



## **Norwood Park School Family Handbook**

*A Spanish World Language Magnet School*

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## **Welcome!**

The Norwood Park staff looks forward to working with you and your child during their time here and beyond. This handbook is intended to provide you with information, expectations, and guidance. We are excited to have you here and support your child's growth.

## **Our Core Values and Vision:**

### **What we strive for at NPS**

## **Empathetic, Optimistic, and Flexible Thinkers**

### **What is a World Language Magnet School?**

As a World Language Magnet School we focus on more than speaking Spanish. We also study the cultures and history of countries that speak Spanish. Research has shown that being biliterate has a host of benefits including empathy, problem-solving, multitasking, and expanded knowledge of the world around them.

In addition to being a World Language Magnet School we complement student learning with technology, fine arts, and physical health. Developing a well rounded child means just that, we have to offer multiple learning opportunities for our students. Students engage in collaborative discussions that examine different viewpoints, use inquiry to study the world around them, and read authentic literature as the author intended, not from basal readers or textbooks.

As part of our ongoing staff development program, Norwood Park staff and administration engage in ongoing Staff as Readers study and discussion groups. Through immersion in professional texts, Staff as Readers supports Norwood Park staff in a continuous cycle of study, reflection, and adjustment to instruction. We refine our instruction and curriculum to evolving student needs, incorporate new educational research, and ensure continued cohesion and high quality instruction.

## **Communication**

We love communicating with our families and have some guidelines and expectations to help reduce miscommunication. We ask for a 24-48 hour turn around window. Staff will only use email for logistics, such as setting up a phone call or conference.

NPS has many forms of communication and we encourage you to check them out.

- Week Ahead email blast (email Mr. Schellekens to be added)
- Website
- @NPSChicago twitter handle
- [Facebook](#) Page
- Local School Council meetings
- Parent Teacher Association meetings
- Monthly coffee talks with the principal

### **How to get involved**

The Local School Council (LSC) is our school's governing board. Their main priorities are hiring and evaluating the principal, voting on budget allocations, supporting the school through collective decision making, and expanding all facets of communications with the schools, parents and the greater community. The council meets once a month at 5pm. This is a great opportunity to hear an extensive review of everything happening at Norwood Park.



Parent Teacher Association (PTA) is open to all staff members and parents. The executive board is

elected and meets once a month at 6:30pm. The meeting schedule is below. The mission of the PTA is build and maintain a strong relationships between NPS staff, parents, and community groups. They accomplish this mission through school wide events.

<u>Operational &amp; Informational Meetings</u>	<u>PTA events</u>
Sept. 19	Movie Night - Sept 22nd
Oct. 17	Monster Mash - Oct 27th
Nov. 21	Trivia Night - Nov 17th
Dec. 19	Game Night - Dec 8th
Jan. 16	Winter Dance - Jan 19th
Feb. 20	Ladies Paint Night - Feb 9th
Mar. 20	Bags Tournament - March 9th
Apr. 17	
May 15	
Jun. 19	

### **Volunteers**

Volunteers are loved and celebrated at NPS. If you have any amount of time we have something for you! Our list of available projects and areas of help are listed on our website. Please note that all volunteers will need to complete both the CPS volunteer form and [NPS's form](#).

### **Attendance**

NPS is a 96% attendance school! We are proud of this accomplishment and need your help to maintain this high percentage. Educators know that attendance is one of the top three indicators of high academic outcomes. We can not make up the collaborative work and learning that happens in the classroom with peers. **PLEASE BE AT SCHOOL EVERY DAY POSSIBLE.**

A 96% attendance rate equates to 7 absences or less. Please try to plan your medical appointments on non attendance days or after school hours. If you do need to take a day off, please try to make several appointments at once to minimize missed learning time.

The Chicago Public Schools accepts only six reasons for excused absences:

1. Illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency
5. Circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student

6. Other situations beyond the control of the student as determined by the principal, or principal's designee, on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties.

An absence for any other reason is an unexcused absence.

### **Planning Family Vacations**

To be successful members of our learning community, students need to attend school. Absences for family vacations are unexcused. Family vacations must be planned around the established school holidays and breaks. The Norwood Park Curriculum is collaborative and includes peer-to-peer conversations for expanding ideas and learning. Absent students miss a significant amount of learning that cannot be replicated with worksheets or practice pages. In the case of an unavoidable absence, please notify the office. **NPS staff will not provide work in advance. Students must allocate time outside of the school day to complete missed work due to extended time away from school.** If there is a medical reason for an extended absence the NPS staff will work with you to find appropriate times to complete missed work.

### **Perfect Attendance**

Attending school every day takes commitment and self-care. At NPS we want to celebrate students who show this perseverance. Perfect Attendance awards will be given out each quarter and at the end of the year for students who have no absences.

