

# **AMELIA EARHART**

## **Options for Knowledge S.T.E.A.M School**

1710 East 93<sup>rd</sup> Street Chicago, Illinois 60617

773.535.6416/(fax)773.535.6077



## **STUDENT/PARENT HANDBOOK**

**2021-2022**

**“SOARING IS OUR MOTTO!”**

**“EARHART EAGLES”**

**Brenda DeMar-Williams Ed.D., Principal**

**Robert R. Cain Assistant Principal**

This handbook belongs to:

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Room #:

# AMELIA EARHART OPTIONS FOR KNOWLEDGE SCHOOL

## “Mission Statement”

***The mission of Amelia Earhart Options for Knowledge School is to provide a S.T.E.A.M. driven curriculum in a safe and rigorous environment, which includes equity for all students as they prepare to be college and career ready.***

## “Vision”

***Amelia Earhart Options for Knowledge School is a Literature, Writing and S.T.E.A.M. School. We are striving to provide equity for all students in a safe, disciplined, least restrictive environment using sound pedagogy to empower students to reach their full potential. In partnership with home, community and other stakeholders, we will meet the academic and social emotional needs of our diverse student body, preparing them for college and career readiness.***

## PRINCIPAL'S MESSAGE

### To the Parents:

The information in this booklet was prepared to familiarize you with the rules and expectations at Earhart School. Rules and procedures have been established to ensure Earhart School is a safe environment conducive to teaching and learning. It is expected that all stakeholders adhere to the established rules and expectations. If you have a concern regarding your child, you have to inform your child's teacher or administration. We cannot resolve issues that have not been brought to our attention. Many of your questions concerning school routines and expectations will be answered in this handbook. **Please read the book carefully and discuss the information with your child.** The calendar section includes most of the activities at the school (**which are subject to change**) as well as most of the national and state holidays.

**“SOARING IS OUR MOTTO”**, for the 2021-2022 school year. We hope your children have a successful, exciting and great school year!!

Sincerely,  
Brenda J. DeMar-Williams Ed.D., Principal

## Table of Contents

Faculty and Staff Roster .....	4
Lunch Program.....	5
Instructional Fees.....	5
Earhart School Uniform Policy Statement.....	6
School Uniform.....	6
Cellular Phones, Pagers and other Battery Operated Devices.....	7
Emergency Forms .....	7
Emergency School Closings .....	7
Computer Use .....	7
Field Trips.....	7
Homework Policy .....	7
Classroom Parties .....	8
Report Cards and Conferences.....	8
Telephone Use .....	9
Achievement Tests .....	9
Pupil Attendance.....	9
Discipline .....	9
State Chapter 1 .....	9
Transfers .....	9
Emergency Procedures .....	10
Lost and Found .....	10
Diverse Learners Programs and Services.....	10
Metal Detectors.....	10
Local School Council.....	10
PAC.....	11
NCLB.....	11
Health Program .....	11
School Awards .....	12
Students Loving Academic Progress (S.L.A.P.).....	12
School Rules .....	13

# AMELIA EARHART OPTIONS FOR KNOWLEDGE LITERATURE /WRITING AND S.T.E.A.M. SCHOOL

## Faculty and Staff

Brenda DeMar-Williams Ed.D.	Principal
Mr.Robert R. Cain	Assistant Principal
Adrienne Brown-Murray	Counselor/Case Manager
Mrs. Gwendolyn Wheeler	School Clerk
Mrs. Kosombia Porter	Kindergarten
Mrs. Jamilah Watson	1 <sup>st</sup> Grade
Mrs. Darlene Byrd	2 <sup>nd</sup> Grade
Ms. Rondra Cosley	3 <sup>rd</sup> Grade
Mr. Bradley Pike	4th Grade
Ms. Anita Young	5 <sup>th</sup> Grade
Ms. Darla Arnold	6 <sup>th</sup> Grade
Mrs. Kadisha Harris	7 <sup>th</sup> Grade
Mrs. Amanda Petrowsky	8 <sup>th</sup> Grade
Mr. Jayson Huddleston	K-5th Instructional
Ms. Venita Conway	6th-8th Instructional
Ms. LaKeisha Shipp	S.T.E.A.M. Lead
Ms. Krystal Grover-Webb	Art
Mr. Willie Jones	Music
Mr. Michael Carroll	Physical Education
TBD	Technology
Mr. Ishamel Jackson	Security Officer
Mr. Justin Wortham	Facilities Manager
Mr. William Phillips	Lead Custodian
Mr. Reavon Mayers	Engineer
TBD	Custodial Assistant
Ms. Barbara White	Lunchroom Manager
Ms. Delores Cosby	Lunchroom Assistant

