

**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

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.

Updated August 17, 2017

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, Door 3) and Grades 3-8 on the upper side (northwest corner of the building, Door 6). 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, with the exception of Kindergarten, who will exit via Door 2 on Avers Ave. 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.

Bell Schedule

8:55	Line-up Bell at Doors 3 and 6
9:00	Entry
9:00-9:15	Attendance and breakfast in the classroom

9:15-11:15 Instructional Time

- Grades 6-8: Advisory on Tuesdays between 9:15-10:00

11:15-1:00 Lunch/Recess/Instructional Time

- 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

1:00-4:00 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)
- 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.
- 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 CORE Cougar Character traits: Responsibility, Empathy, Respect, Cooperation. 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.

Dress Code

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

Colors: Blue, white, black, gray, and khaki

Tops:

- Sweaters, t-shirts, sweatshirts, dress shirts, polos, and pullovers must be solid color or patterned tops within the above school colors including stripes, checkered, plaid, etc.
- No writing or pictures on front, back, or sleeves allowed
- Brand logos on all tops must be no larger than 2" x 2"
- Shoulder straps must be no thinner than 1-inch wide
- Chest, midriff, and waist must be covered at all times

Bottoms:

- Jeans, athletic pants, dress slacks, khakis and shorts must be within the above school colors
- No writing or pictures on front, back, or leg's allowed
- 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 or Scarves:

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

Gym:

- Sweatpants, shorts, or athletic wear must be within the above school colors
- Gym shoes, closed-toe athletic shoes
- Socks must be worn during gym class

Solomon Wear: Any Solomon wear received or purchased through a Solomon School event or fundraiser is acceptable.

All students are expected to follow the dress code daily, and parents are asked to return a signed copy of the dress code at the beginning of the year so that everyone is familiar with school-wide expectations.

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. This

year, for the first time, 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.

Promotion Policy

Students in 3rd, 6th, and 8th grades must meet criteria to be promoted to the next grade. For the 2016-2017 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 2017-2018 Promotion Policy is released, it will be posted on the school's website, as well as at www.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: 773-248-0090 or 847-674-0090
- United Quick: 773-522-1995
- CPS Transportation: 773-553-2860

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 main office to sign in and obtain a visitor's pass, which should be worn at all times in the building. Every effort will be made to identify visitors with a visitor name-tag.
- 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 at main office) in order to identify potential volunteers for school-wide events. Many events are hosted by our Parent-Teacher Organization, who may reach out to interested families regarding volunteering at school-wide events.

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).