

# William C. Goudy Technology Academy

## Parent Handbook 2017 – 2018

**School Vision:** Goudy Technology Academy, in collaboration with students, parents, and community members, embraces a culturally diverse, technologically advanced, and respectful learning environment. We envision technology and collaboration to be integrated throughout our curriculum and in every classroom to provide all students with the 21st century skills that will empower them to become successful leaders and productive citizens in our society.

**Telephone:** 773 534-2480

**Website:** [www.goudy.cps.edu](http://www.goudy.cps.edu)

### PRINCIPAL'S MESSAGE

It is with great pleasure that I take this opportunity to welcome you to Goudy Technology Academy. At Goudy, we are committed to providing all students with the 21<sup>st</sup> century skills that will empower them to become successful leaders and productive citizens in our society. We encourage you to actively support our efforts in this learning process.

Pamela Brandt, Principal

### MISSION STATEMENT

At Goudy Technology Academy, we are committed to fostering a culture that focuses on respect, responsibility, collaboration and a sense of belonging in a safe and supportive environment for ALL students.

We provide engaging, differentiated, data-driven instruction along with innovative enrichment programs that nurture and develop the unique strengths of our students.

As a technology academy, we equip all students with technological capabilities that promote academic growth and development.

Goudy is committed to ensuring that ALL children are afforded the opportunities to reach their full potential in preparation to meet the challenges of the 21<sup>st</sup> century.

### SCHOOL TIME SCHEDULE & BREAKFAST

K through 8<sup>th</sup> grade.....**8:00 a.m. to 3:00 p.m.**

Morning Pre-K.....**8:00 a.m. to 11:00 a.m.**

Afternoon Pre-K.....**12:00 p.m. to 3:00 p.m.**

Breakfast in the Classroom...**8:00 a.m. to 8:15 a.m.**

Breakfast in the Classroom (BIC) is served when teachers escort their students to the classroom at the beginning of the day. Students who arrive after their classroom is picked up will have an opportunity to receive a breakfast bag until 8:15 a.m.

### VISITORS

All visitors to the school must enter via Door #2, sign in at the security desk and leave a form of identification to receive a visitor's pass which they must display at all times. Classroom visits must be arranged ahead of time and approved by the office and the teacher. This procedure is strictly enforced in order to maintain focus on academics and to keep a safe learning environment for all students and staff at Goudy.

### DROP OFF AND PICKUP PROCEDURES

#### Parents Who Drive

Parents driving your children to/from school, please follow the guidelines below for traffic efficiency and for the safety of your child and other Goudy students.

- ✓ Avoid putting your child in unnecessary risk: drop-off/pick-up your child "school-side". By driving in a "clockwise" rotation around the school, it will reduce the traffic jams and unnecessary frustration.
- ✓ A School Loading Zone has been set up next to the school on Foster Ave. Please utilize this loading zone to pick up/drop off your child.

#### Parents Who Walk

Parents walking your child to school, a crossing guard is located at Foster Ave. & Winthrop Ave. When crossing a busy street, students should use the assistance of the crossing guard. Caution should always be used when crossing an unsupervised street.

#### Door Assignments

- **Pre-K (AM&PM):** Door #4
- **Kindergarten:** Door #4
- **1<sup>st</sup> – 2<sup>nd</sup> Grades:** Door #2
- **3<sup>rd</sup> – 4<sup>th</sup> Grades:** Door #3
- **5<sup>th</sup> Grade:** Door #5

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- **6<sup>th</sup> – 8<sup>th</sup> Grades:** Door #1

### **ENTRANCE PROCEDURES**

#### **Outside Pick Up**

Once on school grounds, students are not to leave for any reason. If there is a problem, come to the Main Office. Outside, classroom numbers are located on the playground. Students are to wait near their classroom line up location and **keep their book bag with them at all times, no exceptions.** Students should wait for their teacher to pick up the class for the start of school. Lastly, do not litter on school grounds; three garbage cans are located in the playground area to dispose of trash.

