

Walsh Math and Science Academy

2023-2024

Parent and Student Handbook



Araceli Ibarra, Principal

Daily School Operations

<p>Drop Off and Dismissal</p>	<p>General Drop Off/Dismissal Information</p> <ul style="list-style-type: none"> ● The start time for all students is 7:30 a.m. ● Students will come to campus no earlier than 7:15 a.m. ● All students enter from Door 9 (playground side) or Door 1 if arriving by CPS bus. <ul style="list-style-type: none"> ○ Dry weather and greater than 32 degrees: <ul style="list-style-type: none"> ■ Start Time: The Start Time for all students is 7:30am. ■ Entry Location: Students will be able to enter at door 9 at 7:10AM for breakfast. ■ Entry Process: Students will line up by classroom. ○ Wet weather and less than 32 degrees: <ul style="list-style-type: none"> ■ Start Time:The Start Time for all students is 7:30am. ■ Entry Location: Students will enter through door 9 at 7:10 for inclement weather. ■ Kindergarten dismisses from the door outside room 101. ● 1st-3rd grade dismissed from Door 9. ● 4-8th grade dismissed from Door 5. <p>Pre-K Drop Off/Dismissal Information</p> <ul style="list-style-type: none"> ● Entry and Dismissal Locations: Pre-K Students will enter and be dismissed from the Pre-K door for room 105. If they take the bus, they will arrive and exit through door 1. ● Dismissal Process: PreK students will be released to the parent/guardian indicated on the Emergency Form. When the pick up person arrives, they will check in with a staff member. <p>Cluster Program Drop Off/Dismissal Information</p> <ul style="list-style-type: none"> ● Entry Location: Cluster students who are dropped off and those that ride the bus will enter through Door 1. ● Dismissal Location/Process for Pick-Up: <ul style="list-style-type: none"> ■ Students getting picked-up will wait in the cafeteria in the assigned location. Parent/guardian will enter through Door 1 or Door 9 and check-in with Walsh Staff. Classroom staff will be alerted and student will come to
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	<p>meet parent/guardian for dismissal.</p> <ul style="list-style-type: none"> ● Dismissal Location/Process for Bussed Students <ul style="list-style-type: none"> ■ Students leaving via bus will wait in the cafeteria in the assigned location based on their bus route. One the bus arrives, Walsh Staff will assist Bus Aides to get all students on the bus for dismissal. Students will exit to their buses through Door 1.
<p>Bell Schedule</p>	<p>7:25 Line-Up Bell 7:30 Entry Time 2:30 Dismissal</p>
<p>Tardiness</p>	<p>Arriving on time is important for your child’s education and to avoid disrupting the education of other students in the class. Instruction begins promptly at 7:30 AM, and students who arrive after this time are tardy. Children who arrive at school after the bell rings should report to the office for a “Tardy Pass”. The parent will be called each time a student is tardy to school. After the 5th tardy, a meeting will be scheduled with the parent and the administration. If further tardiness occurs, next steps according to the Student Code of Conduct will be followed. Students who are persistently tardy to school are subject to detention.</p>
<p>Absences</p>	<p><i>Students who receive the perfect attendance award may not have any absences, tardies, or early dismissals during the school year.</i></p> <p>Good attendance is critical to academic achievement. One of the best ways to support your child’s education is to make sure s/he is in school every day and ready to learn. Family vacation time should be scheduled according to the school calendar. While we understand that family schedules, and related matters can conflict with the school year, exceptions are not granted and the student will be marked “truant”.</p> <p>The School Code of Illinois provides that any child between the ages of 7 to 16 years of age shall attend a public school in the district where the child resides There are six acceptable cause of absence:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Illness <input type="checkbox"/> Family emergency <input type="checkbox"/> Death in the immediate family <input type="checkbox"/> Observation of religious holiday <input type="checkbox"/> Circumstances that cause reasonable concern to the parent or legal guardian for the safety or health of a student <input type="checkbox"/> 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 attendance difficulties <p>NOTE: ½ day attendance is counted for any student arriving after 8:45AM and any student that leaves before 1:15PM. A full day of attendance is important for each student to acquire the skills they need to master the curriculum. <i>We encourage that early dismissals only be used in the event of an emergency or a pressing appointment.</i></p>

