

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

Principal: Mr. Christopher Gamble



Student Handbook

**School Hours
8:45 AM—4:30 PM**

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

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

Solomon Vision

Through student centered learning, students become lifelong learners with partnerships and collaboration between parents, staff, and community. Hannah G. Solomon Elementary School fosters a culture of diversity and inclusion with an emphasis on social emotional learning and safety.

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. Students will be utilizing Doors 1, 2, 3, 5 and 6 for entry prior to 9:15. If students are entering after 9:15, they should utilize Door 1 and obtain a tardy slip for entry.

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, Door 1.

On days of inclement weather, students will be allowed to line up in the interior hallways at 8:50.

All students will leave the building through their designated entrance site. Students can re-enter the building only through the main entrance, Door 1. 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 specific family emergency as legitimate reasons for absence. Parents must report all absences to the office. Reporting an absence can be done in few ways. Parents can call the attendance line, 773-534-5226 Option 2. Please leave a message with the following details; student name, grade, classroom number, parent name, phone number and reason for absence. Parents can send a letter upon returning from absence. The office can accept phone calls also.

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.

Bell Schedule

8:55	Line-up Bell
9:00	Entry
9:00-9:15	Attendance and breakfast in the classroom
9:15-11:00	Instructional Time
11:15-2:00	Lunch/Recess/Instructional Time
2:00-4:00	Instructional Time
4:00	Dismissal

Cell Phones

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

- All students that wish to bring their cell phones to school must have a Cell Phone Permission form on file in the main office.
- Cell phones must be turned off during regular school hours (9:00-4:00).
- Teachers will collect phones at beginning of day and return at dismissal.
- Phones may not be used to text or call parents during school hours. Students must 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.
- Unauthorized use of a cell phone inside the building can result in discipline consistent with the Student Code of Conduct.

Character

The focus of our social and emotional learning at Solomon is our PETER the Cougar character traits: Perseverance, Teamwork, and Respect.. Students will be supported with explicit social and emotional instruction through an upper grade advisory program and the implementation of the Second Step curriculum in grades PK-5.

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 and will be reviewed with all students at the beginning of the year.

Dress Code

Tops:

- Shoulder straps must be no thinner than 1 inch wide
- Chest, midriff, and waist must be covered at all times

Bottoms:

- All bottoms must be worn on the waist
- Shorts, skirts, jumpers, and dresses must be no shorter than 2" above knee or must be worn with leggings, tights, or shorts if the length is shorter

Shoes:

- Heels must not be more than 2 inches from the floor

Hats:

- Not allowed to be worn inside the building unless for religious or cultural reasons

Gym:

- Gym shoes, closed-toe athletic shoes
- Socks must be worn during gym class
- Athletic wear is encouraged for the day of your child's Physical Education class

Solomon Wear:

- Any Solomon wear received or purchased through a Solomon School event or fundraiser is acceptable

The dress code is to be followed every day from the first day of school until the last day of school unless otherwise announced. Administrative discretion shall determine whether a student is in dress code compliance. For first offenses we will have community wear that we will have the student wear and return at the end of the day; for multiple offenses we will follow the guidance outlined in the district's [Student Code of Conduct](#).

Solomon spirit wear can be purchased through our partner at Squadlocker, which you can find right [here](#).

ePay

Solomon school can now collect all fees on our school website: www.solomon.cps.edu. Simply select the Illinois ePay logo located on the right hand side of the page. This will bring you to the website for payment. You will select ONE TIME PAYMENT any time you make payments to Solomon. You will enter the required information and select what type of payment you are paying for.

Fees

All families will be required to pay school fees in an amount determined by the school principal and Local School Council. School fees fund the agenda that each student receives, as well as technology, copier, toner, and printing costs the school bears over the course of the year. Families with multiple students at the school will pay at a discounted rate determined by the school principal and Local School Council.

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.

Parent Portal

Parents are able to sign up for notifications of grades and assignments on the Aspen Parent Portal. If you need to set up your portal account, please contact Ms. Tamborino at 773-534-5226 or email: ajtamborino@cps.edu.

Promotion Policy

Students in 3rd, 6th, and 8th grades must meet criteria to be promoted to the next grade. The 2023-2024 promotion criteria are posted at cps.edu.

Transportation

Parents of eligible students will be notified of pickup and drop-off times if their child requires transportation. Multiple bus companies service Solomon. Questions or concerns can be communicated to:

- Alltown Bus Service: 847-674-0090
- Sunrise: 773-378-1800
- CPS Transportation: 773-553-2860
- Illinois Central: 773-924-5840
- SCR: 773-967-6403

Visitors

Parents and other visitors are always welcome at Solomon. However, in order to maintain security and protect instructional time, please adhere to the following guidelines:

- Visitors and volunteers visiting during school hours (9am-4pm) must report immediately to the security desk and obtain a visitor's pass, which must be worn at all times in the building.
- Conferences with teachers must be scheduled in advance. Conferences may take place before or after school, or during the teacher's preparation time.

- Parents may request a conference by phone or email. Prior consent from the teacher is required for conferences.
- Administration reserves the right to limit visitors for school assemblies due to space concerns. If a parent would like to attend a school celebration, please notify the main office in advance by phone or email.

Volunteers

Teachers' introductory newsletters to parents will clearly outline how parents can volunteer their services in the classroom. Additionally, parents and community members will be asked to complete a volunteer interest survey in August and September (available online at school website) in order to identify potential volunteers for school-wide events. Many events are hosted by our Friends of Solomon School-PTO, who may reach out to interested families regarding volunteering at school-wide events. **All volunteers must register at cpsvolunteers.org and may be subjected to fingerprinting, per district policy.**

Website

Please visit our school website (www.solomon.cps.edu) for all school-wide information and updates. You can also get school-wide information by following the principal's Twitter feed, [@PrincipalGamble](https://twitter.com/PrincipalGamble).