#### **Inclement Weather**

In the morning, when the temperature falls below 32 degrees F with or without the wind chill factor and/or there is inclement weather, students will come inside to wait for the start of the school day beginning at 7:45a.m. Students should keep their book bags with them at all times. Students should go to their grade level designated area:

K to 4<sup>th</sup>: Auditorium

5<sup>th</sup> to 8<sup>th</sup>: Lunchroom

#### **Late Arrivals**

If you arrive to school after 8:15 a.m. (tardy bell) you will need to fill out a tardy slip. After you have the tardy slip, you are to go the shortest way possible to your classroom. Any students “wandering” to class risk disciplinary action. **After each set of 3 tardy infractions, a student may receive a detention.**

### **DISMISSAL PROCEDURES**

For safety reasons, students are not allowed to play on the playground equipment without parent supervision. Students are to follow school dismissal procedures, leave school

grounds and go directly home. For safety reasons, a crossing guard is located at Foster Ave. & Winthrop Ave. When crossing busy streets, students should use the assistance of the crossing guard. Caution should always be used when crossing an unsupervised street. Students not picked up at dismissal, may go to the main office to call home.

### **CPS PROMOTION / GRADUATION POLICY**

Decisions to promote or retain elementary school students are based on successful completion of curriculum, behavior, attendance and performance on the District Wide Assessment (DWA). Currently it's the *NWEA Measures of Academic Progress (MAP Test)*. Students in benchmark grades 3, 6, and 8 are subject to the following considerations:

- Score at the 24<sup>th</sup> percentile or higher on the DWA in reading & mathematics.
- Have grades of "C" or higher in reading & mathematics.

Student performance of the above criteria must conclusively demonstrate sufficient mastery for promotion to the next grade level. The accomplishment of the outlined criteria will result in promotion of students at the benchmark grades.

In late May or early June, students whose MAP scores are below the promotion score will automatically have their promotion status reviewed based on additional criteria for the academic year.

Parents will receive the 2017-2018 promotion policy at the first report card pick-up event of the school year. To see the most current CPS elementary school promotion policy, please visit the CPS website at <http://www.cps.edu>

### **WELLNESS POLICY**

Goudy Technology Academy is a healthy school. Any food brought into the school for any celebration should be cleared by the office. To eliminate disruptions at lunch, students are not allowed to bring bags of chips and/or candy to school. In

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addition, per new Board of Education Wellness Policy, pizza and cupcake parties are no longer allowed at school. Please consider healthy options for all class parties and school lunches. Thank you for your support!

### **MINIMUM HEALTH REQUIREMENTS**

Physical exams and immunizations must meet specific criteria before your child will be allowed to attend school. Students who do not meet these requirements by October 15<sup>th</sup> of each school year are subject to exclusion from school. To view information on minimum health requirements and access resources and forms, visit: <http://www.cps.edu/oshw/Pages/HealthyCPS.aspx>

Being on-time to school every day will result in academic success and financial funding for Chicago Public Schools, which will result in a better school system for current and future generations of Chicago students.

The only valid reasons for students to be considered excused from school include the following:

- Illness (sick)
- observance of a religious holiday
- death in the immediate family
- family emergency

When a student is absent from school, a parent/guardian must call the school at 773-534-2480 before 8:00 a.m. When the student returns to school, the parent/guardian will need to provide a written and signed note explaining why the student was absent from school. If a student accumulates 9 days or more of unexcused absences, the Chicago Public School's Board of Education will seek to adjudicate the parent/guardian. In addition to receiving the maximum education possible, the benefits you may receive for attending school include:

- Perfect Attendance Certificate
- Incentives, such as pencils for primary grades

- Classroom/Grade activities for overall classroom/ grade performance

A student is considered tardy if he/she arrives after 8:10a.m. A half day absence will be marked if a student leaves/arrives - before/after 11:30 AM, depending on the circumstance. A student may serve after school detentions after each set of 3 tardy infractions.

### **EARLY DISMISSAL**

Whenever possible please refrain from removing your child from school for early dismissal. In the event that you cannot avoid this please be aware that the office will not release your child to anyone who is not listed on the emergency form. Students being removed from school before 9:00 a.m. will receive a full day of absence and students removed before 2:00 p.m. will receive a half day of absence. For any medical appointments please provide a doctor's note upon return or at time of pickup.

