

JOHN T. PIRIE FINE ARTS &
ACADEMIC CENTER
STUDENT HANDBOOK



Dear Parents/Guardians/Students,

On behalf of the Pirie Staff, I take pleasure in welcoming you to *John T. Pirie Fine Arts & Academic Center*. We have planned an exciting year full of programs designed to help our students think, learn, grow, and excel. We ask that you and your child/children diligently read the school policies outlined in this planner and assist us in implementing our school wide programs. Through a cooperative effort on the part of the students, teachers, administration, parents, and community, we will reach our goals of preparing our students for College and Career Readiness! *We look forward to working with you and having a successful 2018-19 school year!*

Senalda R. Grady, Principal

CPS SCHEDULE

Our school hours have changed for this year and the new times are as follows: **Students must arrive by 8:45 a.m. and they will be dismissed at 3:45 p.m. Students will begin to enter the building at 8:50 a.m. to receive their breakfast bags and students will eat their breakfast in their classrooms. Instruction will begin promptly at 9:15 a.m. Pre-K and Kindergarten students will eat in the lunchroom each morning beginning at 8:30 a.m. and they will be escorted to their classroom at 9:00 a.m. Students will receive a 45 minute lunch period each day which will include students having recess for 20 minutes and then eating lunch for 25 minutes.**

A calendar detailing all non-attendance days along with holidays is included in the planner and it will be sent home on the first day of school in our Pirie Newsletter.

ARRIVAL/DISMISSAL OF STUDENTS

All students are to be in line with their classroom by **8:45 a.m.**, and they will start entering the school building at 8:50 a.m. each day. During inclement weather, all children are admitted in the main building upon their arrival. They are expected to exhibit appropriate school behavior while waiting for classes to begin. ***Students may not arrive before 8:30 a.m. each day.***

Students are dismissed from school at 3:45 p.m. Students who participate in the Extended Day Programs will be dismissed at the times designated for each after school class.

ATTENDANCE & STATE LAW

Regular and prompt attendance is absolutely essential in gaining the maximum benefit from the instructional program. Our Attendance Goal for this year is to have at least 96% of our students coming to school every day. Our attendance rate for last year was 94% and we must improve this year!

Under the supervision of The Chicago Board of Education's Division of Student Support and the Student Truancy Retrieval Assistance Program, Pirie School abides by the State of Illinois laws and policies regarding your child's school attendance. *Parents have a legal responsibility for their child's school attendance.*

ATTENDANCE & STATE LAW

- The school day for **ALL** Pirie students is from 8:45a.m. - 3:45 p.m. each day and they must receive 360 minutes of instruction each day.

- A child arriving at school between 9:01 a.m. and 9:15 a.m. will be marked tardy. **Students arriving between 9:16a.m. and 12:15p.m. will be marked for a half day absence for the morning.**

- In accordance with the CPS policies, if your child is transported to Pirie by a private bus and the bus arrives late, your child **will be marked tardy**.

- **An early dismissal prior to 3:45 p.m. is marked as a half day absence for the afternoon. Students with early dismissals are not eligible for the weekly attendance prizes.**

"TRUANT" means that a child is marked absent without a "valid cause". **"Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations or circumstances which cause reasonable concern to the parent for the safety or health of the student.**

- If a child is absent, **a reason for absence notice** must be signed by the parent/legal guardian, verifying the cause of absence and **explaining the specific nature of the illness or emergency**. If the note is not signed and/or the excuse is not valid, **the child is marked "TRUANT"**. You may get an absence notice from the main office and return it to the school immediately.

- After any **5** days of "TRUANCY" (these days do not have to be consecutive) an "Attendance Alert Notice to Parents" is sent to the home. **This form requires a response from the parent/legal guardian.** A conference will also be held with administration or our attendance clerk to address the attendance concerns of your child.

- After any **10** days of "TRUANCY" (these days do not have to be consecutive) you will receive an official warning notice stating that non-compliance will result in our prosecution under the provisions of Chapter 122, Article 26, Sections 1 to 11 of the School Code of Illinois. ***Excessive absences or tardies will affect the promotion of your child at the end of the school year.***

- ***Early Dismissals are strongly discouraged.*** The ending minutes of the day provide students with valuable lesson review and summary as well as homework preparation. When early dismissals are requested, your children miss out on valuable instructional time and it interrupts the instructional lesson for the rest of the class. In case of an emergency, your child will receive the homework upon their return on the next day if the teacher does not have it ready. ***Parent/guardian or designee must have a picture ID, such as a driver's license or state ID when an early dismissal is granted.***

- Any child absent due to a communicable disease such as chicken pox, measles, ringworm, flu, etc., must present a doctor's statement to be readmitted to the school. If your child has a chronic illness, you should contact the teacher and school nurse immediately.

