderly fashion on the playground when the bell rings according to room number.
- Students will be directed quietly by class into the building.
- Student will pick up a breakfast and place their belongings in their lockers.
- Student will then proceed directly to their classroom with all materials they need for the day.
- Due to the large amount of traffic in the hall in the morning, no student will be allowed out of the class until after the morning exercise and then only in emergency.
- Order must be maintained in the halls as students enter and exit the school

Tardiness

Students tardy to school may not be admitted to their classrooms unless they present a tardy slip issued at the front entrance. A parent/guardian should send a note indicating knowledge of the tardy including a phone number where they can be reached for conformation.

***Parents please note that students are required to receive 300 min of instruction a day.**

Students consistently arriving to school tardy miss out on valuable instruction and disrupt the learning process of other students. We ask that you please have your students in school on time.

Absence

Regular and prompt attendance is essential to a student's success in school. Every student is expected to attend school every day. If a student is unavoidably absent from school, a parent or guardian must notify the school in writing. Upon returning to school after an absence the student must bring a note explaining the reason for the absence, including the parent's phone number and signature.

Absentee assignments

Whenever a student is absent two (2) consecutive days or more, the parent should request missed assignments. Students returning to school from an absence are held responsible for getting the information about missed assignments.

Home/School Communication

Parents please inform the school of anything that may interfere with your child's academic progress. Traumatic events (i.e. divorce, death in the family, etc.) can greatly affect your child's performance. Please notify your child's teacher and the main office.

Early Dismissal

Teachers cannot dismiss students from school or school grounds for any reason. Request for early/emergency dismissals are done through the office. Students are required to complete 300 instructional minutes daily, as a result please limit early dismissals to emergencies only. **The office cannot process calls for early dismissals over the phone. Parents must come into the office and sign the student out and then the student will be called to the office.** Students are released only to an authorized adult who is listed on their emergency information form. We encourage doctor/dentist appointments to be made after school or on Saturday.

Field Trips

Prior to any field trip, a note is sent home with the student. This note includes a permission slip that must be signed by the parent /Guardian and returned to the teacher with any necessary fees. All monies must be submitted at least two (2) days before the trip. **Please be advised that field trips are a privilege that students earn as a result of good conduct. Any student unable to conduct themselves properly in school will not accompany their class on a field trip.**

Student Conduct and Discipline

Students at Brown Academy are expected to conduct themselves with respect and pride at all times. Any act of disrespect or misconduct on school grounds, to and from school and at school sponsored events will be handled according to the Chicago Public School Uniform Discipline Code. **(Please refer to the 2015 -2016 Chicago Public School Student Code of Conduct)**

- Suspension: Students with gross misconduct, disobedience or other serious infractions may be suspended by the principal for a period not to exceed ten (10) school days.
- Expulsion: Students found guilty criminal or illegal violation of the code of conduct may be expelled. In addition, provisions of the Illinois Criminal Code are applicable to illegal behavior and an arrest will be sought for such instances. The principal will report all illegal activities to the police and the Bureau of Safety and Security. Infraction that may lead to suspension or expulsion: extortion, forgery, intimidation, threats to personal safety, gang activity, weapons possession on school property, profanity, obscenity, persistent fighting, gambling, possession/use of illegal substances, trespassing in restricted areas, school safety violation, grand theft, vandalism, assault and battery.

Conduct in the building

Order is expected when entering /exiting all classrooms, hallways and washrooms and especially when entering /exiting the building. It is the responsibility of all students to keep the cafeteria, washrooms, hallways, classrooms and other areas clean. The following rules apply at all times in addition to the rules set by your teacher(s):

- All students in the halls must be accompanied by a teacher, staff member or be in possession of a valid hall pass.
- Students are not to open doors or let anyone in the building.
- No talking in the hallway. Other classes are at work.
- Students are not to leave the school grounds once they have arrived at the building. **No going to the store!**
- All outside snack must be accompanied with a full lunch.
- No food is allowed outside of the cafeteria.

Cafeteria Rules

- All students will have the opportunity to participate in the breakfast in the classroom program. Breakfast is served from 8:45-9:00 at the primary and upper level entry doors.
- While being served, the students must be quiet and behave in a disciplined manner.
- No food or drinks are to be taken from the lunchroom after the lunch period has ended.
- Students are to remain seated with their class at all times.
- Students are to clean their areas after eating meals. All refuse must be disposed of properly.
- Students must behave in a disciplined manner at all times.
- Students should speak in conversation tones.

Dress Code

Brown Academy has a dress code that was established by the Local School Council. Students must wear:

**White Collared Shirt/Blouse
Navy Pants/Skirts
Only!!!!**

Dressing properly lends to a more orderly environment.