### (SECURITY)

To ensure building safety, all parents, visitors, and former students are required to **WEAR A MASK, get temperature checked,** and then report to the office to obtain a visitor's pass. To avoid interruptions to the classrooms, parents are asked to leave messages and materials at the office. The office will notify the teacher or student as soon as possible.

## CHILDREN ELIGIBLE FOR SCHOOL

Children who will be five years of age by **September 1, 2021** may be enrolled for entrance to Kindergarten for the 2021-2022 school year. All entering Kindergartners must have a **current medical, vision and dental examination form on file.**

## DAILY TIME SCHEDULE

**8:15-3:15**

**Students are not allowed in the building before 8:10 a.m.**

Breakfast Program Served                      K-8th in the classroom at 8:15 a.m.

**All students will remain in school for lunch.**

## BREAKFAST & LUNCH

**Although breakfast and lunch are free for all students, every student must return the lunch applications as soon as possible as documentation for state and federal funds for the following school year.**

## INSTRUCTIONAL FEES

Instructional Fees are used for all levels of instruction, and are essential to the academic success of our students:

Kindergarten	\$40.00	Grades
	\$35.00	1-3
Intermediate/Upper	\$40.00	4-8

Students are responsible for the condition of the textbooks used during the school year. If textbooks, novels or any other school issued materials are damaged or lost, parents must pay the replacement fee before a new one is issued or ordered. If the replacement fee is not paid by the end of the school year, the fourth quarter report card will be held until the financial obligation is met. **Graduates will not be allowed to walk across the stage if financial obligations are not met. Only cash or money orders will be accepted.**

## AMELIA EARHART SCHOOL POLICY STATEMENT

Adopted by The Local School Council June 10,  
2003

In developing a dress code for our students, Earhart's Administration, staff, and LSC considered the mission of the school and the safety of our students. These rules are not meant to discriminate or place a value judgment on personal styles or tastes. We also recognize that wearing a particular piece of clothing, earring or hair style does not necessarily mean that a child is trying to make a statement. Instead this code is designed to develop a school atmosphere that is conducive for learning. We believe that students should dress for educational success. Since school is the "business of children", the uniform dress code serves as a tool for teaching students one way in which to meet this serious responsibility. Hairstyles, jewelry, etc., which in the judgment of school officials does not support this idea, is not acceptable. The school reserves the right to judge what is and is not supportive of this principle. The dress code is applicable to all students.

**ALL STUDENTS MUST REMAIN IN THE ENTIRE UNIFORM ALL DAY, WHICH INCLUDES TO AND FROM SCHOOL. OUR GOAL IS FOR OUR STUDENTS TO LOOK GOOD, FEEL GOOD AND TO CARRY THEMSELVES IN A RESPECTFUL MANNER AT ALL TIMES.**

The uniform includes the following:

**BOYS** Black Oxford or Loafer shoes (NO SPORT OXFORD) Black pants, belt, white dress shirts (**NO Polo Shirts**) Ties (solid dark green, black or red) **Uniform Sweater (solid dark green, black, or red button cardigan or sweater vest) (SWEATSHIRTS and HOODIES ARE NOT UNIFORM ATTIRE).** **Haircuts** should be professional. No excessive lines/designs or Mohawks will be allowed as well as colored or streaked hair etc. Also, NO styles where the hair is sponged and then twisted. All hair must be brushed, picked or combed for a professional look. Earrings are not allowed.