We appreciate your support and cooperation in complying with all State of Illinois Laws and Chicago School Reform Board of Trustee policies.

ACCIDENT/ILLNESS/INJURY

Illness and accidents sometimes occur at school. If a student becomes ill or is injured at school, parents will be notified immediately. **No student can be sent home on their own.** For this reason, it is important that every parent make arrangements to receive emergency phone calls from the school. **All students must have an emergency form on file. If a student needs immediate care from a doctor, the ambulance will be called to transport your child to the nearest hospital.**

BUS CONDUCT

The safety of all students riding buses to and from school is of primary importance and the following rules must be followed when our students ride a school bus for field trips or when being transported to and from school:

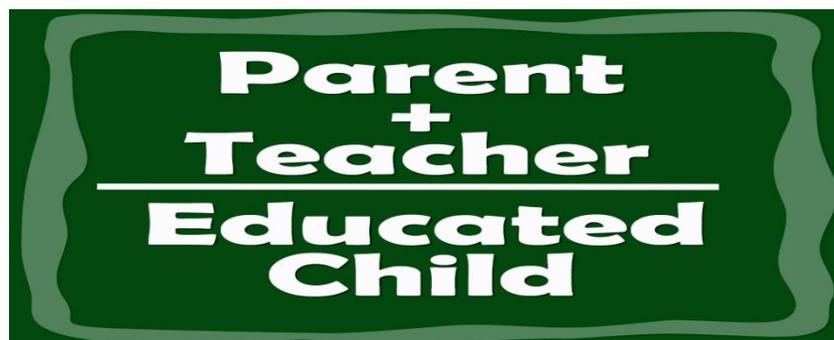
- 1.All students must wear seatbelts while riding on the bus.
- 2.Students may talk quietly but make no unnecessary noises.
- 3.Students must not disturb the driver unless absolutely necessary.
- 4.Keep arms and head inside the bus.
- 5.Do not litter or throw anything out the window.
- 6.Be quiet when the bus is crossing the railroad tracks.
- 7.Obey the bus driver at all times.
- 8.Students must face the front while riding and remain seated until it is time to exit the bus.

Infractions of these rules jeopardize the safety of all riders and will be dealt with according to the Student Code of Conduct.

Students violating any of the rules will receive a Discipline Notice and it must be signed by parents and returned to school. **Continued infractions may result in your child being excluded from field trip experiences.**

CONFERENCES: PARENT/TEACHER/ADMINISTRATION

Parents are encouraged to visit Pirie School for conferences and meetings with staff. Parents may have conferences with teachers and administration by scheduling an appointment. Occasionally, teachers are unable to contact parents during the school day. **You may send a note or write in your child's planner to request a conference.** In working together towards the common goal of excellence for every student, we hope that you will make yourself available should the need arise for a parent conference. Once you have received a confirmation of your appointment time, you may proceed with coming to the school to meet with the teacher and/or administration. ***In accordance with the updated CPS Safety and Security policies, ALL VISITORS must comply with our safety procedures when entering the building for parent conferences. All Visitors entering the building, including parents, family members, LSC and P.A.C. members must first sign in at the security desk and then proceed to the main office for a visitor's pass. For conferences, the teacher will come to the office and escort all parents to the classrooms. This policy is for the protection of our students and staff. The pass is to be returned to the office before leaving the building.***



DISCIPLINE POLICY

School time is precious and must not be squandered by any behavior that is disruptive to the educational process. When an incident of misconduct occurs, the teacher or administrator who is present at the time will implement restorative justice strategies with all students to help resolve the incident.

The **CPS Student Code of Conduct** will be issued to all students during the first week of school. *If any parent has a concern about your child's conduct, please contact the office immediately to request a conference with the teacher or administration.* Acts of misconduct described in the Chicago Public Schools **Student Code of Conduct** include inappropriate student behaviors, behaviors that disrupt, or seriously disrupt the orderly educational process, occurring in the classroom, the school building, and/or on school grounds, and illegal student behaviors. When a student participates in an act of misconduct the following steps will be followed:

1. Parents are contacted by phone and/or a Discipline Report is sent to parents. The Discipline Report Form must be signed by the parent and returned to the school. It is important that we know you have been made aware of your child's behavior and the interventions taken by the school.

