

*Sayre Language Academy
School Handbook*

*Folasade Adekunle
Principal*

*Anne Donatelli
Assistant Principal*

*1850 N. Newland Ave
Chicago, Illinois 60707
773.534.3351*

www.sayre.cps.edu

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Vision

High expectations and tailored supports for all Sayre scholars.

Mission

Sayre Language Academy's vision is to create a safe, positive and nurturing experience for all our students, faculty and families. We value curiosity and inquiry and endeavor to strengthen each student's desire to learn by providing dynamic, standards-based instruction. Students will develop an appreciation for the diversity of their local and global communities. At Sayre, our students will develop their abilities to think critically and adopt solution and growth-oriented mindsets.

Contents

[AFTER SCHOOL PROGRAMS](#)
[ARRIVAL/DEPARTURE](#)
[ARTS AND TECHNOLOGY INTEGRATION](#)
[ATTENDANCE](#)
[BEFORE SCHOOL PROGRAMS](#)
[CALENDAR](#)
[CELL PHONE USAGE](#)
[CHANGE OF STUDENT INFORMATION](#)
[COMMUNICATION](#)
[CURRICULUM](#)
[DAILY SCHEDULE](#)
[DISCIPLINARY PROCEDURES](#)
[DRESS CODE](#)
[ENROLLMENT OF A STUDENT](#)
[FIELD TRIPS](#)
[GRADE SCALE - REGULAR TRACK](#)
[GRADE WEIGHT SCALE](#)
[GRADUATION](#)
[LOSS OR DAMAGE OF SCHOOL PROPERTY](#)
[LOST AND FOUND](#)
[MEAL PROGRAMS](#)
[NURSING AND MEDICAL MATTERS](#)
[PARENT AND COMMUNITY INVOLVEMENT](#)
[PERFORMANCES](#)
[PRESCHOOL PROGRAMS](#)
[PROMOTION POLICY](#)
[PROGRESS REPORTS AND REPORT CARDS](#)
[PAC](#)
[SAYRE LANGUAGE ACADEMY WEBSITE](#)
[TRANSFERS](#)
[TRANSPORTATION](#)
[VISITORS](#)

Disclaimer: The school handbook is a work in progress; updates and modifications are made regularly.

AFTER SCHOOL PROGRAMS

Sayre Language Academy offers a variety of programs after the regular school day. Application dates and procedures for these programs are announced in an informational packet sent home with students in October. Offerings change on a quarterly basis and students participate in various programs from 5 to 6 week sessions. Programs vary from year to year. After-school activities begin the second week of school.

After School Programs

Our after-school is free and based on different criteria. program open to students in Kindergarten through 8th grade. It runs Monday-Thursday from 2:30-4:00 p.m. through the entire school year. The program offers activities such as homework support, literacy, academic enrichment, music, art and physical recreation. The students are provided a snack during the program.

School-Sponsored Sports Teams

Our sports program is open to 5th-8th graders and is composed of teams competing in the Network 3 sports collaborative, sponsored by the Chicago Public Schools. Sports offered vary from year to year and season to season. These teams are available to students on two levels of competition: the first level - fifth and sixth grade students; and the second level - seventh and eighth grade students. **All students are welcome to participate.**

Sports teams may require fees for busing, tournament entrance fees or t-shirts used as jerseys. Student athletes must maintain academic and behavioral eligibility during the season. Students are expected to be fully committed to the team and able to attend practices and games. Students can be removed due to absences, behavior or grades. Younger siblings may not stay and watch

during practices. Only children escorted by their parent may attend games.

Below is a list of sports seasons and sports offer regularly

Term	Months	Sports
Fall	Late September through early November	Girls Volleyball, and Boys Soccer
Winter	November through early March	Boys/Girls Basketball
Spring	Mid-March through early June	Girls Soccer, Boys Softball and Boys/Girls Track

ARRIVAL/DEPARTURE

Our school day begins at 7:30 a.m., and it ends at 2:30 p.m. We need cooperation from all parents to enable safe and timely drop off of all students. **Due to the absence of staff supervision, no student may be dropped off by parents before 7:05 a.m.** If you arrive earlier, please sit with your child in the car until 7:05 a.m. Classes begin promptly at 7:30 a.m. Parents are asked not to leave their vehicles unattended or double parked. When dropping off students, please do so quickly so as not to delay others. Please have your children’s clothing and materials ready for immediate exit from your vehicles.