	<p>On the day of absence, we ask the parent/guardian to notify the main office between 7:00-8:00 am to report the child’s absence by calling 773.534.7950.</p> <p>Upon return to school, students must bring a note from their parent/guardian stating the specific cause of absence and the day/dates the note covers.</p> <p>Students must be marked as “Truant” if absent without a valid cause.</p> <p>After 3 unexcused absences, a home visit will be conducted.</p>
<p>Breakfast and Lunch</p>	<p>Breakfast and Lunch will be served in the cafeteria. Students should not share any food due to allergies and other dietary/medical considerations.</p>
<p>Uniform/Dress Code</p>	<p>Walsh Elementary administration and staff strives to create a community that values individuality, where individuals are not judged based on dress or fashion. At the same time, we recognize that clothing choices can impact the educational environment and therefore should not be offensive or disruptive to instruction. Please be aware of the following rules and guidelines when selecting clothing for school.</p> <p>The official uniform and dress code is as follows:</p> <ul style="list-style-type: none"> ● Shirts/Tops: Maroon, Navy Blue, or Gray top WITH SLEEVES <ul style="list-style-type: none"> ○ This includes, but is not limited to: t-shirts, polos, sweaters, and sweatshirts. Walsh T-Shirts, Walsh Sweatshirts, or Walsh Hoodies are also allowed. ● Pants/Bottoms: Black, Navy Blue, or Khaki Pants, Skirt or Shorts <ul style="list-style-type: none"> ○ Skirts/dresses/shorts must be to the knee. ○ Pants/bottoms that are NOT allowed include jeans, tight fitted leggings, low hanging pants, pants with holes above the knees, and pajama bottoms (unless for a specific school-sponsored event or spirit day). ● Shoes/Footwear: Gym shoes are preferred <ul style="list-style-type: none"> ○ Footwear that is NOT allowed includes flip-flops, slide sandals, and slippers. ○ If your child cannot tie their shoes, please have them wear velcro shoes when possible. ○ If students are wearing snow boots, we ask that they bring shoes to change into. ● Additional Uniform/Dress Code Information: <ul style="list-style-type: none"> ○ Only outer clothing may be visible, with no undergarments showing. ○ Clothing should adequately cover the front, back, sides, and midriff. ○ No fanny packs, pouches, or purses (unless deemed necessary). ○ No head coverings, specifically hats and/or hoods. Hooded sweatshirts may be worn in accordance with the uniform policy, however the hoods must not cover the head during the school day. ○ Clothing that depicts, refers to, and/or promotes alcohol, drugs, tobacco, any other illegal substances, gangs, cults, acts of violence, self-destruction,