### **EMERGENCY FORMS AND CONTACT INFO**

It is extremely important that we are able to get ahold of a representative of the family in the event that your child is ill. In other instances the school may need to contact you regarding concerns with grading and or behavior. To this end, please, as soon as possible, notify the school of changes to your phone number or address. You can contact the school to do this or come to the main office to request a new emergency form.

### **DRESS CODE POLICY**

At Goudy Technology Academy, our primary concern is the safety of our students. Therefore, we find it necessary to have a dress code. Please see Goudy Uniform/Dress Code Policy for details. This dress code will distinguish our children from other children in and around Goudy School. In order to make



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this a success, we need 100% cooperation with this policy. Students are expected to comply with the dress code by the second week of school. Our goal is to ensure a safe and suitable environment for learning. Implementation of this plan will help accomplish this goal.

Goudy uniforms are available for purchase in the Main Office EVERY Wednesday from 8am-10am and 1pm-2pm.

In addition, because we are concerned for the safety of students and feel strongly that an appropriate appearance sets a positive tone for learning, the following guidelines for student expectations have been established:

- Appropriate hygiene and appearance are expected.
- Accessories, such as sweaters and sweatshirts, also must conform to our school dress code.
- Gang colors or symbols are not permitted on school grounds.
- Clothing with inappropriate graphics or slogans are not permitted.
- Items such as rubber-bands around the ankles, certain body piercing and hats are not allowed.
- Extremes in dress, hair (style or color), make-up, and jewelry not in good taste are prohibited.
- Shoes must be worn at all times. For safety reasons, no open-toe shoes, such as flip-flops, sandals or slippers, may be worn.

### **HOMWORK POLICY**

The Chicago Public Schools mandates that homework be regularly assigned to students. Homework may account for up to 10% of a student's overall grade. Homework should be a sequence of well-planned, meaningful assignments for completion during out-of-class time. The specific amount and frequency of assigned homework should be generally based on student needs, interests, and the content of the instructional program. Students should also be given long-term assignments, projects, and research from time to time.

Homework is a necessary component in the sequence of a child's education and should be assigned to...

- Provide reinforcement, practice, application, and enrichment of what is learned in class
- Prepare students for class participation
- Develop independent and responsible work and study habits
- Extend learning activities beyond the school hours
- Provide an opportunity for student creativity
- Foster a closer relationship between home and school
- Provide opportunities for the student to gain experience in the utilization of community resources
- Provide for positive on-going parental involvement in the student's education

The following are suggested time allocations for teacher-directed homework assignments for all subjects:

- **Kindergarten:** 15 minutes per day
- **Grades 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>:** 30 minutes per day
- **Grades 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>:** 45 minutes per day
- **Grades 7<sup>th</sup> and 8<sup>th</sup>:** 90 minutes per day

Students have the following responsibilities under the homework policy:

Students are responsible for maintaining a homework assignment notebook, which lists subjects, assignment dates, due dates and dates turned in; (*An agenda book is provided free of charge to each student at the beginning of the year.*)

To help with our students' organizational skills, please observe the following color guidelines for notebooks/folders: Red (Reading), Blue (Math), Social Studies (Yellow), Science (Green), Learning Lab (Orange), Library (Purple), Music/Drama (Black). Also, we will conduct monthly locker/desk checks (first Friday of each month) to help keep our students organized.

Students are expected to complete all homework assignments carefully and accurately and to turn them in by

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the due date. After an excused absence, a student will be given 3 school days to make up the work. Students should make necessary corrections on their returned homework and share with their parents the teacher's evaluation of homework assignments. Students are to seek help, as needed, from parents and teachers.

