

STUDENT- PARENT HANDBOOK

MANUAL PARA LOS ESTUDIANTES Y PADRES 2021-2022

Donald Morrill Math & Science Elementary School

Escuela Primaria de Ciencias y Matemáticas Donald Morrill
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**MORRILL
MATH & SCIENCE
SPECIALTY SCHOOL**



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Welcome



The entire staff of Morrill School would like to welcome all of our students to the new school year. We know that this will be the year of outstanding educational, social, and emotional growth for all. Our school will strive to build collaborative relationships whereby teachers, parents, students and the community will take ownership in the educational process in order to ensure the life-long success of every student. We hope this year will be an exciting, challenging, and productive year for each and every one of you.

This handbook contains important policies and procedures that are in place at Morrill Math & Science School. Please take the time to become familiar with them. We strongly encourage students and parents to use this handbook as a guide to review homework assignments and as a monitoring device for extended research projects. As you are aware, parental involvement is also critical in order for students to succeed.

Principal Dawn Sydnor-Cole

Mission Statement

At Morrill School, we educate the whole child. We create a nurturing, student-centered, collaborative learning environment where our students strive for academic excellence by engaging in a rigorous, differentiated, and standards-based curriculum. Morrill students will become lifelong learners, critical thinkers, and responsible leaders of a global society.

Morrill School Creed

SOAR----That's What I Aim To Do

I am ready to excel in everything I can.

Success starts with me.

I will respect myself and others by showing integrity.

I will make today a great day by being responsible for my words, thoughts and actions.

I will show my eagle pride by treating others the way I would like to be treated.

What I Need (WIN)

What I Need (WIN)

- a clean, challenging, respectful learning environment.
- Covid safety procedures/guidelines in place.
- report to school each and every day on time.
- a safe environment with adequate staffing.
- to be a good listener and follow directions.
- reliable working technology devices.

Health Screener Instructions

Before any students, staff, or visitors enter a Chicago Public Schools building, they must complete a daily health screener online. Here's how to complete the health screener based on the type of user you are submitting the form for.

Students

Accessing The Student Health Screener

- Every morning, parents and guardians will receive a text message (if they have opted to receive CPS text message notifications) with a unique link to their student's health screener. These links will have your student's information pre-populated, offering a quicker way to complete the screener. If your student will be staying with someone else, you can forward the unique student link to them to complete. Students who are 18 years or older may fill out the health screener themselves.

Please contact your school to confirm that they have your most up-to-date contact information. Text messages are sent to the primary contact listed in Aspen and you must opt in to receiving SMS text messages. Standard data rates and charges apply.

- If you have not opted-in for CPS text notifications or do not receive the unique student link for any reason: you can access the daily screener at cps.edu/healthscreener.

Health Screener Instructions (Con't)

To complete the screener, you will need to enter:

- Student ID number or CPS email address
- Student Date of Birth

How To Complete The Screener

Before beginning the screener, you will have the option to change the language preference.

The screener will ask if your student will be attending school in-person for the day. If they are attending, select "Yes" and proceed.

The rest of the questions will ask about your child's health. If your child passes the screener, you will see a green screen stating your child can safely attend in-person instruction.

If your child does not pass the screener, you will see a red screen and your child will be asked to stay home and self-quarantine for 14 days. Contact your school's office if you have questions about returning after failing a student health screener.

When Your Student Arrives At School

Upon arrival at school, a CPS staff member will confirm that your child's health screener has been submitted. If your child's health screener has not been submitted, a CPS staff member will attempt to contact you to complete the screener. If they are unable to contact you, they will attempt to assist the student in completing the health screener. If the student is unable to answer the screener questions, the student will be asked to wait in a socially distanced space outside the classroom until we can get in touch with you. Their temperature will be checked, on the bus or at the school, depending on their arrival mode. If it is below 100.4 degrees Fahrenheit, they will be permitted entry into their classroom.

Health Screener Instructions (Con't)

If your child arrives at school and has failed the screener or temperature check, or is exhibiting COVID-19 symptoms such as fever, cough, shortness of breath, sore throat, lack of taste or smell, or other symptoms, you will be asked to take them home. Should your child exhibit COVID-19 symptoms during the school day, they will be escorted to the school's care room. They will wait in the supervised care room and a staff member will contact you so that you can pick them up as soon as possible.