2. If the behavior persists, a conference will be held with the parent, teacher, student, and principal or designee, explaining the school rules and discussing proper behavior. Adherence to school rules will be stressed and agreed upon by both parent and child.

3. If the student continues to cause serious disruptions, detentions, suspensions and/or expulsions for an appropriate amount of time following the procedures prescribed by the Student Code of Conduct will be assigned.

4. ZERO TOLERANCE: Behaviors such as fighting, possession or use of drugs or weapons, and overt disrespect of school authorities will result in immediate suspension following procedures prescribed by the Student Code of Conduct.

SCHOOL RULES

1. Be on time for school, enter and exit by the assigned door.

2. Students are expected to come prepared for school each day by bringing the required instructional materials and supplies each day.

3. Students are not to eat, drink, or chew gum or eat candy in class. Exceptions to this rule can be made only by the school administration.

4. Fighting, kicking, wrestling, or any actions that may lead to injury of a student are grounds for immediate suspension. Students are to report to the teacher, security personnel, or the principal any situation which they consider to be threatening to them.

5. Profanity and other forms of verbal disrespect of students and adults will not be tolerated in the school or on school grounds.

6. Do not throw anything while on school grounds or in classrooms: snowballs, rocks, spitballs, rubber bands, paper clips, etc. Do not throw paper or other litter on the floors in the school building or on and around school premises.

7. Never leave the classroom alone or without permission and a pass. No running, pushing, or loud talking is allowed in the hallways. Walk quietly in orderly straight lines in the halls, showing respect for other classrooms. During fire and disaster drills always exhibit quiet, orderly behavior.

8. Students may not have Cell Phones in school unless the parent has submitted a written note to the principal and it has been approved by the principal. Any student using a cell phone on school grounds or in the classroom will have to turn in their phones to administration and a parent will have to pick up the phone from the office.

9. In the auditorium, students will act in a respectful manner during any assembly program.

10. In the lunchroom eat the food; do not throw or play with it. Put all trash in the proper cans. Speak softly as if in a restaurant. Follow the directions of the adults. Use good manners.

11. In the washrooms, do not stand on or damage the urinals or commodes. Do not throw toilet paper on the ceilings or walls.

12. Do not bring spinners, toys, games, radios, iPods, headphones, or any other electronic communication devices to school. They will be confiscated and returned only to the parent at the end of the school year.

Pirie's Motto: Be Safe, Be Respectful, and Be Responsible!



DRESS CODE

- ❖ Pirie School students must follow the uniform dress code. Any type of dress or grooming which is disruptive to the educational process will not be permitted such as symbols designed **in boys' haircuts**, bandanas or earrings worn on boys or false finger nails worn by girls in school.
- ❖ Pirie offers many incentives to students who are dressed "In Uniform". As you shop for school clothes please plan wisely so that your child is always in compliance with the uniform dress code.
- ❖ Please read the enclosed Uniform Dress Code Policy carefully with your child/children.

Students will receive an out of uniform slip when they are not wearing the appropriate uniform and parents will also be contacted.

UNIFORM DRESS CODE

All students at Pirie must be dressed in uniform every day.

The uniform for **GIRLS** consists of:

Navy blue skirt, jumper, skorts, or pants

(NO JEANS * NO SHORTS * NO CAPRIS * NO OVERALLS)

White, Navy, or Light blue blouse or polo shirt (turtlenecks may be worn in the winter)

White or Blue socks or tights

Leggings or stretch pants may not be worn underneath dresses or skirts while the girls are in school. Skorts may not be above 2 inches of the knees.

Dark, non-athletic style shoes or gym shoes

The uniform for **BOYS** consists of:

Navy blue pants

(NO JEANS * NO SHORTS)

White, Navy, or Light Blue shirts only (T-Shirts may only be worn underneath the uniform shirt or polo.)

Navy blue tie (optional)

Dark, non-athletic style shoes or gym shoes

(GYM SHOES may be worn each day since we have daily recess and they must be worn on gym days. Sandals with straps around the ankles may be worn during the summer months. Flip flops *may never* be worn to school.)

- Earrings in boys' ears are *not allowed*.
- All blouses and shirts must be tucked inside pants or skirts.
- Hats, caps, hair rollers, bandanas, rubber bands and/or other non-uniform accessories are not to be worn in school.
- Classroom temperatures are not always even. A navy blue cardigan sweater is recommended for both boys and girls. *Hooded jackets or hooded sweaters may not be worn in the classrooms*.
- If your child comes dressed out of uniform on any day you will receive an 'Out of Uniform Compliance Slip'. You are asked to sign and return this slip indicating that you have been informed your child was not in compliance.