Entry

All students (walkers, drop offs or public transportation) can begin arriving on school grounds at 7:05 a.m. Students who are transported by school bus are released at 7:05a.m. to their appropriate locations. **Please adhere to traffic cones and signs during morning and afternoon drop off.** There is a supervised drive-up drop off area on Sayre st.

Students should line up in the Inner court/black top. There are two areas of assembly, one for K-4 and another for 5-(basketball

courts). Students will enter through the doors 11&12 (K-4) and door 4 for grades 5th-8th. Students will be escorted into the building by their teachers in grade level order. Entry into the building will occur in a quiet and orderly manner. Doors will close at 7:50 a.m. After that, enter through the main entrance, door 1.

Departures

First floor is called for dismissal at 2:15, second floor students at 2:20 and finally the third floor at 2:25 p.m. Students are supervised as they exit the building by school staff.

- Students being picked up at school must be picked up at the assigned locations: Morning and afternoon preschooler are picked up from the black top at Door 2. Kindergarten students will be dismissed through Door 3. Students in 1st-4th grade wait on the inner courts building and must be signed out by an adult. **Children who exit the building will not be granted re-entry without parental or adult supervision.**
- All Parents meeting these upper grade students should arrange to meet them on Sayre st.
- No children may be picked up from the front of the building on Newland

Please do not block the driveways your cars; double parking is not allowed. For the safety of all of our students and consideration of other parents, please comply so that we can keep traffic moving efficiently during arrival and dismissal. **Parents need to be on time to pick up children at 2:30 p.m.**

Playground Rules

Parents and students must leave the school property promptly at dismissal. This policy is in place to ensure the safety of all students and to expedite the safe exit of our buses from the property. There is no school supervision after 2:30 p.m. so it is

imperative that parents are actively supervising their children during play. Students may not reenter the building for bathroom usage or missing items.

ATTENDANCE

Absence

Excellent attendance is critical for student success. Therefore, students are expected to be present and on time to school every day. School starts at 7:30 a.m. and students are expected to be in class at that time. Send a note to your child's classroom teacher upon your child's return. Board policy requires notes to be submitted **within 24 hours** of the absence. Students will be recorded as truant (unexcused absence) if a note is not received within 24 hours. The Chicago Public Schools acknowledges the following as valid causes for an absence: illness, observance of a religious holiday, death in the immediate family, or a family emergency. Please remember - poor student attendance and tardiness affects academic performance and our school's rating.

Tardiness

We expect all students to arrive to school on time daily. Tardiness is a disruption to the educational program of all students. Students arriving after 7:45 a.m. must enter through Door 1 (main entrance) and report to the security desk for a tardy slip or to the main office after 8:00 a.m. Students with excessive tardiness will be contacted by the principal or the principal designee to determine the cause. We expect our families to make every effort to ensure students arrive to school on time daily.

Early Dismissal

Excessive early dismissal from school is **discouraged**. However, parents requesting an early dismissal for their child should send a note to the teacher in the morning explaining the nature of the

dismissal. The teacher will forward the note to the main office. Parents should come to the main office and sign the child out and provide a valid picture ID. No child is dismissed from school without a parent or guardian present. Early dismissals affect your child's attendance. A student is marked absent for the full day if the dismissal occurs before 11:00 a.m. Dismissals after 11:00 a.m. result in a half day absence. Parents requesting an early dismissal must do so before 1:00 p.m.

Illness

If a child becomes ill during the school day, the school nurse or floor clerk will first phone a parent. If a parent is unavailable, the staff will then notify the person listed as the emergency contact. For both the well being of the child and the school, it is important that parents make arrangements to pick up the child in a timely manner. It is imperative that parents provide the school office and classroom teacher with current home and emergency telephone numbers. Please inform us about any changes to your home address.