	<p>sexual or promiscuous behavior, and/or obscenities is never appropriate and not allowed.</p> <ul style="list-style-type: none"> ○ Clothing that contributes to the creation of a hostile, offensive, and/or intimidating environment based on race, color, religion, national origin, age, disability, gender, sexual orientation, etc. is prohibited. <p>The Student Code of Conduct will be used as a reference for students who fail to abide by the School Dress Code. When possible, they will be asked to remove or cover inappropriate attire. If this is not possible, a parent or guardian will be called and asked to bring a change of clothing. Administration reserves the right to intervene in situations both listed and not listed above.</p>
<p>After School Programs</p>	<p>Various after school programs will be offered throughout the school year. For all programs:</p> <ul style="list-style-type: none"> ● An application must be submitted for enrollment in any program. ● Students MUST be picked at the specified program ending time. ● After 3 late pickups, student will be removed from the program. ● Kristen, after school coordinator 773-534-7950
<p>Teacher/Admin Conferences</p>	<p>Conferences and meetings are critical to supporting our students and families. If you need to conference with a teacher, please email them or call the office to schedule an appointment. 773-534-7950</p>
<p>Disciplinary Procedures</p>	<p>The Chicago Public Schools’ Student Code of Conduct provides guidelines for student behavior and how to address cases of student misconduct. A copy of the Student Code of Conduct and Student Bill of Rights will be issued to all students and parents at the beginning of the school year. Please read over the code with your child and sign and return Appendix C to the homeroom teacher. Additional copies of the code are available on request from the school office.</p> <p>[ENGLISH SPANISH Polish ARABIC CHINESE]</p>
<p>Anti-Bullying Policy</p>	<p>The Illinois General Assembly has found that a safe and civil school environment is necessary for students to learn and achieve and that bullying causes physical, psychological, and emotional harm to students and interferes with their ability to learn and participate in school activities. Bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, using drugs and alcohol, sexual harassment, and violence. It is the goal of the Chicago Board of Education (“Board”) to create a learning environment in all its school communities where students are protected from bullying so they feel safe and supported in their efforts to succeed academically and develop emotionally into responsible, caring individuals.</p> <p>The Board asks every Chicago Public School (“CPS”) student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will not bully others. <input type="checkbox"/> I will try to help anyone I suspect is being bullied. <input type="checkbox"/> I will work to include students who are left out. <input type="checkbox"/> If someone is being bullied, I will tell an adult at school and an adult at home.

Bullying is prohibited:

during any school-sponsored or school-sanctioned program or activity; in school, on school property, on school buses or other Board-provided transportation, and at designated locations for students to wait for buses and other Board-provided transportation (“bus stops”);

through the transmission of information from a CPS computer or computer network, or other electronic school equipment; when communicated through any electronic technology or personal electronic device while on school property, on school buses or other Board-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities; when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school-related or sponsored program or activity or on Board- provided transportation; when it is a Student Code of Conduct (“SCC”) Group 5 or 6 behavior that occurs on campus but most seriously disrupts any student’s education.

Definitions

“Bullying” means any severe or pervasive (repeated over time) physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

- placing the student in reasonable fear of harm to the student's person or property;
- causing a substantially detrimental effect on the student's physical or mental health;
- substantially interfering with the student's academic performance; or
- substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Bullying behaviors may also qualify as other inappropriate behaviors listed in the SCC. When deciding whether inappropriate behavior constitutes bullying, administrators should consider the student’s intent, the frequency or recurrence of the inappropriate behavior, and whether there are power imbalances between the students involved. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the student’s intent and power imbalances.

- “Medidas Restaurativas”** significa una serie de alternativas escolares a la disciplina excluyente que se adaptan a las necesidades particulares de la escuela

	<p>y la comunidad, contribuyen a mantener la seguridad escolar, protegen la integridad de un clima de aprendizaje positivo y productivo, enseñan a los estudiantes el valor personal y habilidades interpersonales que necesitarán para tener éxito en la escuela y la sociedad, servir para construir y restaurar relaciones entre estudiantes, familias, escuelas y comunidades, y reducir la probabilidad de perturbaciones futuras al equilibrar la responsabilidad con la comprensión de las necesidades de salud conductual de los estudiantes.</p> <ul style="list-style-type: none"> ❑ “Retaliation” means any form of intimidation, reprisal including but not limited to the submission of knowingly false bullying allegations, or harassment directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying. Retaliation is prohibited and will result in the imposition of appropriate interventions/ consequences according to this Policy and the SCC. ❑ “Peer Conflict” means disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. When school employees are aware of peer conflict, they are expected to guide students in developing new skills in social competency, learning personal boundaries and peaceably resolving conflict, and to model appropriate social interactions. These interventions are designed to prevent Peer Conflict from escalating to Bullying. ❑ “Restorative Measures” means a continuum of school-based alternatives to exclusionary discipline that are adapted to the particular needs of the school and community, contribute to maintaining school safety, protect the integrity of a positive and productive learning climate, teach students the personal and interpersonal skills they will need to be successful in school and society, serve to build and restore relationships among students, families, schools, and communities, and reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs.
<p>Technology Usage</p>	<p>Learning to use computers and other technology tools is an important part of every child’s education. For this reason it is also important that students use the school’s technology resources appropriately. Parents should speak with their children about following directions for technology use such as not making changes to system settings, working only with assigned applications, and keeping passwords private.</p> <p>Walsh School provides computers and network capabilities for students for the purpose of enhancing instruction through technological resources. Students’ use of technology and access to the CPS Network is a privilege. A student’s failure to adhere to the CPS Student Acceptable Use Policy and the school’s rules may result in the loss of access privileges.</p>
<p>Cell Phone Policy</p>	<ol style="list-style-type: none"> 1. Students may ask the Main Office to call home during the school day only when absolutely necessary. Parents should not call or text their child during the school day. Cell phones, Apple watches and other electronics are to be turned off and put in the students lockers upon arrival at school. Students are not allowed to carry their phones or wear any other watch that has internet communication capabilities with them during the school day. All students are provided with a lock for their lockers.