### **Morning Entry / Dismissal**

Our school day begins with the first bell. At 8:40 students should be in two straight lines and ready to enter the building with calm voices and bodies. At 8:45 students will enter the building. Dismissal is 3:45pm at their designated doors.

Door 1 -- 1st and 2nd grade

Door 2 -- Kindergarten (8:40 and 3:40)

Door 3 -- 5th -8th grade

Door 5 -- 3rd - 4th grade

### **Building Expectations**

Please review the CPS code of conduct which governs all schools. In addition to the code of conduct NPS is a restorative practices school focusing on students learning from their behaviors and repairing relationships with their peers and staff.

While in NPS please remember that hallways are quiet spaces to respect the learning that occurs in classrooms. We also ask that cell phone conversations occur outside of the building

### **Care for our materials and learning environment**

While we are inside the building we ask that every staff member, student, and visitor pick up after themselves to help maintain a clean learning environment. This also reduces our custodians workload and focus on heavily used areas such as our stairs, restrooms, and entrances.

Please respect our learning materials by treating them with the utmost care. Any material that is loaned out to students for the year must be returned in a usable condition for the following year; especially books and computers. If any material is damaged beyond normal wear and tear we will ask the student's family to replace or repair the item(s).

As we build and revitalize our outdoor areas we ask that you help us maintain the school grounds. I.e. outdoor classroom logs, garden beds, playground equipment, and recreation areas. If you see any loitering or misuse of the facilities please contact the school. If it is during the hours of 8pm to 6am call 311 and report the incident.

CPS grounds are reserved for school sanctioned activities both during school hours and after school events.

### **Events**

At NPS we love to celebrate the work and growth of our students and staff. We have listed school wide

celebration events. More information will come before each event.

- Curriculum Night
- Winter Sing
- Writing Extravaganza
- Multicultural Assembly
- Earth Day
- Career Day
- Art Auction
- Walk-a-thon
- Field Day
- Awards Assembly

### **Assessments**

Assessments are an integral part of the learning process. They provide information for how a student is progressing and where they ended up compared to the grade level standards. Along with giving students information about their learning, the assessments also give feedback to NPS staff on their instruction and how to adjust so all NPS students are becoming thinkers.

NWEA MAP and MPG -- 3x a year. Fall, Winter, and Spring

Fountas & Pinnell -- 3x a year. Fall, Winter, and Spring

PARCC -- Spring

End of units -- Teacher's plans

Formative (during units) -- Teacher's plans

### **Grades and Report Cards**

We encourage every parent to sign up for parent portal to view your child's grades. If you need your child's login information (pin) please email Ms. Mori at [ESMori-marcinkows@cps.edu](mailto:ESMori-marcinkows@cps.edu).

Progress reports and report cards do not need to be returned to school *UNLESS* the teacher sends an email or note home requesting a signature. We will print two copies, one to stay home and one to stay in the student's file folder.

The **3rd -8th grading scale** below is added to help students understand the percentiles of letter grades.

90-100% A

80-89% B

70-79% C

60-69% D

Below 60% F

EXCEEDS STANDARDS	A	Student <b>significantly exceeds standards</b> for grade level and has earned a numerical average of 90% or higher.
	B	Student performs <b>above standards</b> for grade level and has earned a numerical average between 80% and 89%.
MEETS STANDARDS	C	Student <b>meets standards</b> for his/her grade level and has earned a numerical average between 70% and 79%.
BELOW STANDARDS	D	Student is <b>not meeting grade level standards</b> and has earned a numerical average between 60% and 69%.
	F	Student is <b>failing to meet grade level standards</b> and has earned a numerical average between 59% or below.

The **K-2nd standards based reports** help students understand the specific goals they should meet at different points in a year. The reports will be shared during Curriculum Night in September.

### **Parking and Safety**

The NPS parking lot is for staff and registered visitors who have an appointment and sign in with the security desk or main office. The parking lot should not be used for drop off or pick up of students for entry and dismissal. Please obey all handicap spaces. Anyone parked illegally will be towed at their own expense.

### **Recess and Weather**

We will be outside every day possible. Recess is a time for students to release their energy, get fresh air, and work on social/emotional skills with their peers. Please make sure to dress your child so they are ready to be outside. 15 -25 degrees with wind chill is principal discretion. 25 degrees and above with no heavy rain will be outdoor recess. In the event of inclement weather students will be inside. Entry from 8:30-8:45 will be indoors when when temperatures are below 25 degrees or heavy rain. Do not bring any personal items or items to school for recess. The only exceptions are basketballs, soccer balls, or kickballs and are the responsibility of the student. Any other items should be kept at home.

### **Before school, After School, Sports**

NPS is pleased to offer before and after school care. For more information visit our website at the Before/After School Care tab.

We also strive to provide our students after school clubs that align with their passions and interests. Club selections rotate and are provided by staff and outside providers. Outside providers will share their own instructions and cost.