**GIRLS** Black dress shoes, plaid skirt or jumper, white blouse (**NO Polo Shirts or Blouses with designs or frills**) Ties (plaid, solid dark green or red) (red, black, green or white tights or socks/**No Footies**) **Uniform Sweater (solid dark green, black, or red button cardigan or sweater vest). (SWEATSHIRTS and HOODIES ARE NOT UNIFORM ATTIRE).**

**Earrings should not be larger than a quarter. Girls should not wear bandanas around their head or the large flower bands. Uniform headbands are acceptable. Sweat bands are not allowed. Colored hair and streaks are not allowed.**

**Sweaters for girls or boys should not have any frills or names other than a student's personal name.**

**Gym uniforms** should be worn under the school uniform on gym days. **Gym shoes** can only be worn during gym period.

In addition to the dress code the following rules will apply to all students.

1) Male students may not wear earrings or earring substitutes such as posts or strings in any part of their body that is exposed.

- 2) Female students may wear earrings only in their ears (**no larger than a quarter**).
- 3) Outdoor clothing such as jackets and coats must be removed upon entering the classroom. Although we will make every effort to make sure that all classrooms are comfortable some students still may feel cold. If this is the case and they have a tendency to get cold, then they should wear the **uniform** sweater.
- 4) Book Bags- All students should have a **standard book bag** which will fit into the lockers.  
**(PLEASE NO SUITCASES)**

## **CELL PHONES**

Cell phones are prohibited unless approval is obtained from the principal. If approval is given, students must **turn their phones into the office upon arrival at school**. Students must receive permission/approval from the Principal **before** bringing a cell phone to school. Unapproved cell phones will be confiscated and will only be returned to the parent. Personal tablets, iPads and computers are not allowed at school. **PARENTS, PLEASE** don't tell your child not to turn in their cellphones. That behavior signals to your child that he/she does not have to follow the rules and can be deceitful in their behavior.

If a student is caught with a cell phone in the building/classroom approved or unapproved the student will serve **an AUTOMATIC THREE DAY AFTER SCHOOL DETENTION and the phone will only be returned to the parent once the detention has been served. If the same student is caught with the cell phone again the student will automatically serve a five day afterschool detention and the phone will be returned to the parent at the Principal's discretion.**

## **Social Media**

Parents **PLEASE** monitor what your children are experiencing, writing and discussing through social media. The severity of social media can and does lend itself to cyber bullying which is a crime. All derogatory social media conflicts which disrupt the educational environment at Amelia Earhart School, will carry a minimum three day after school detention at any grade level. (Examples of social media-snap chat, facebook, kik, musically, instagram, twitter etc).

## **EMERGENCY FORMS**

**It is absolutely necessary that every student have a completed emergency form with active emergency telephone numbers. Should an emergency arise, we will need to reach a responsible adult as soon as possible.**

## **EMERGENCY SCHOOL CLOSING**

In the city of Chicago, it is rarely necessary for schools to close because of severe weather. Any announcement regarding the closing of Chicago Public Schools will be made over Chicago radio and television stations. When no announcement is made, schools will be open.

## **COMPUTER USE**

During the school year, all students will be using computers and the Internet to help them with their school work. Before students are allowed to use any school computer, they and their parent(s) must sign the District's "Computer Use Agreement". This agreement spells out the rules for using computers and internet sources while on school property. Remember computer usage is a privilege, not a right.

## **FIELD TRIPS**

Educational field trips are scheduled throughout the year. Parent permission forms are issued for each trip and include information on fees and other pertinent instructions. The forms must be signed and returned before students can go on the field trip. Parents are urged to be chaperones whenever possible and as needed.

## **PARENT VOLUNTEERS**

**In order to become a parent volunteer you must go to CPS Parent University on the CPS website to fill out the parent volunteer form. If you need assistance you can contact the school clerk (Mrs. Wheeler) and she will help you through the process. You cannot volunteer in classrooms or trips without being approved through the CPS volunteer protocol.**

## HOMEWORK

Homework is assigned on a daily basis. It is related to the instructional objectives and education philosophy of the school. Homework assignments will vary by grade level and children's needs. Specifics are detailed in the Homework Policy. Every five weeks a progress report will be sent home. **It is expected that ALL homework assignments are turned in on time.**