Vacations

Parents are encouraged to take vacations during the regularly scheduled breaks (winter break, spring break and the summer months). Vacations are considered unexcused absences. Students will not be allowed to make up classroom work for credit. Students can be dropped from Sayre's enrollment if extended vacations are taken.

AWARDS

Students will be acknowledged quarterly for their achievements: Honor Roll, Perfect Attendance and Outstanding Citizenship. Awards Assemblies will be held in the Auditorium during first and third quarters. Parents are invited to attend these ceremonies.

Second and fourth quarter awards will be distributed in the homerooms; parents are not able to attend these ceremonies due to limited space.

Honor Roll

Students who earn A's and B's for their final grades and have no more than two checks for behavior in that quarter will receive the honor roll award.

Perfect Attendance

Students who have no absences and no more than two tardies will receive the perfect attendance award.

Outstanding Citizenship

Two students *per homeroom* are selected by the teacher for the outstanding citizenship award because they are role models for others, take on leadership roles, have earned no check marks and have no detentions or suspensions.

Bulldog Proviso

The “Bulldog Proviso” is behavior expectation. It emphasizes good manners, courtesy, and high expectations of all our students. We ask that all staff reinforce these behaviors:

1. Be courteous in language and action.
2. Be conscious of expectations in class, hallways and outside of school.
3. Be composed. Practice mindfulness and keep calm.
4. Be compassionate, remember the Golden Rule.
5. Be courageous. Always do what is right, especially when no one is watching.

CALENDAR

Sayre Language Academy follows the CPS regular track calendar, which is available online at www.cps.edu. Annual calendars are distributed at the beginning of each school year. Sayre's monthly calendar will be sent home with students on the back of the principal's newsletter on the first Wednesday. The monthly calendar outlines special events, school-wide assessments, and activities. This monthly calendar is also posted on our school website www.Sayre.cps.edu

CELL PHONE USAGE

CPS policy does not allow for unauthorized use of electronics. **Therefore, the use of cell phones are not allowed at Sayre.** We want to remind parents that if a student's cell phone is confiscated, it will be immediately confiscated. Parents will then be required to pick up the cell phone from the main office. A parent has **three** opportunities for retrieval during the school week:

- Tuesday mornings between 7:30 – 8:00 a.m.
- Friday mornings between 7:30 – 8:00 a.m.
- Friday afternoons between 2:00 – 2:30 p.m.

Parents, please weigh carefully the need for your child to have a cell phone. It is important that you monitor the content of the communication that is occurring on these phones. If you decide to allow your child to have a cell phone, it **may not** be used during school hours.

CHANGE OF STUDENT INFORMATION

Parents must notify the floor office clerk in writing of any change of address and/or telephone numbers. If you have recently moved, two proofs of address will be required in order to change or update

information for the school system. The most common approved proofs of address include: deeds, utility bills, Illinois State ID, Illinois Driver's License, or a stamped change of address form from the post office. If you aren't sure what constitutes proof, feel free to call the main office at 773-534-3351. Please inform the school of any changes as soon as they occur. This information is vital for the safety and scholastic success of your child.

Class Fees

There will be a \$50 class fee collected per child. This will help offset the cost of workbooks, textbooks, assignment notebooks, after-school programs, supplemental academic and technology programs (e.g. Time for Kids magazine, IXL, Compass Learning), and extra-curricular activities. At Sayre, we are committed to providing powerful and enriching educational experiences for our students. Families who are unable to pay the fee can apply for a waiver using the Fee Waiver form. Fees are to be collected and receipted and deposited in the Main Office.

COMMUNICATION

Throughout the school year, anticipate a weekly newsletter with important school-wide information and building updates. If you need to meet with the principal, kindly schedule an appointment with Ms. Troche. Teachers are also encouraged to communicate with parents via individual teacher websites. Sayre's School's web address is: www.sayre.cps.edu.