- Hats should not be worn inside the building by anyone. **All Male visitors are asked to set the proper example for our male students by removing their head gear/hat as they enter the building.**
- Sweat pants may not be worn in school.

The dress code may be modified in extremely hot weather. If so, parents will be notified in writing.

- Make up may not be worn at school.
- Gym Shoes must be laced up at all times
- Boys are not permitted to wear earrings on school grounds. **Not even with a bandage over them.**
- Trousers, slacks, or pants may not be worn on or below the hips. **They must be worn above the hips and secured firmly with a belt. Shirts must be tucked in at all times.**
- **Spandex, Halter tops, and any revealing clothing are not allowed in school.**
- Students are not permitted to wear known “Gang Colors” or hairstyles that represent gang involvement.
- **No Jeans!!**

Forbidden Items

There are certain items that children bring to school which can cause disruptions to the educational programs and are of no educational value. Teachers have been instructed to confiscate the following items and return them only to the parent after notification:

- **Gum, candy and snacks**
- **Portable Audio devices**
- **Pagers cellular phones***
- **Weapons/dangerous items****
- **Toys**

*according to law, pagers/cellular telephones are prohibited on school property. If found, these items will be confiscated and appropriate discipline action will be take.

** As defined in the Uniform Discipline Code weapons or any objects capable of inflicting bodily harm. Also, any object that is used in a manner that threatens violence even though its normal use is not as a weapon shall be considered a weapon as well.

Fire/Disaster Drill

Precautions are taken for the protection of your child during the school day. These precautions are emergency drills, including those for fire and tornado. Such drills prepare children to react appropriately during actual emergency situations. Please discuss your children the importance of full cooperation during these drills.

Lunch Application

Lunch Applications are distributed at the beginning of the school and need to be completed and returned to the school as soon as possible. Our school receives badly needed funds base on the number of fully completed applications. All students at Brown Academy receive free lunch however all students must fill out a Chicago Public School Fee Waiver Form.

School Activities and Annual Events

Special events and activities are held during the year. Students are encouraged to participate in the various activities. Announcements about these activities and other events are sent home during the year.

Student Council	Award Assembly
Choir	Cheerleaders
Athletics	Safety Patrol

Student Programs

At various times throughout the year students are involved in special projects that make learning fun. Brown Academy students are encouraged to take advantage of all activities, clubs, and competitions. Trophies, plaques, and certificates are awarded during the school year or at our annual awards assembly.

Student Records

Parents have a right to review, obtain copies, petition to correct, and limit the release of your child's school records. To request information regarding your child's records contact the main office. In cases where the parents are divorced or separated, the non-custodial parent has rights to records, notice of meetings, conferences, etc., upon notice to the building principal, unless denied by a court order.

Report Cards

Parents will receive report cards four times during the year: November, February, April and June. Parents are required to attend conferences with the teachers in November and April to pick up the report card. In addition parent-teacher conferences will be scheduled on an as-needed basis. Parents are welcome to come for a conference with the teachers. Monday through Friday between 8:30a.m and 8:45a.m. In all other instances we ask that you make an appointment.

Progress Report

Progress reports are issued to the students to take home at the 5th, 15th, 25th, and 35th, week of school. These reports are intended to keep the parents informed of the student's progress on regular bases.

Grading Policy

90-100% = A
80- 89% = B
70- 79% = C
60-69% = D
59-and below= F

Homework Policy

Every child has homework every night. The Brown Academy facility believes that homework is a vital part of our educational process. It builds character, sharpens skills, and involves parents. Homework assists students in their learning through reinforcement and practice. It also contributes to the growth of responsibility, self-direction, and independent learning. Students will be assigned daily homework according to their grade level as follows:

<u>Grade</u>	<u>Time allocated</u>
Kindergarten	15 minutes
Primary	30 minutes
Intermediate	60 minutes
Upper	60 minutes

All homework assignment should be completed at home. A grade will not necessarily be given for each assignment, but completion or non-completion will be recorded. Continual neglect of homework assignments will require parent notification and possible disciplinary action. Remember, parents and students should also read together regularly.

Weight for Grades

Category	Weight
Test / Projects	40%
Quizzes	20%
Classroom Assignments	20%
Homework Assignments	10%
Class Participation	10%

Textbook and Library Books

Students are responsible for the proper care of textbook and library books. Students must pay for lost or damaged books. In cases where the damage is as excessive as to render the book unusable the full replacement cost will be required. We would rather have the book intact and in good condition. Each student shall return all textbooks assigned to them when leaving the school or at the end of the school year. **No transfers, diplomas or report cards will be released until all books are returned!!**

Telephone calls to students

Parents are asked to make after school arrangements with their children before they leave home. We cannot interrupt classroom instruction to deliver messages. In addition, the office cannot handle last minute calls for all the students in the building. The school phones are for school business use and students will be permitted to use them for emergency calls only. Calling to get permission to go to a friend's house is not an emergency. Students are encouraged to be responsible for their own educational belongings therefore, calls home for a book or an assignment left behind are strongly discouraged.