## SCHOOL-WIDE PROJECTS

ALL STUDENTS GRADES K-8<sup>th</sup> must complete all school-wide projects. Students who do not complete the Science/Innovation Fair, Young Authors and History Fair Projects will not be allowed to be a part of the S.L.A.P. outings. Any student not completing the Technology Project will not be allowed to attend the Basketball Blowout. **In order for a student to attend Spring Fling, All projects must be turned in and on time. On time means the day it is due at 8:15 a.m. If a student does not have their project when they enter the building and the parent brings it later, then that project is late. If the project is turned in late, the student will receive credit for the project but will NOT be able to attend the SLAP outing or the Basketball Blowout.**

## CLASSROOM PARTIES

Each classroom is allowed two classroom parties per year. (December-Holiday Party and end of the school year) Birthday celebrations are allowed **only in kindergarten and first grades**. Kindergarten and first grade parents, please consult the classroom teacher to arrange birthday celebrations.

**PLEASE DO NOT BRING OR SEND BIRTHDAY TREATS FOR GRADES 2<sup>ND</sup>-8<sup>TH</sup>.**  
**SENDING TREATS TO BE DISTRIBUTED AT DISMISSAL TIME IS ALSO NOT ALLOWED.**

## REPORT CARDS AND CONFERENCES

Parents of kindergarten through eighth grade children will be informed about the progress of their children on a quarterly basis. Parents are required to pick up report cards at the end of the first and third quarters. Report cards are sent home with all the students at the end of the second and fourth quarters.

Parents are also strongly encouraged to check their child's progress regularly using the ASPEN Portal to the Grade Book. **(See Dr. Brenda DeMar-Williams) if you do not have your code) or you can sign up at cps.edu-parent portal.**

Home-school conferences are encouraged throughout the year. The principal and teachers welcome the opportunity to talk to parents about the progress of their children and other matters concerning the home and the school. Parents may arrange for a conference by calling the school or sending a note to the teacher.

Parents are welcome to visit at any time. We ask that prior notification be made to the appropriate teacher. Parents are also requested to notify the teacher in advance when they wish to confer on matters concerning their child. Arrival and departure are particularly busy for teachers and we would appreciate you scheduling appointments that do not interfere with these times.

### **TELEPHONE**

Children are not allowed to use the school phone unless it is an emergency. **Students wanting to call home because they left their homework, gym shoes or lunch is not considered an emergency.** Elementary school is the time to teach your children responsibility. Messages will be delivered to students only in an emergency.

### **ACHIEVEMENT TESTS**

STAR 360 will be used to assess students in grades 3rd-8th. **Dibels and mClass Math will be used to assess the K-2nd grade students.'** **KIDS assessment for kindergarten students will also be used.**

### **PUPIL ATTENDANCE**

Students are expected to attend school daily and to be prompt. When a student is absent for any reason the parent should call the office between 8:30 a.m. and 9:00 a.m. **The parent should also send a note to the teacher upon the student's return.** If a child is going to be absent for an extended period of time, the parent should notify the school office immediately.

When parents take their children out of school for appointments during school time, your child is missing instruction and early dismissals impact the child's attendance. **We are also asking that parents not schedule vacations for students during school time.** Vacations during school time seriously impacts your child's education and attendance.

## **DISCIPLINE**

Our goal is the attainment of self- discipline at Amelia Earhart School. A student is responsible for his/her behavior and must accept the consequences of his/her actions. **Students are to keep their hands to themselves at all times, and they are not to touch or hit anyone for any reason. If someone is bothering him/her, he/she should tell an adult immediately. Throwing items/objects (food, crayons, etc.) of any kind will not be tolerated. Cyberspace** bullying will not be tolerated and we will not lose valuable instructional time to deal with such issues. **This type of behavior will receive an automatic suspension.** Specific discipline procedures are outlined in the Chicago Public School's *Student Code of Conduct* booklet. Please review this document carefully with your child.

## **STATE CHAPTER 1**

Earhart school takes advantage of State Chapter 1 funds to supplement board funded programs throughout the school. The goal of the program is to improve the overall quality of education in the school.