CURRICULUM

Sayre prides itself on meeting the needs of all of our children through a rigorous curriculum that is standards-based and enhanced with project-based learning. Sayre's curriculum includes

a variety of programs: General education, Bilingual education Special Education, as well as computer-based reading resources for struggling readers. Curricular and instructional decisions are made by using a variety of individual, grade level and school-wide data. Students are instructed using curricular resources from Expeditionary Learning for Reading and Pearson's EnVision for math. Additional special programs include: IXL Math, Compass Learning, Reading A-Z, and Achieve the Core. In addition, students develop their social emotional learning through a school-wide adoption of Calm Classroom. There is always something exciting going on at Sayre!

Homework

Homework should be a natural progression of what the child is learning in the classroom. Homework guidelines are established by the CPS Board of Education. The suggested **minimum** time allocations for teacher directed homework assignments are:

- Kindergarten should receive 15 minutes per day
- Grades 1, 2, and 3 should receive 30 minutes per day
- Grades 4, 5, and 6 should receive 45 minutes per day
- Grades 7 and 8 should receive 90 minutes per day

Grading of Late Homework Assignments

Homework is expected to be completed on time. If an assignment is submitted after the expected due date, the content may be assessed and then dropped a grade for every day it is late (i.e. – A to B one day late, A to C two days late, etc.)

Textbooks

All textbooks are the property of Sayre Language Academy. Students are provided with textbooks at the beginning of the school year and are expected to be responsible for their care. Books should be numbered and checked out to students with a roster of

book assignments kept on file. If a student loses or damages a textbook, the parent will be charged for the replacement cost. Textbooks vary in cost and can be very expensive. Report cards may be held until the school is reimbursed for the damage text. Please ensure the care of the books that are entrusted to your child.

DAILY SCHEDULE

7:15 – 7:30	Students begin arriving to school	
7:30 – 8:30	Universal Breakfast (until 7:45) First Period	
8:30 – 9:30	Second Period	
9:30 – 10:30	Third Period	
10:30 – 11:30	Fourth Period	* Lunch Period
11:30 – 12:30	Fifth Period	* Lunch Period
12:30 – 1:30	Sixth Period	* Lunch Period
1:30 – 2:30	Seventh Period	
2:15 – 1 st Fl. 2:20 – 2 nd Fl. 2:25 – 3 rd Fl.	End of Day Activities	Dismissal By Floors
2:30	Dismissal	

Sayre strives to provide our students with a safe and secure learning environment. We adhere to the Chicago Public Schools’ policy on School Safety and Security.

Student Code of Conduct (SCC)

All Chicago Public Schools adhere to the Student Code of Conduct which governs student behavior. Classroom teachers cover the SCC with their students the first week of school. A copy of the SCC is sent home with every child at the beginning of the school year. Parents may keep the booklet for future reference. We encourage parents to familiarize themselves with this booklet and

discuss it with their child(ren). Parents should return the “acknowledgement of receipt” page to the classroom teacher.

Bullying

The Chicago Public Schools prohibits any and all forms of bullying. All reports of bullying will be taken seriously and handled according to the SCC. Our students are expected to act with consideration and respect for one another. Bullying is defined as the process of intimidating or mistreating someone in a more vulnerable situation and is a form of abuse. There are four types of bullying: emotional, verbal, physical, and cyber bullying. Bullying can have consequences.

Cyber Bullying

Cyber bullying relies on modern technology such as cell phones and computers; it avoids face-to-face verbal or physical attacks. Cyber bullies instigate attacks against their intended victim at any time and from any place often remaining anonymous. Students are encouraged to keep information private, stop – not engage with the bully, block – block access to the bully, and tell someone – a parent or school personnel.

Disciplinary Action

All Chicago Public Schools have the responsibility to provide a safe environment and clear behavior expectations for students. Students violating school rules or procedures can and will be disciplined following the rules and regulations of the SCC. Parents will be contacted by school personnel if a child does not adhere to the rules or procedures. The SCC can be downloaded on the Chicago Public School website: www.cps.edu. Parents are encouraged to read and discuss the SCC with their children.

Each grade level team is responsible for creating and posting their behavior expectations and hierarchy of discipline in classrooms.