Note: If the student has experienced symptoms, has a temperature of 100.4 degrees Fahrenheit or higher, or has been exposed to COVID-19 in the past 24 hours, they must self-quarantine until 14 days after their last exposure or experience of symptoms. Even if your student tests negative or feels healthy, they must complete the 14-day self-quarantine.

NOTE:

Face mask must be worn at all times during school hours and Social Distance guidelines will be enforced.

They may return to school the 10th day after their exposure as long as they are well. Check your student's temperature twice a day, monitor them for COVID-19 symptoms, and follow CDPH guidance to protect yourself and others.

If you have any questions about our health and safety protocols, please contact us at 773-553-KIDS (5437) or familyservices@cps.edu.

Morrill Staff Listing 2021-2022

Primary Department

Ms. K. Beranek -113
Ms. M. Spooner-119
Ms. N. Wagner-108
Ms. T. Rippy-114
Ms. M. Ramirez-112
Ms. B. Gregory-109
Mr. P. Larios-101
Ms. H. Dunn-206
Ms. H. Smekal-205
Ms. Y. McCaskill-208

Security

Officer Collins
C. Sales
C. Jennings

Lunch Staff

Ms. S. Marshall
Ms. A. Pierce
Ms. A. Gildersleeve
Ms. A. Girly
Ms. Lackland Smith

Intermediate Department

Ms. T. Mahone-
Ms. T. Parson-207
Ms. I. Orozco-210
Ms. S. Foster-211
Ms. K. Davis-213

Diverse Learners

Ms. B. Wade
Mr. S. Wortel
Ms. M. Linehan
Ms. T. Love
Ms. A. Covington
Mr. E. Swopes

Paraprofessional

Ms. K. Clemons
Ms. G. Mata
Ms. A. Tahath
Mr. R. Phillips
Ms. B. Hicks
Mr. R. Fair
Ms. L. Gonzalez
Ms. L. Lopez
Ms. M. Lopez

Middle School

Mr. M. Laughan-312
Mr. S. Love-313
Dr. R. Jones-314

Behavioral Team

Mr. C. Miroballi- Psychologist
Mr. M. Cortes- Social Worker
Ms. L. Hines- Speech
Ms. J. Hendricks-Nurse
Ms. C. Shelby -Counselor

Resource

Mr. J. Mrugala-Gym
Mr. A. Abata-Gym
Mr. T. Moore- Technology

Custodians

Ms. J. Lambert Ms. T. Smith
Ms. J. Harris Ms. V. Rodriguez
Mr. J. Jackson
Mr. T. Jerry

Leadership Team

Ms. D. Cole -Principal
Ms. R. Del Real- Asst. Principal
Ms. L. Rios-Bilingual Lead
Ms. K. Wheeler- Clerk
Ms. P. Evans- Case Manager
Mr. D. Wilson-Dean of Students
Ms. C. Shelby-Counselor
Mr. C. Sales- Security
Mr. C. Jennings-Security
Mr. P. Corrigan-Engineer
Ms. S. Marshall- Lunchroom Mgr.

Main Office

Ms. F. Lewis

Miscellaneous

Ms. D. Stokes Smith

Educational Programs

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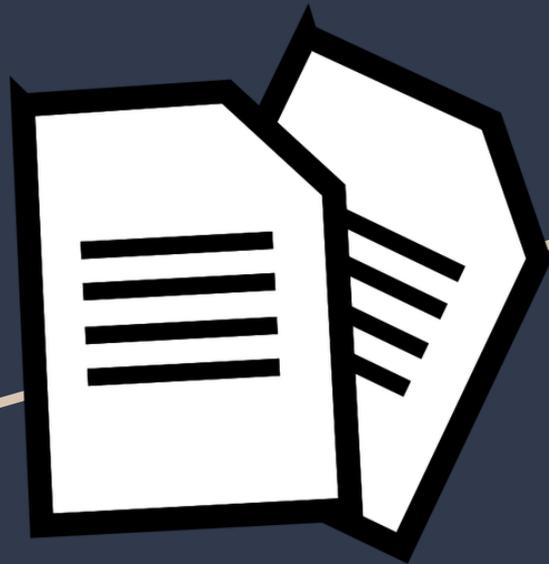
Morrill Math and Science Speciality School offers a traditional educational program emphasizing the back-to-basics approach to learning. The participation and involvement of parents, teachers, and administrators in helping each child to reach his/her potential for learning, is the goal of Morrill School. The curriculum is designed to give all students a solid foundation in the skills of reading, mathematics, social studies, science and writing.