Bus Safety

Student on buses are expected to behave at all times. They must obey the following safety rules:

- Sit in the seat assigned by the driver or school staff.
- Do not open windows without the driver's permission.
- Windows must never be opened more than three inches.
- Do not talk to the driver unless absolutely necessary.
- Do not ask to be dropped off anywhere except your regular stop.
- Keep your head, hands and arm inside the bus at all times.
- Never throw things into or out of the bus
- Do not move around the bus when it is in motion.
- In emergency, stay in your seat until the driver tells you what to do.
- Always fasten your seat belt
- No yelling or screaming on the bus

Students who disobey these rules might have bus service withdrawn. They could also be subject to other disciplinary action at the school.

Supplies

Students are expected to report to school with school supplies prepared to complete assignments. The **basic daily supplies** consist of the following:

Primary	Intermediate and Upper
Pencils and eraser	Ink pens

Book Bag
Loose leaf paper Wide
Crayons

Sharpened pencils
Loose leaf Paper
Colored Pencils

Promotion policy

The decision to promote or retain elementary students will be based on the successful completion of the curriculum and performance on the district-wide assessment (NWEA).

Third, Sixth, and Eighth graders are subject to special consideration by the district. Retention of students is not recommended or encouraged unless efforts at remediation of academic deficiencies have been unsuccessful. The full text promotion policy is located in the office.

Health Examination and Immunization

The School Code of Illinois states that within one year prior to entering Kindergarten or first grade, or upon entering the sixth grade, or upon entering any grade from outside of CPS, each child shall present proof of having been examined, and must have proper immunization. Students who do not comply with the law by **October 15th** are to be excluded from school and are in violation of compulsory attendance requirement. Please contact the school nurse for information regarding your child's health records.

Medication

Brown Academy staff is prohibited from dispensing over the counter medication by state regulations. When a student is required to take prescribed medication during school hours, a form, signed by the parent /guardian and physician must be on file with the counselor, and written permission from the office given. All medication must be brought to the main office in its original containers. Every effort must be made by the parent to administer medication to the student prior to or after school.

Emergency Information

An emergency form provides the names and phone numbers of adult authorized by the parent /guardian to be contacted in the event of an emergency regarding the student. Only these adults will be given custody of the student in the absence of the parents /guardian for early or emergency dismissals. A new form is sent home every September and January in order to update that information. It should always be returned promptly.

Parents must provide accurate and current emergency information, particularly regarding phone numbers and addresses. Parents must alert the school of any changes in emergency information as often as necessary. Remember this information relates to your child's safety.

Safety

For the security and protection of the students, facility and staff the following safety measures are in place at Brown Academy:

- Only the Main Entrance door is unlocked during school hours
- All other doors are locked
- All visitors/parents must report to the main office to sign in and out. Visitors will be given a visitors badge that must be displayed at all times while in the building.
- Visitors may only exit the building through the Main Entrance.

Local School Council (LSC)

Elected by members of the school community, the eleven members meet monthly in public forum. The eleven representatives of the LSC consist of the following:

- Six parents representatives
- Two community representatives
- Two teacher representatives
- school principal

LSC responsibilities are:

- To approve and monitor the School Improvement Plan
- To approve the Lump Sum Budget
- Evaluate the Principal
- Advice on attendance, discipline, and curriculum policies
- Encourage parent involvement

The LSC meet in the school once a month. Information will be sent home with meeting dates and times.

Parent Volunteers/Parent Patrol

Every successful school utilizes parent volunteers as a resource to enhance school programs. Volunteers often assist teachers in the classroom as well as help supervise students on the playground and in the lunchroom. We encourage and welcome volunteers the process for becoming a school volunteer is:

- Complete and sign the volunteer application, volunteer release form, and other required forms.
- Provided proof of freedom from tuberculosis
- Submit to a one-time criminal history background investigation
- Complete the interview process with the principal
- Attend orientation and training sessions as required by the school

Please remember the principal renders the final decision to such matters.

Cell phone/Electronics

It is a violation of the Student code of conduct for student to be in possession of pagers or cellular telephones without prior permission of the principal. Any student with/ or using a cell phone during instructional time will be suspended and phone confiscated. Phone and other electronic devices will be returned only to a Parent/Guardian Only. Upon written request from a parent or legal guardian, the principal may authorize a student to possess a pager or cellular phone for medical or other emergencies, or for any other good cause. Violations of the conditions of the special permission will result in the revoking of the principal's permission.