Students who are escalated out of classroom must be escorted to the Refocus room. Level 2 and 3 behavior infractions (See Behavior Chart) must be documented in Student Logger and a restorative conversation must be scheduled.

School-wide Discipline Plan

DRESS CODE

Appearance is critical as we strive to represent ourselves and our school in its best image. The suggested attire for Sayre students is navy blue, light blue or white tops and navy blue bottoms. During days that students have gym, they may wear sports attire that stay within the school uniform colors or wear the gym uniforms purchased from FFO. Students are not permitted to wear non-uniform colored attire on gym days.

FIELD TRIPS

Educational field trips are an important part of a child's school experience and an integral part of a specific unit of study.

Teachers are encouraged to plan a minimum of two field trips a year. Notice of fieldtrip will be sent home for approval at least 2 weeks in advance. Teachers may collect and receipt money to cover ticket or transportation costs.

Chaperones

Only chaperones approved by the teacher are allowed to attend field trips. Parents or other chaperones may not join a field trip if they were not previously identified by the teacher. Parents must fill out a volunteer form on the Civicore website.(chicagopublicschools.civicore.com)

GRADE SCALE

100-90	A
89-80	B
79-70	C
69-60	D
59-Belo	F

GRADE WEIGHT SCALE

Classroom teachers grade students' performance using the following categories and weights. Teachers can choose to not use one or more categories during a quarter.

Category	Percentage of Grade
● Tests	30%
● Quizzes	20%
● Homework	10%
● Classwork w/rubrics	15%
● Participation	10%
● Projects	15%

GRADUATION

Sayre proudly celebrates a kindergarten and an eighth grade graduation at the end of each school year. We believe that celebrating this special occasion is an integral part a child's school experience. Parents are notified in advance when ceremonies are scheduled. Kindergarten ceremonies do not require a ticket. Parents and family members attending the eighth grade graduation need to have a ticket for admittance. A

congratulatory reception follows the eighth grade graduation. We strongly discourage parents removing siblings from their instructional program to attend the kindergarten or eighth grade graduation.

See 8th Grade Graduation Parent Letter

Lesson Plans

Lesson plans are due Monday morning at 8:00am in teachers' google drive folders. Student work samples can be digitally submitted or hard copies can be submitted in labeled folders in the principal's mailbox. Detailed planning expectations will be shared during grade level meetings.

LOSS OR DAMAGE OF SCHOOL PROPERTY

Public schools are required to be held accountable for materials and school property. When books or school equipment have been lost and/or damaged during the school year, the parents or guardians are expected to make restitution. Parents will be reimbursed if a lost book that was paid for is recovered. Report cards will be held until the school is reimbursed for the damage text.

LOST AND FOUND

Items found in or around the school or playground will be placed in the lost and found cabinet in the Main Office items not claimed after two weeks may be discarded or donated. Found valuables such as eye glasses and wristwatches can be.

Money Collection

Any collection of money from students must have prior written approval from the principal.

Money that has been collected from a child for any reason must be turned into the office the same day. (Forms for fund raising proposals, field trips requests, parent graduation fee notifications, etc. are available in the office.)

- **Collection List:**
Class lists may be used for collection in lieu of teacher receipt books. The class list is to be turned in to the treasurer with monies collected. The teacher is expected to complete all items.
- **Teacher's Receipt Books:**
 - Teacher receipt books are used for graduation fees, book fairs, and any other collections the principal or treasurer deem necessary.
 - Please issue a receipt for the exact amount collected.
 - White/original copy goes to the student/parent.
 - If you must void a receipt, write void across the receipts - white and goldenrod.
 - You are responsible to turn over to the treasurer the exact amount you have receipted.
 - **If you lose or have a receipt book stolen and you have not received a receipt from the treasurer, you are personally liable for all money which could have been collected from that book. (Please keep them secure.)**
 - Please encourage students to keep the white copy as proof of payment.
 - Receipt books are expected to be turned in to the treasurer when they are full or when you are finished collecting money.

Depositing Money with the School Clerk:

1. Monies may be deposited with the treasurer during school hours.
2. When a large amount of money is to be turned over to the clerk (over \$100) please arrange a time convenient to both you and the treasurer as the money must be counted.