### **GRADING POLICY/ HONORS and AWARDS**

The following grade equivalents have been determined:

- **A: 100% - 90% = Substantially Exceeds the Standard**
- **B: 89% - 80% = Exceeds the Standard**
- **C: 79% -70% = Meets the Standard**
- **D: 69% - 60% = Less than Acceptable Performance**
- **F: 59% - 0% = Does Not Meet the Standard**

**Principal's Honor Roll** = All A's on a student's report card in **EVERY SUBJECT**

**Honor Roll** = All A's and B's on a student's report card in **EVERY SUBJECT**

### **PARENT PORTAL**

Parent portal is a unique web-based tool that allows you to securely view your child's grades and attendance online. You can register to receive email or text notifications when your child is absent or when his or her grades drop below a point you identify. Additionally, you will be able to communicate directly with your child's teachers. More information on this parent resource is available at: <http://cps.edu/Pages/Parentresources.aspx>

### **STUDENT DISCIPLINE**

A copy of the *Student Code of Conduct* will be given to each student at the beginning of the year. At Goudy, we encourage all students to **BE RESPECTFUL, BE RESPONSIBLE and BE**

**DETERMINED TO ACHIEVE.** We encourage all our students to resolve conflicts on their own when the problems are small and manageable. If resolution is not workable for any reason, students **MUST** take responsibility and ask an adult for assistance in resolving the conflict before it increases in severity.

### **Prohibited Items & Activities**

In addition to items listed in the Student Code of Conduct, students may not possess the following items on school property or at school events without the explicit permission of an administrator.

- Chewing gum and/or candy on school property unless authorized by school personnel
- Wearing non weather or nonreligious head covers (i.e. hoods, baseball hats and "do-rags"), extra-long belts or wallet chains
- Skateboards, shoes with wheels (AKA: Wheely's) and other injury prone items
- MP3 players, cameras, or any other electronic items of distraction
- Students are to turn in cell phones to their homeroom teacher at the beginning of the day. Phones will be returned to them at the end of the day.
- Electronic texting

### **EXTRA CURRICULAR ACTIVITIES**

Students **MUST** have a minimum grade of a "C" in all subject areas, satisfactory attendance & behavior, and abide by the school dress code policy in order to participate in any extra-curricular activities.

### **RECESS**

Students from grades Kindergarten through 8th will receive 20 minutes of structured indoor or outdoor (weather permitting) recess every day between 11am and 1pm. Please

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make sure that your child is appropriately dressed and prepared for various weather conditions.

### Inclement Weather

- Above 32 degrees F with or without wind chill:  
Recess held **outdoors**
- Between 31 degrees F and 15 degrees F with or without wind chill: Principal discretion
- Below 15 degrees F with or without wind chill:  
Recess held **indoors**

### FIELD TRIPS

Field trips are an extension of the classroom learning. It is our hope that every child will participate in planned trips. A child must have a permission slip signed by their guardian in order to participate in the field trip. Please remember to send the permission slip and any fee(s) promptly. Please feel free to offer your services by helping with the field trip as a chaperon. Students not enrolled in Goudy may not come along on the field trips (this includes younger or older siblings) as those children do not have insurance coverage. Children not attending the field trips must attend school on the day of the trip. This is not a non-attendance day.

### TRANSFERING OUT OF GOUDY

If for any reason you are moving and/ or need to transfer your child out of Goudy, please contact the main office. Please be prepared, if possible, to inform the office of your new address and the school your child or children will attend. Records will not be provided to you at this time. The new school will send a request to Goudy and we will then forward records on.

### OFFICE HOURS AND APPOINTMENT POLICY

In order to help minimize interruptions to your child's precious learning time, please observe the following policy when visiting the office and making appointments to see a teacher or school administrator:

- Office Hours for Parents to Stop In:
  - 8:00 – 12:00
  - 1:00 – 3:00
- Goudy Uniforms will be sold in the main office **EVERY** Wednesday during the following time slots:
  - 8:00 – 10:00
  - 1:00 – 2:00
- If you would like to see the principal or assistant principal, please call ahead to make an appointment in the following time slots:
  - 8:30 – 9:15
  - 3:15 – 4:00
- If you would like to see your child's teacher, please coordinate that via email or phone call to the office and make an appointment in the following time slots:
  - 7:30 – 8:00
  - 3:15 – 4:00

### UNANSWERED QUESTIONS

If you have any further questions please feel free to bring them to our attention and/or check our school website:

[www.goudy.cps.edu](http://www.goudy.cps.edu)