Student athletes have the opportunity to play in Chicago Public School sanctioned leagues. As the title states all participants are students first and athletes second. As such, student athletes must maintain minimum requirements to play sports. Student athletes must have a 95% or higher attendance rate and a C average with no D's or F's. If a student's falls below the minimum they may remain on the team but can not play or practice until they reach or exceed the minimum requirements.

### **Visiting School**

When visiting NPS please enter Door #1 (main entrance) and check in at the security desk. Then proceed to the main office to wait for your appointment or child. Please remain in the office until your child arrives. Staff members will inform the teachers and students of their early dismissal.

**Teachers will only release students to staff members or sanctioned parent volunteers as communicated to the staff by the administration.**

### **Student expectations in coordination with the Student Code of Conduct**

#### *Behavior*

Norwood Park expects students to:

- Respect our community members and help maintain a safe learning environment.
- Advocate for your needs or others in a respectful manner to NPS staff.
- Use appropriate language and actions before, during and after school.

- Always travel in pairs
- Use a professional tone while in the hallways to respect our learning environment.
- Leave any personal games or toys at home.

Electronic devices are not to be used during school hours and should not be seen. The school is not responsible if these items are lost, stolen, or broken.

### *Academic*

- Respect other peer's viewpoints and seek to listen and understand.
- Complete all work representing each student's process and mastery of skills and knowledge.
  - Plagiarism-- If any student is caught plagiarizing they will be asked to redo the assignment on their own time with a reasonable date set by the student and teacher. Any instance of cheating or plagiarism a second time, in any subject, will result in an automatic zero for that grade with no chance of a make-up.

### **Field Trips**

Field trips support learning in the classroom by giving students a context of the subject outside of the school. Students must turn in all applicable forms and fees before the assigned due date. The administration reserves the right to keep students back from a field trip who have demonstrated a disregard for their safety and the safety of their peers.

### **Animal Policy**

We love pets and know they are part of families. We do ask that you respect all stakeholders and be aware that some NPS families need space. We have students with anxiety and allergies to certain animals and ask that you help us keep NPS a safe and welcoming school. In addition please pick up after your pets. We will be posting signs asking the community to keep their pets off of our athletic fields and student play areas.

### **Cell phone and personal electronic policy**

Students may not use cell phones or personal electronics in the school building. Students may not use personal electronic devices at mid-day recess.

While at school, student cell phones and/or electronics must be turned off and in the student's backpack. In 5th through 8th grades, teachers will collect cell phones at the start of the day and secure them until dismissal. The school is not responsible for lost or stolen cell phones or electronics. If your students brings a personal electronic device you assume all responsibility. If a student violates these rules, the cell phone or electronic device will be held in the main office until a parent comes to pick it up. This policy applies to all personal electronics, including but not limited to:

- Cell phones
- iPods / mp3 players
- Electronic games

Personal laptops, tablet computers, or e-readers may only be used at school with special permission from the office. NPS has no responsibility for lost, stolen, or damaged devices

### **Technology use**

We are fortunate to offer various forms of technology at NPS and must treat each piece with respect. Each student will receive our technology expectations at the beginning of the year. If students do not treat NPS technology with respect they may have their privileges revoked for a period of time as determined by the administration. Students are responsible for any damage outside of normal wear and tear. Students and families will be required to repair or replace technology that was damaged due to inappropriate use. Students and parents will sign a technology use contract in grades that are 1:1 with technology.

### **Dress code**

The general expectation for the NPS dress code is that students be able to move comfortably, raise your arms without having to adjust your clothing.

bend over without having to adjust your clothing, and be able to run and play during recess and P.E.

To help everyone learn, clothing at school must be comfortable, modest, and not distracting to their fellow peers. The following guidelines will be used by staff to determine the appropriateness of student's clothing.

- Underclothing and stomachs must be covered, even when bending or stretching.
- Before wearing clothing with pictures and language ask "is this appropriate for school?" and "does it respect our learning environment?"

As a courtesy to those with allergies or asthma, please refrain from wearing perfume, cologne, or body spray. The spray can trigger allergic reactions in students and staff. Students may keep a solid stick of deodorant in their lockers for use after P.E. and recess if necessary.

*If a student does not adhere to the dress code, we will call home and request new clothes from home. We will ask the student to put on a sweater or sweat pants, or put on alternate clothing provided by the office.*

### **Nutrition and Wellness**

Fresh fruits, fresh vegetables, packaged cheese and water only will be allowed for snacks outside of lunch.

Due to administration and parents concerns about child nutrition and the impact of food-related allergies on the health and safety of our students, Norwood Park has adopted the following policy to limit the presence of food in the classroom. It is anticipated that this policy may need to be reviewed and updated on a regular basis. This policy does not restrict lunches brought by students for their individual consumption during lunch time in designated areas.

