

**Hannah G. Solomon
Elementary School
6206 N. Hamlin Avenue
Chicago, Illinois 60659
773-534-5226**

Principal: Mr. Christopher Gamble

Student Handbook

**School Hours
8:30 AM—4:30 PM**

**Instructional Hours
9:00 AM—4:00 PM**

**Website
www.solomon.cps.edu**

Mission Statement

Hannah G. Solomon Elementary School is committed to ensuring the academic and social-emotional growth of all students to enable each student to meet his or her true potential. This progress will be achieved by facilitating collaborative curriculum planning and professional development, building active partnerships with parents and the community through transparent and frequent dialogue, promoting a culture of accountability for all adults who support student learning, integrating service providers into instructional planning, and demonstrating a culture of respect for all students from all backgrounds.

This agenda belongs to:

Name _____ Room _____ Grade _____

Welcome

The staff of Hannah G. Solomon School would like to welcome all of our students to the new school year. We are pleased to distribute this handbook for your use throughout the school year.

Teachers and parents are also to use this handbook to communicate with each other, in addition to emails and phone calls, throughout the year.

Arrival and Dismissal

All students arriving by foot are to enter the school building at 9am at their designated sites: Grades PK-2 on the primary side (northeast corner of the building) and Grades 3- on the upper side (northwest corner of the building). Students arriving by bus will enter on the upper side and wait in the lunchroom until being escorted to their rooms.

Students should not arrive at school prior to 8:45am unless there is a prior agreement with a teacher, as there will not be staff available to watch the students. Students arriving before the start of the school day must enter the building at the main entrance.

On days of inclement weather, students will be allowed to line up in the interior hallways at the first bell (8:55).

All students will leave the building through their designated entrance site. Students can re-enter the building only through the main entrance. If students require childcare prior to 9am or after 4pm, please contact the before- and after-school care provider for more information.

Attendance

The Illinois School Code requires that children attend school regularly and promptly. The Code recognizes illness, observance of religious holidays, death in the immediate family or a family emergency as legitimate reasons for absence. All students returning from absences **MUST** have a written note from a parent or guardian. Parents are also requested to notify school the morning of all absence by calling the main office.

Students receiving less than 300 minutes of instruction, but more than 150 minutes of instruction, will be given half-day attendance, and students with less than 150 minutes of instruction will receive a full absence for the day.

Cell Phones

Students are allowed to have cell phones in school. They must adhere to the following guidelines:

- Cell phones must be turned off during regular school hours (9:00-4:00)
- They may not be used to text or call parents during school hours. Students are asked to use the school phone in the main office to contact parents if needed.
- School is not responsible for any lost or stolen cell phones.
- Any confiscated phones must be picked up by parents.

- Students must register their cell phone with the school office, including the telephone number.

Character

The focus of our social and emotional learning at Solomon is our Cougar Character traits: Teamwork, Responsibility, Empathy, Kindness and Caring, Respect, Fairness, Honesty, Cooperation, Integrity, Perseverance. Every day staff will recognize students for demonstrating these character traits that make a Cougar!

Discipline

Solomon School implements the CPS Student Code of Conduct. A copy of the code will be provided to each family, and a digital version is available at www.cps.edu/Pages/StudentCodeofConduct.aspx.

Dress Code

As a part of the school-wide dress code, students are required to wear the following items to school:

- Solid white or blue shirt, blouse sweater and sweatshirt, solid dark pants or skirt
- Any Solomon spirit wear
- Solid knee-length shorts or sweatpants and solid t-shirt for gym

Fees

Depending on the grade level and curriculum, students will be required to purchase consumable workbooks and materials. A final list of fees will be provided by each homeroom teacher at the beginning of the school year. Students are also asked to pay a technology fee of \$15 for grades K-2 and \$35 for grades 3-8.

Grades

All parents will have access to students' grades through the CPS Parent Portal (www.cps.edu/Pages/Parentresources.aspx) for grades 1-8. Each student has a PIN number specific to them, which is needed in order to register online, and that PIN is available in the school's main office.

The grading scale for the school is:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 0-59%

Homework

Homework is regularly assigned to provide additional practice and reinforcement of concepts taught in class. Students are held accountable for class and homework assignments when they are absent from school.

Lunch and Breakfast

All students can receive a free breakfast and lunch daily. Students may wish to bring their own lunch if they do not wish to participate in the lunch program. All students will receive 25 minutes for lunch and 20 minutes for recess. Recess will be outdoors unless there is inclement weather or temperatures drop below 20 degrees; please dress accordingly.

Medical Information

A physical examination must be completed within one year prior to entry into preschool, kindergarten, 6th grade, 9th grade, or upon first-time enrollment into Chicago Public Schools.

A vision examination must be provided upon enrollment into kindergarten or first-time enrollment into CPS. A dental examination must be provided by students prior to entry into kindergarten, 2nd grade, 6th grade, or upon first-time enrollment into CPS.

Immunization records must be updated annually. Students in grades 6-8 will be required to show proof of receiving one dose of the Tdap vaccine.

Promotion Policy

Students in 3rd, 6th, and 8th grades must meet criteria to be promoted to the next grade. For the 2015-2016 school year, students needed to score above the 24th percentile in NWEA Reading and Math, as well as receiving a passing grade (D or higher) in order to be promoted. Students that do not meet these criteria must attend and pass summer school to be promoted to the next grade. When the 2016-2017 Promotion Policy is released, it will be posted on the school's website, as well as at www.cps.edu.

Transportation

Parents will be notified of pickup and drop-off times if their child requires transportation. Call Alltown Bus Service for absences or concerns: 773-248-0090.

Visitors

All visitors are required to sign in and out from the main office, and all visitors must wear name tags while in the building. Please only enter the building at the main entrance on Hamlin Avenue (Door #1).

Website

Please visit our school website (www.solomon.cps.edu) for all school-wide information and updates.

Hannah G. Solomon Elementary School
Bell Schedule
2016-2017

9:00	Entry
9:00-9:15	Attendance and breakfast in the classroom
9:15-10:15	Instructional Time
10:15-11:15	Instructional Time
11:15-1:00	Lunch/Recess/Instructional Time
	<ul style="list-style-type: none">○ Grades K-2: Lunch/Recess between 11:15-12:00○ Grades 3-5: Lunch/Recess between 11:45-12:30○ Grades 6-8: Lunch/Recess between 12:15-1:00
1:00-2:00	Instructional Time
2:00-3:00	Instructional Time
3:00-4:00	Instructional Time
4:00	Dismissal