NURSING AND MEDICAL MATTERS

Medication at School (504s)

If a child has a doctor approved prescription which needs to be administered at school, parents must notify the school in writing. The school nurse will have to meet with the parent to create a 504 plan for the child. The medication will be secured and administered as indicated on the 504 plan. All medication should be clearly labeled with the child's name and physician information. If a parent has a concern regarding their child's medical care while at school, they should contact the principal or floor director.

School Nurse

Sayre has nursing services to provide students' with first aid and medical needs; however, when your child becomes ill at school, it is your parental obligation to pick up your child or make arrangements with the floor level office for your child to go home with an authorized adult.

Student Medical Information Form (Allergies)

If a child has a medical condition, it is vital that the child's classroom teacher be alerted, as well as the floor director. In order to ensure the safety of your child during the school day, extracurricular activities or field trips, parents are requested to complete the student medication information form yearly. This form identifies any medical condition, allergies, or prescribed medication for your child.

PARENT AND COMMUNITY INVOLVEMENT

Local School Council (LSC)

All Chicago Public Schools have a governing body called the Local School Council. Members are elected to serve a two year term and include: six parent members, two community members, two teacher representatives, one educational support staff representative and the school principal. The Sayre Local School Council meets monthly and meetings are open to the public.

Parent Advisory Council (PAC)

Any Chicago Public School that receives Title I funds is required to establish a Parent Advisory Council as a result of the No Child Left Behind Act. The PAC has an elected slate of officers who conduct monthly meetings and provide parent workshops throughout the year. All PAC meetings are open to the public and parents are strongly encouraged to attend.

Sayre PAC hosts monthly parent coffee times; refreshments are provided. Parents have the opportunity to network and are provided with pertinent information regarding their child's education and well-being. Workshops are also offered. Please check the school calendar for specific dates and times.

Friends and Family Organization (FFO)

The FFO is an active organization and contributes greatly to the school. The FFO sponsors Fund Raising Activities, manages the Ice Cream Social and sells gym uniforms, yard signs etc. The monthly FFO meetings are announced in the bi-weekly principal's newsletter.

Volunteers

We welcome volunteers. In order for a parent or community member to become a volunteer at Sayre, the volunteer must first complete an application and pass a background check at the Chicago Board of Education. Applications are available via a link provided on the school website. Upon receiving the background clearance from the Chicago Board of Education, the volunteer must also obtain proof of a TB test. The volunteers will then be deployed to an area of need by the appropriate floor director. Volunteer applications are available in the main office.

PARKING POLICY

Parents should park their vehicles in the designated parking lot or street. Do not leave cars unattended or double parked; cars parked illegally will be towed. Please obey all traffic signs and traffic flow patterns.

PERFORMANCES

Notice of assemblies or performances will be shared via email and on the school calendar. Parents and visitors are to enter through door 1 and will be escorted to the auditorium by school security.

PRESCHOOL PROGRAMS

Sayre is very proud of our programs for early learners. Please be mindful that morning pre-school exits through door 12 and afternoon arrives through the same door. Teachers transitioning students on the first floor should work together to ensure the safety of all children.

PROMOTION POLICY

2016-2017 School/Parent Guide to the Elementary School Promotion Policy Benchmark Grades 3, 6 & 8 (Board Policy 13-1023-RS1)

Promotion decisions for students in grades 3, 6 & 8 will be made during the last week of school. Promotion status and applicable summer school requirement(s) will be determined by the student's District-Wide Assessment (DWA) scores in reading and math, followed by a review of the student's academic performance. To determine a student's promotion status and applicable summer school requirement(s), please see grid below. All students must receive a passing score on The Constitution of the United States of America and The Constitution of the State of Illinois exams to receive an 8th grade diploma.