## **TRANSFERS**

Parents who are withdrawing their children from Earhart, are asked to notify the school at least **48 hours in advance** to allow time for transfers to be created. We will need to know your new address and what school your child will be attending. Students are expected to turn in all text and library books prior to leaving. Any outstanding obligations must be settled before a transfer is issued.

## **EMERGENCY**

Fire and disaster drills are held at regular intervals during the school year to familiarize students with safety procedures. The school is kept informed of potential hazards through a national weather bureau system. When weather or other conditions are such that it is necessary to close schools, announcements of this fact will be made over the

major Chicago radio and television stations.

Students will learn the following **Crisis Codes (ELSA), E-Evacuation, L-Lockdown, S-Shelter-In-Place, A-All Clear.**

### **LOST AND FOUND**

The school maintains a lost and found box in the lunchroom. All clothing and personal items such as lunch boxes, purses, and wallets should be marked with your child's name. Children should not bring valuables and large sums of money to school.

### **DIVERSE LEARNERS PROGRAMS AND SERVICES**

Diverse Learners programs and resource services are available to all students who reside in Chicago and attend public schools. Related services are provided by a speech therapist, social worker, school psychologist, and appropriate consultants. Parents who have questions about Diverse Learners should contact the principal or counselor.

### **METAL DETECTORS**

The Chicago Board of Education recognizes that the educational environment of the school is an important factor in a student's ability to learn. Unfortunately, weapons and drugs in the school, on school grounds and in surrounding neighborhoods have long been a danger to that environment and learning has suffered in their wake. Therefore, the Chicago Board of Education mandates that all students and visitors are subject to metal-detector screening in order to gain entrance to the school.

### **LOCAL SCHOOL COUNCIL**

The Local School Council (LSC) is an integral part of Amelia Earhart School. It is the body that sets policy for the school as well as to prepare and monitor the State and Federal budgets. Please support the LSC by attending the meetings.

**Dates and times will be sent home in a separate memo.**

## Every Student Succeeds Act (ESSA)

The Every Student Succeed Act (ESSA) is the main law for K-12 public education in the United States. It replaced No Child Left Behind. The law holds schools accountable for how students learn and achieve. ESSA aims to provide an equal opportunity for students who get special education services. The main purpose of ESSA is to make sure public schools provide a quality education for all students.

These students fall into four key groups:

- **Students in poverty**
- **Minorities**
- **Students who receive special education**
- **Those with limited English language skills**

The ESSA Parent organization will send out information on meeting days and times at the beginning of the school year.

## HEALTH PROGRAM

The school nurse, Mr. Frank Ejechi, will be available one day each week. He is in charge of the immunization program, keeps records of medical and dental examinations, checks absences, and oversees hearing and vision screening.

If your child becomes ill at school, we will call you immediately. Parents are urged to advise their children where they may be reached if they are going to be away during the day. If you cannot be reached, we will contact the emergency person or the doctor whom you have designated on your child's emergency form. School personnel will **not dispense any medication**. Students will be allowed to self-administer prescribed medication from a doctor, if information has been sent by the physician who prescribed the medicine and said information is in the child's health record. The medication must be in a pharmacist's container with the patient's name. It is to be left in the office.

Specific policies regarding medication will be distributed to parents at orientation. These policies will be strictly adhered to. **Asthma inhalers should be labeled with the child's name. A permanent marker should work best. Please make sure your child has a functioning asthma inhaler at school and at home, at all times..**

## **GUIDELINES FOR AWARDS**

**PRINCIPAL'S SCHOLAR AWARDS** To be eligible for a principal's scholar award, a student must receive all A's in the major subjects- reading, mathematics, science, social studies, and writing, and A's and B's in all other subjects. No C's, D's or F's in any subject. Additional requirements are no checks or official misconducts, at **least 6 books read for the quarter and 25% completion each quarter for online mandatory program (ST Math 1st-8<sup>th</sup>)** .

**HIGH HONOR ROLL** To be eligible for high honor roll, a student must receive all A's and B's in all subjects. A minimum of four A's in the major subjects is required- reading, mathematics, science, social studies, and writing. No C's, D's or F's in any subject. An additional requirement is to have no checks or official misconducts, at **least 6 books read for the quarter and 25% completion each quarter for online mandatory program (ST Math 1st-8<sup>th</sup>)**.