Frequent communication between the home and school allow parents to become aware of their child's progress and areas of study. Cooperation and parental involvement are required. Parents have an opportunity to become actively involved in the school activities and classroom routines.

ADDITIONAL FEATURES OF MORRILL MATH & SCIENCE SPECIALTY SCHOOL

- Full-Day Preschool
- Full-Day Kindergarten Program
- Strong Discipline Code
- Homework Policy Reinforced
- Student Uniforms

Attendance



ATTENDANCE AND TARDY

Student's school day is from 8:00 A.M. until 3:00 P.M. Students who walk to school should not arrive before 7:50 A.M. Students will not be allowed to enter the building before 8:00 A.M. During inclement weather, students will be allowed to enter the building at 7:50 A.M. Dismissal is at 3:00pm. Please make arrangements to ensure that your child is picked up on time on a daily basis. In case of an emergency when you may be late picking up your child, please contact the school @ 773-535-9288 to alert us. We must keep record anytime a child is not picked up at dismissal time. If it happens frequently, or if a child is left past 3:45, we are required to contact CPS student safety, and/or police.

In order to achieve, a student must be in class every school day, on time and prepared to participate and learn. Regular attendance and punctuality are required of every student. Excessive absences and tardies to school is a violation of school policies.

State law requires a parent/guardian provide the school with a signed note identifying a valid reason for each absence when the student returns to school. In addition, the parent/guardian is required to supply the school with at least one (1) working phone number at which the parent/guardian can be reached. Our school makes reasonable attempts to contact you by phone when the school has not been notified of an absence.

An absence is deemed unexcused when it is not for one of the following six valid reasons:

- 1) student illness
- 2) observance of religious holiday
- 3) death in the immediate family
- 4) family emergency

Attendance (Continue)

- 5) circumstances which cause reasonable concern to the parent/guardian for child's safety or health approved by the principal
- 6) other situations beyond the control of the student as determined by the principal
- Upon returning from an absence, a student must present a written excuse from the parent or guardian.
- Students who arrive late to school must receive a tardy pass before proceeding to their classroom..
- A student who is tardy must bring a written excuse from a parent or guardian the same or following day. Being punctual is a part of the development of responsibility.
- The school staff is responsible for the safety of Morrill students during the school day.

Therefore, students are not allowed to leave school grounds, nor are the school buses allowed to stop at any location not designated by the route slip.

In the case of a contagious disease, a doctor's written authorization for the child's return to school is required. Excessive absences can have a serious effect on a child's learning. No child should be kept home from school, except for illness, death in the immediate family, a religious holiday, or family emergency. Those with irregular attendance patterns will be referred to the counselor, social worker and/or nurse.

Emergency Information

At the beginning of each school year, parents are sent Emergency Information forms to complete. Please complete the form and return it to the school office immediately. These forms must be kept current during the school year. Any changes in phone number(s) and/or address(es) must be reported to the office immediately. This will allow the school personnel to contact parents and guardians immediately in the event of an emergency.

MEDICAL EXAMINATION AND IMMUNIZATION Diseases that can be prevented by immunizations are an unnecessary hazard to the health of other children in the classroom, as well as to their family and the community. Parents must provide records of medical examination and immunization for their children to be admitted to school.

All children in Chicago Public Schools who are in grade levels kindergarten, 6th, and all new enrollees must present a completed medical record and an official record of immunization before being admitted to class in September. All students entering Kindergarten, 2nd and 6th grade must present a complete dental examination. Kindergarten students and all other students entering an Illinois school for the first time need a vision exam.