District-Wide Assessment (DWA) NWEA	Academic Performance	June Achievement Level	Summer School Status & Requirement(s)	Summer School Final Achievement Level	Final Promotion Status
DWA scores in both reading AND math <u>at or above</u> the 24th percentile	Passing final report card grades in reading <u>and</u> math	1A	Summer School <u>Not</u> Required <ul style="list-style-type: none"> Promote to the next grade in June Participate in June graduation ceremony (Grade 8) 		
	Failing final report card grade in reading <u>or</u> math <u>or</u> both	1B	Summer School Required <ul style="list-style-type: none"> Summer Exit Exam <u>not</u> required Promote to the next grade in August <u>after</u> successful 	Satisfactorily completed Not Satisfactorily	Promoted with Supports <ul style="list-style-type: none"> Promoted 8th grade students receive a diploma May be Retained with

			completion of summer school	completed	Supports
DWA scores in reading OR math OR both <u>between</u> the 11-23rd percentile	Final report card grades in reading and math of "C" or above	2A	Summer School <u>Not</u> Required <ul style="list-style-type: none"> Promoted with supports to the next grade in June Participate in June graduation ceremony (Grade 8) 		
	Final report card grade in reading <u>or</u> math <u>or</u> both below "C"	2B	Summer School Required <ul style="list-style-type: none"> Summer Exit Exam required Promote to the next grade in August after successful completion of summer school and receiving a passing score on Summer Exit Exam 	Satisfactorily completed Not Satisfactorily completed	Promoted with Supports <ul style="list-style-type: none"> Promoted 8th grade students receive a diploma May be Retained with Supports
DWA scores in reading OR math OR both <u>at or below</u> the 10th percentile	Final report card grades in reading and math of "C" or above	3A	Summer School Required <ul style="list-style-type: none"> Summer Exit Exam required Promote to <u>the</u> next grade in August after successful completion of summer school and receiving a passing score on Summer Exit Exam 	Satisfactorily completed Not Satisfactorily completed	Promoted with Supports <ul style="list-style-type: none"> Promoted 8th grade students receive a diploma May be Retained with Supports

	Final report card grade in reading <u>or</u> math <u>or</u> both below "C"	3B	Summer School Required <ul style="list-style-type: none"> • Summer Exit Exam required • Promote to <u>the</u> next grade in August after successful completion of summer school and receiving a passing score on Summer Exit Exam 	Satisfactorily completed	Promoted with Supports <ul style="list-style-type: none"> • Promoted 8th grade students receive a diploma
				Not Satisfactorily completed	May be Retained with Supports

Parents will receive a copy of the Chicago Public Schools’ Promotional Policy during the first parent/teacher conference. Parents are requested to read the policy, ask any questions and then sign the acknowledgment form and return it to the homeroom teacher.

PROGRESS REPORTS AND REPORT CARDS

There are four grading periods per academic school year. Each grading period lasts ten (10) weeks. After every fifth week, parents are informed of their child’s progress. At the end of ten weeks, the parents receive a report card with the child’s quarter grades.

Five Week Progress Reports

Students in preschool through 8th grade receive a progress report during the fifth week of each quarter of the academic school year. Progress reports are given to students to take home to their parents. It informs parents of their child’s areas of success and/or concern.

Quarter Report Cards

Students in preschool through 8th grade receive report cards at the

end of each quarter. Parents or legal guardians are expected to attend the report card conferences during both the first and third quarters. During these conferences, parents have the opportunity to review their child's progress with teachers and discuss strategies for success. Report cards are sent home with students during the second and fourth quarters. Please visit the school website to see the dates specified for the parent/teacher conferences.

Remediation Plans and Failure Notices

Students who are in danger of failing to meet the promotion/grade level criteria will be provided a remediation plan. Failure notices are sent to parents throughout the school year based on the student's performance. On the 20th week of school, failure notices are sent out by certified mail. Please contact teachers with any student progress concerns at your earliest convenience in order for your child to make his or her best progress at school.

REQUIRED STUDENT FORMS

Throughout the school year, parents are requested to provide a variety of forms. The information helps to ensure on-going communication between the school and the home.