**HONOR ROLL** To be eligible for honor roll, a student must receive all A's and B's in all the major subjects. A minimum of three A's in the major subjects is required: reading, mathematics, science, social studies, and writing. No C's, D's or F's in any subject. An additional requirement is to have no checks or official misconducts, at **least 6 books read for the quarter and 25% completion each quarter for online mandatory program (ST Math 1st-8<sup>th</sup>)**.

**ST Math is a mandatory, non-negotiable program for ALL students Kindergarten-8<sup>th</sup> grade.**

**PERFECT ATTENDANCE** To be eligible for perfect attendance, a student **cannot** have any absences, tardies or **early dismissals**.

## STUDENTS LOVING ACADEMIC PROGRESS (S.L.A.P.)

Students Loving Academic Progress is a character building program implemented at Earhart. This program focuses on academic progress, student behavior, attendance and being in the full school uniform everyday. In order for a student to be included on the S.L.A.P. Team, he/she must have C's or better in **ALL** subjects, at **least 6 books read for the quarter and 25% completion each quarter for online mandatory program (ST Math 1<sup>st</sup>-8<sup>th</sup>)**, also in the full school uniform every day and, 100% attendance. (Given the severity of an absence the principal will decide if the student will be added to the S.L.A.P. Team). **No more than 2 tardies. NO official misconduct where the student has violated the "CPS Student Code of Conduct" ex: fighting, disrupting the classroom or disrespect to any staff member. No more than 2 Office Discipline Referrals (ODR) written by the staff.** At the end of each quarter administration will pull data for students in grades 1<sup>st</sup>-8<sup>th</sup> to determine who made the team. Students will receive an outing outside of school as an incentive for their hard work.

## SCHOOL RULES

### PLAYGROUND

1. Students will play in designated areas. No rough playing, pushing, shoving, kicking, hitting, etc.
- 2. Bats are not allowed on campus.**
3. All playing stops when the bell rings at 8:10 a.m.
4. Students will walk, not run to their line-up spots behind their classroom numbers.
5. Students will be in line and ready to enter the building quietly at 8:15 a.m. under the supervision of designated personnel.

### ENTRY

1. Students are not allowed in the building before 8:10 a.m.
2. Students will enter the building at 8:15 a.m. in a single file line with their classroom and proceed down the left side of the hallway.

3. Water and bathroom breaks are not allowed at this time.

#### **4. THE HALLWAY IS A QUIET ZONE**

## **SCHOOL RULES**

### **LUNCH**

1. **All students during this school year will eat lunch in their classroom.**
2. No hot chips of any kind and no glass containers.
3. **All food must be eaten in the classroom and there is absolutely no food or drink kept in the desk or returned to the locker. Once food has been opened, any leftovers must be disposed of.**

### **DISMISSAL**

1. Students will line up inside the classroom and exit in a single-file line. Students will stop at designated points along the hallway to regroup.

2. Water and bathroom breaks are not allowed at this time.

3. Teachers will escort students to the outer exit doors.

4. **STUDENTS ARE NOT ALLOWED TO PLAY IN THE PLAYGROUND AREA AT**

**DISMISSAL TIME OR PLAY ON THE PLAYGROUND EQUIPMENT.**

**STUDENTS SHOULD GO HOME IMMEDIATELY WHEN THEY ARE**

**DISMISSED**

### **PARENTS**

1. **Please do not park in the bus zones or Double Park for the safety of all students.**

2. **Please do not tell your children to cross in the middle of the street on 93rd or 92nd place.**

3. **All students and guardians should cross at the crosswalk.**

4. **Please do not drive onto the parking lot during arrival or dismissal.**

## **UNIFORMS**

1. Students will enter the building wearing the complete uniform.
2. The complete uniform will be worn throughout the day, except during gym.
3. Gym shoes should not be worn to school. Students should bring their gym shoes only on gym day.

## **INCLEMENT WEATHER**

**During inclement weather students will enter the building at 8:13 a.m. During inclement weather make sure your child does not arrive at school before this time.**