The only records that will be accepted are existing school health records and those of a healthcare provider, such as a physician, Chicago Department of Health, school nurse, hospital, etc. A note from a physician (on a physician's prescription pad or stationery) giving vaccines and dates, or stating that the child is completely immunized, is acceptable proof of immunization. By enforcing the new program, we hope to safeguard the health of our children and staff from preventable communicable diseases and to also reduce the number of days lost due to these diseases.

Emergency Information (Continue)

ADMINISTRATION OF MEDICATIONS

The Bureau of Medical and School Health Services of the Chicago Public Schools has a very specific policy regarding the self-administration of medications in schools. The only persons who can observe self-administration to a child in school are the parent, school nurse, or principal designee. Medications can be given only after:

1. a parent's request form for medication in the school is filled out
2. a doctor's request form to give medication to a student is completed
3. forms have been reviewed by the school nurse
4. the medication must be brought to school by the parent or guardian in a prescription container with the student's name, medication and dosage clearly labeled
5. Any changes in a child's medication should be reported to the principal or school nurse immediately.

Statement of Staff Beliefs

Statement of Staff Beliefs for Foundations

Foundations: Establishing Positive Discipline Policies is a comprehensive, multimedia program that guides staff through the process of designing a positive and proactive schoolwide discipline plan. The program lays the groundwork for using data to inform decisions on developing and implementing effective behavior management and positive behavior support of all students. Students' success at Morrill Math & Science School is achieved through a shared responsibility of students, staff, families, and community. Faculty and staff, along with community, model and promote positive behavior in order to build student character. This is demonstrated in the following ways:

1. We will teach students that a safe and caring learning environment is strengthened by embracing diversity, and respecting self, others and the world around us.
2. We will implement a behavior system that reflects consistent expectations, guidelines and language that is built around respect, honesty and responsibility themes.
3. We will establish and implement a consistent team approach to problem solving.
4. We will ensure that positive behavior is rewarded through our incentive program and that there are logical consequences for negative behavior.

Arrival and Dismissal Procedures

In order to ensure the safety of all students, it is important to follow the following arrival and dismissal procedures.

Grade	Rooms	Arrival & Dismissal Door
Pre-Kindergarten	108,113, 119	Door 11
Kindergarten	112,114	Door 11
1st Grade	109	Door 14
2nd Grade	103	Door 3
	101, 201	Door 3
K-2nd Grade	106	Door 11
3rd Grade	205, 206, 208	Door 1
4th Grade	207, 209, 210	Door 1
5th Grade	211, 213, 214	Door 14
3-5th Grade	203	Door 3
6th Grade	311, 312, 313, 314	Door 12
7th Grade	305, 308	Door 12
8th Grade	306, 307	Door 12

Arrival & Dismissal Procedures Con't)

DISMISSAL PROCEDURES

Walkers

1. Children must always cross the streets at the corners and obey the direction of school staff/patrol. 2. Parents, who drive children to school, must obey the rules of the road and not stop in the middle of the street to let students out. It poses a danger to your child, other pedestrians and delays traffic. Please be considerate of others.

Bus Riders

1. Children are to go directly to their bus upon dismissal by the teacher. 2. Riders must observe all bus rules. 3. If it is ever necessary to change a child's means of departure from school, parent/guardian must explain the change in writing and the note must be brought to the school office for approval at the beginning of the school day.

Important Notes:

Students should not be walking through the building prior to 3:00 p.m., dismissal retrieve younger siblings. Students must dismiss with their class and exit their assigned doors; once outside students can then walk around to pick up younger siblings.

Students that are signed to any After-School program can not leave the building and re-enter the building. Students in the After-School program must report to the cafeteria right after dismissal. During extreme temperatures students will be allowed to enter the building at 7:50 a.m. Staff members on duty will greet students at the designated arrival areas.

Morrill's Climate Structure

Morrill Math & Science School Climate Structure:

A. Classroom Management (Teacher Responsibility)

1. The classroom structure will provide a basis for how a day begins. The best way to promote organization is to lead by example. All teachers will try their best to keep their desks and other areas in the classroom neat and organized.