Emergency Contact Form

Parents are required to complete an emergency contact information form twice a year (once a semester). It is imperative that the school office has a current student emergency information form on file. The form asks for the name, address and phone number of the parent or guardian. Whenever possible include your home phone number, work number and cell phone number. Identify two individuals who can be called if you cannot be reached in the event of an accident, illness or other emergency. Please notify the school office immediately if there are any changes so that the form can be updated. Only individuals listed on the emergency form will be

allowed to pick up your child. **Parents of students required to attend summer school – grades 3,6 and 8 – will be required to complete the form a third time.**

Lunch Application

All Sayre parents must complete a lunch application yearly to determine their children’s lunch status: free, reduced or paid. Parents not interested in free or reduced lunch are still requested to return the application with the child’s name, mark **not interested** listed on the application, and their signature. Lunch applications need to be completed and returned to school as soon as possible. One application is submitted per family.

Medical Forms

Parents are required to provide schools with the appropriate medical information: a physical examination by a doctor, age appropriate immunizations, dental exam, and vision screening. Students whose parents do not comply with the medical requirements may be excluded from school. Please make the school aware of any special needs or medical restrictions your child might have. Medication may not be taken in school unless authorization is provided and the proper forms are completed. Physical exams are required by CPS for all students entering Pre K, Kindergarten, Sixth and Ninth grade students.

Required Forms Guide by Grade Level

Grade Level	Emergency Forms	Dental Forms	Health Physical	Minimum Health Requirements	Media Forms	Snap	Student Info
1st	✓	✓	✓	✓	✓	✓	✓
2nd	✓			✓	✓	✓	✓

3rd	✓			✓	✓	✓	✓
4th	✓			✓	✓	✓	✓
5th	✓	✓	✓	✓	✓	✓	✓
6th	✓			✓	✓	✓	✓
7th	✓			✓	✓	✓	✓
8th	✓	✓	✓	✓	✓	✓	✓

Student Code of Conduct Acknowledgement Form

Parents will receive a copy of the Chicago Public Schools’ Student Code of Conduct. The booklet describes the possible infractions and their consequences. Parents are requested to read the code of conduct. Then parents are asked to sign the acknowledgment page and return it to the classroom teacher.

Video/Photo Release Form

Sayre asks parents to sign a video/photo release form for each child attending the school. This form gives your consent to have your child photographed, videotaped, audiotape and/or interviewed by the Board of Education of the City of Chicago or the news media. No pictures can be taken of students by non-staff members and without a media release form on file.

TRANSFERS

To transfer out of Sayre, parents must complete a transfer request form and allow 24 hours for processing. Parents may request transfers to their neighborhood school, private school, charter school, and out of state school. If you are transferring a child out of the school district (Chicago 299) you must fill out a transfer request form along with an Illinois State Board of Education Student Transfer Form.

Students cannot be transferred from one magnet or selective enrollment school/program into another. If a student who is enrolled in a magnet or selective enrollment school or program is interested in attending another magnet or selective enrollment school/program, the student must apply through the standard application procedures. Once a student transfers out of a magnet or selective enrollment school/program, if he/she wishes to return to that school or program, he/she must reapply for admission to that school/program through the standard application process.

VISITORS

In an effort to preserve the learning environment, any request to visit a classroom must be coordinated by the main office.

Visitations will be scheduled in accordance with the classroom teacher and is limited to parents/guardians, no extended relatives for a maximum of 2 hours. Visitors must report to the main office, sign in and receive a visitor's badge. Visitors must wear the badge at all times. When the observation is completed, return the pass to the main office and sign out. When business is completed, visitors may not roam the school, but must sign out in the main office upon their departure from Sayre.

Sayre Language Academy School Website

Please visit our website to get additional information about Sayre.

Website address: www.sayre.cps.edu

SCHOOL DIRECTORY

Main Office – (773) 534-3351

Fax – (773) 534-3394

Page 29

Pre-School – (773) 534-5990
Early Childhood Center – (773) 534-5845
Intermediate Grades Floor – (773) 534-5846
Upper Grades Floor – (773) 534-5844

Nurse and Social Worker – (773) 534-5841
Engineer – (773) 534-5836
Lunchroom – (773) 534-5839

WEBSITE

www.sayre.cps.edu