- Except as provided below, all student parties and celebrations during the regular school day shall be food-free. This policy specifically prohibits

homemade or store bought foods for birthday, holiday, or similar celebrations.

- Food may be an appropriate part of a cultural heritage or school appreciation program, all-school program or evening activity if organized through and approved by the school principal. These celebrations must occur in the designated lunch area. A letter or email with the food that will be provided will be sent home. In the case of cultural heritage or school appreciation programs, non-food options should be considered before food options.
- Per recommendations by the Illinois State Board of Education, food shall not be used as a reward for academic performance or behavior.
- School staff shall maintain appropriate grade-level activities and programs to discuss issues such as hand-washing, sharing of foods, and food allergies. Per CPS policy, staff receive training on food allergies and emergency action procedures every two years.

### **Home-School Learning Connections**

At Norwood Park, homework plays an important role in reinforcing classroom learning. Each grade level will assign an developmentally appropriate amount of work. The primary focus is on reading and mastering basic math facts with mental efficiency. Homework might also include researching and bringing information for a project while studying how to incorporate different sources for accuracy.

The importance of READING every night can not be understood. At a minimum students should be reading or be read to 20 minutes a night, every night. All students at Norwood Park must come prepared for school each day. Assigned homework needs to be completed on time. Maintaining an organized agenda supports students in completing work and builds executive functioning skills that support learning.

### **Home Reading Time**

Continued exposure to language and literature is key to student success at every level. When

Norwood Park students read at school and at home, they are developing a lifelong habit, skill, and passion for expanding their knowledge about themselves and their world.

	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Pre-K	15 min/day (Read or be read to)	15 min/day (Read or be read to)
Kindergarten	10 min/day M-Th +10 wknd minutes	20 min/day M-Th +20 wknd minutes
1 <sup>st</sup> Grade	15 min/day M-Th +15 wknd minutes	20 min/day M-Th +20 wknd minutes
2 <sup>nd</sup> Grade	20 min/day M-Th +20 wknd minutes	25 min/day M-Th +25 wknd minutes
3 <sup>rd</sup> Grade	30 min/day M-Th +60 wknd min.	30 min/day M-Th + 60 wknd minutes
4 <sup>th</sup> & 5 <sup>th</sup> Grade	30 min/day M-Th +60 wknd minutes	30 min/day M-Th +90 wknd minutes
6 <sup>th</sup> -8 <sup>th</sup> Grades	180 choice minutes per week	

**Social and Emotional Learning and Support**

Besides teachers that are trained in both Responsive Classroom and Calm Classroom methods, Norwood Park offers a comprehensive, preventative School Counseling Program that is modeled after the American School Counseling National Model addressing social/emotional, academic and career domains. Students can receive direct school counseling services from our Counselor, Ms. Irwin, through a variety of ways:

- **Classroom Guidance** lessons are taught to the whole classroom in the general education setting. Guidance lesson topics are based on the specific needs of each classroom as determined by teacher, administration and student-needs assessments. Some of our Classroom Guidance topics have included Empathy, Flexibility, Optimism, Organizational Skills, and Teamwork.
- **Small Group Counseling:** Small groups of students (between 4 and 7 students generally) may meet with the Counselor for short term weekly counseling sessions. Student participation in these groups is always voluntary and students are chosen either based on teacher recommendation, parent recommendation or through student choice. Parent

permission is required for students to participate and new groups are formed throughout the year. Small group sessions last 30-45 minutes and meet once a week for 5-7 weeks at a time deemed appropriate by the classroom teachers. The demographics of the groups may vary from heterogeneous (all boys or all girls), mixed gender groups, same age groups and mixed age groups. Small Group Counseling sessions are bound by confidentiality laws and specific details about what is covered in these sessions is not shared with teachers, parents or administration, unless it is determined that a child is a danger to themselves or others, or that someone else is endangering them. Small Group Counseling topics have included Divorce/Grief, New Student Orientation, Behavior Management Groups, Friendship Groups, Girls/Boys In Real Life Situations (teaching girls/boys important friendship skills and confidence), and Social Skills Groups.

- **Individual Counseling:** Students may need to speak with the counselor individually to address issues that are interfering with their academic success. Individual sessions are intended to be short term interventions, and students meet with the counselor weekly for no more than 5 weeks. Teachers, administrators and parents can refer a student for individual counseling. Students can also self-refer by contacting the counselor. Individual Counseling sessions are bound by confidentiality laws and specific details about what is covered in these sessions is not shared with teachers, parents or administration, unless it is determined that a child is a danger to themselves or others, or that someone else is endangering them. Parents will be notified if their child is seen by the counselor, and parent permission will be required if the child needs to see the counselor on a recurring basis. If a child requires long term counseling, the counselor will provide parents with a list of outside referrals at their request.