GYM UNIFORMS

Each child at Pirie must participate in the Physical Education Program. The Pirie Gym Uniform consists of a blue or white T-shirt and navy blue shorts which may be purchased at the beginning of the school year. An order form will be sent home in September. You may also purchase plain navy blue shorts and a blue or white t-shirt from any retail outlet. Students must also wear Gym shoes in the Gymnasium. Dress shoes or boots *may not* be worn during P.E. instruction. Students may not wear tank tops or shorts that are inappropriate. Students not in appropriate Gym clothing will affect their P.E. grade and may affect them participating in some of the activities during P.E. instruction.

HOMWORK ASSIGNMENT PLANNERS

The Homework Policy from the Chicago School Reform Board of Trustees states, "Students are responsible for maintaining a homework assignment notebook listing subjects, assignment dates, and due dates. Students are expected to complete all homework assignments carefully and accurately and to turn them in by the due date. They should make necessary corrections on the returned homework and share with parents the teacher's evaluation of homework assignments."

This year, homework planners will be passed out to all 2nd-6th grade students. Kindergarten and 1st grade teachers will send home weekly/monthly letters informing you of the assignments students will be working on during each marking period. Parents must sign a receipt for your child's Planner. Please keep track of your child's use of the homework planner. If you do not see any assignments written in the planner, please follow up with your child's teacher immediately.

Homework is a REQUIREMENT of the educational program at Pirie School. This is an area in which parents can be of great assistance. All students have homework daily. The amount and type of homework will vary according to the grade level and needs of the individual student.

Parents are urged to insist that homework be a part of their child's daily routine. When your child needs help, talk your child through the problem or question until he/she can find the solution. Remember to help your child balance household responsibilities, play, and study. Provide a quiet place for study with radios and televisions turned off. Support your child by being available to provide assistance when necessary. Be observant for signs of problems and meet with the teacher if homework becomes a problem for your child. Completing and returning homework assignments develops students' responsibility and organizational skills. The quarterly report cards will negatively be impacted if students do not complete their daily homework assignments. Students **will not** get credit for homework assignments that have been completed by parents, siblings, or other family members.

ALL 2nd - 6th grade PARENTS must sign the homework student planner nightly!

TEXTBOOKS

Each year students are issued textbooks and workbooks necessary for each subject area. These books are the property of **John T. Pirie Fine Arts & Academic Center and the Chicago Board of Education.** They must be treated with care. A fee will be charged for loss or damage of any textbook or Library book.

The teacher who issues the textbook writes the student's name, textbook number and the condition of the book upon issue. Books are numbered and records are kept of books issued to each student.

The **CONDITION** of each textbook is evaluated by the teacher upon issue and reevaluated when the book is turned in by that child. Conditions listed are:

NEW	=	Student is the 1st to use this newly purchased textbook.
EXCELLENT	=	There is no damage or writing in this textbook.
GOOD	=	This book is used but not damaged.
POOR	=	This book has some damage.

At the time that a teacher becomes aware of any damage to a textbook the parents will be sent a "Lost or Damaged Textbook" notice. This notice must be signed and returned to the teacher with payment of the assessed fee or note of intent to pay.



**JOHN T. PIRIE FINE ARTS & ACADEMIC CENTER
SCHOOL CALENDAR
2018 – 2019**

HOLIDAYS - NO CLASSES FOR STUDENTS

October 8, 2018	Columbus Day
November 12, 2018	Veteran's Day
November 21 -23, 2018	Thanksgiving Holidays
December 24 - January 4, 2019	Winter Break
January 21, 2019	M.L. King Birthday
February 18, 2019	President's Day
April 15-19, 2019	Spring Break
May 27, 2019	Memorial Day

SCHOOL IMPROVEMENT DAYS

November 2, 2018	No classes for students
February 1, 2019	No classes for students
April 5, 2019	No classes for students

REPORT CARD DISTRIBUTION DAYS/PARENT-TEACHER CONFERENCE DAYS

November 14, 2018	Report Card Pickup	No classes for students
April 10, 2019	Report Card Pickup	No classes for students

SUMMER VACATION

TUESDAY, JUNE 18, 2019 IS THE LAST DAY OF SCHOOL (Full Day Attendance for students)

Information regarding Summer School will be sent home as soon as those dates have been determined by CPS.