	<ol style="list-style-type: none"> 2. While many children have cell phones and/or electronic listening/messaging devices, students are not allowed to use cellular phones and/or electronic listening devices at any time (before, during and after) while they are inside the school. 3. Cellular phones or other electronic listening devices may not be used in the classroom for incentives or to listen to music at any time while inside the school. 4. If students are found using a cellular phone or any other watch that has internet communication capabilities during school hours, it will be taken away from a student and they can retrieve it at the end of the day in the office. If a phone is taken away from a student 3 times then parents/guardians will need to come to the school to pick up the phone. The school is not responsible for cell phones/airpods or any other watch that has internet communication capabilities when school policy is not followed. All students have been provided an individual locker and lock to assure safe storage. 5. When a phone or electronic device is taken from a student, it will be kept in the main office. No exceptions will be made to this rule. 6. Walsh Elementary is not responsible for lost, stolen, or damaged electronics.
Social Media Policy	Students are not allowed to record or take pictures during the school day or post to social media. Students should never post images or videos of other students.
Outside Food and Special Events	The Chicago Department of Public Health prohibits food brought in from private homes as a treat for students. This policy helps reduce the risk of food borne illnesses, and exposure to allergens.

What to do if...

My child feels ill	Please keep your child home and call the office at 773-534-7950.
My child has tested positive for COVID	<p>Immediately report the results to: cps.edu/covidresults and notify the clerk at 773-534-7950</p> <p>Quarantine for the required number of days as directed by contact tracing. You may return with one of the following:</p> <ol style="list-style-type: none"> 1. A doctor's note 2. NO symptoms for 48 hours
My child gets sick during the day	<p>Your child will be evaluated by our Nurse. We will call parents/guardians immediately for a pick up if warranted.</p> <ul style="list-style-type: none"> ● ONLY the people who appear on the Emergency Forms will be allowed to pick your child up. Please add as many as possible!
I cannot pick up my child	It is SO important that we have emergency contacts on file that are allowed to pick your child up from school. ONLY those listed as

	<p>emergency contacts can pick up your child.</p> <p>Students that ride the bus will not be permitted to take the bus home if they are supposed to get picked up due to illness.</p>
<p>My child forgot something at home (i.e. lunch, technology, homework, etc)</p>	<p>If your child forgot something, we will provide it at school for the day. This includes technology, lunches, supplies, etc. If your child forgot their homework, they will have to bring it in the next day.</p>
<p>I need to get ahold of my child during the school day</p>	<p>Call the office and relay the message to the clerk, Ms. Lopez. Ms. Lopez will be responsible for bringing messages to the classroom for students.</p>
<p>I need an early dismissal for my child</p>	<p>Please try and limit early dismissals for children. Call the office at 773-534-7950 ahead of the early dismissal along with the reason for the early dismissal.</p>