2. Seating charts are important as well. Keep accurate records of where students sit. This will allow other staff members who monitor your class to keep good track of each student. This type of organization will lead students to follow suit and be prepared during the day. Be mindful that the room needs to be accessible/flow.

B. Democratic Classrooms

1. Each classroom teacher will allow the students to discuss and record the following:

- Goals for the school year
- Types of respect
- Responsibilities as students at Morrill

2. Teachers should spend time the first couple of days of school role-playing and reviewing types of respect and common situations that may occur between students. Allow time for discussion after each role-play or situation.

3. Each classroom is also responsible for reviewing school-wide rules

Responsibilities (Parents, Students, Teachers, Dean, & Administration)

Parents:

1. Review Student and Parent Handbook periodically with child.
2. Attend child (s) conferences.
3. Cooperate and work closely with teachers and staff.
4. Check and make sure your child is in uniform daily.
5. Check class work and homework assignments.
6. Sign off on homework assignments.

Students:

1. Come to school ready and prepared to learn.
2. Attend class/school on a regular basis and on time.
3. Wear uniform and be groomed daily.
4. Abide by classroom and school rules.
5. Complete daily classroom and homework assignments.

Teachers:

1. Classroom management (implementing class responsibilities).
2. Promote positive attitudes in classroom learning & behavior from students.
3. Utilize Talking Circles the first 15 minutes of class.
4. Accurate Anecdotal; follow through on conferences; login Student Journal.
5. Daily Uniform check.
6. Make phone calls to parents regarding academics & behavior issues.

Responsibilities (Con't)

Dean of Students:

1. Daily greeting of students & staff.
2. Health screener duties.
3. Daily uniform check.
4. Daily Security check of the building.
5. Schedule conference(s) with teachers, parents and student(s), when necessary.
6. Severe infractions/Major disruptions.
7. Issue and schedule Detentions.
8. Implementation of In-School Suspension program following CPS guidelines with restorative conversations.
9. Follow up on returned signed detention forms.
10. Promote Talking Circles with Teachers.

Administration:

1. Meet with parents who have missed meeting with Dean and Teacher.
2. Support teachers and staff in their mission.

Student Code of Conduct (SCC)

Morrill Math & Science School will follow and enforce the rules of the Chicago Public Schools Student Code of Conduct (SCC). The SCC will be applied in a consistent manner with the belief that students have the right to learn and teachers have the right to teach. Behavior that impedes the achievement of this goal is considered unacceptable and will be addressed by the provisions of the code.

Parents and students must read, sign and return the “Acknowledgement of receipt of the student code of conduct” from the Student Code of Conduct booklet.

Students: Students have the responsibility to know and follow school rules and procedures. Students are responsible for behaving in a manner that permits uninterrupted learning to take place. The SCC is the student’s guide for behavior at all times during the school day, while on school property, while traveling to and from school, at any school-related events and extracurricular activities, on any vehicles funded by CPS (such as a school bus), while using CPS network and when the actions affect the missions or operations of the Chicago Public Schools.

Parents/Guardians: The SCC is the parents/guardians guide for understanding the behavior that is expected of your students at school and the steps that will be taken if your child behaves inappropriately.

It is imperative that parents and students read the CPS Student Code of Conduct booklet. It describes inappropriate student behavior, ensures equal treatment for misconduct, and presents specific actions for remediating prohibited behaviors. In this code, discipline is defined as the implementation of adherence to behavioral rules and regulations, which will ensure an educational environment free of mental and physical hazards to students, teachers, and staff. Such an environment is conducive to the practice of good citizenship and encourages learning.

Student Code of Conduct (Con't)

In considering student misconduct, the seriousness of the offense, the academic placement, attitude, and age of the student, the pattern of misconduct, and the degree of cooperation will be considered in determining what action should be taken. The process is intended to be instructional and corrective, not punitive.

All disciplinary actions for misconduct will include a conference between the teacher, dean or principal and the student, followed by notification to the parent (s) or guardian. The student, parent, or guardian who feels that the disciplinary action that was taken is unwarranted has the right to appeal to the principal.

Detentions & Restorative Conversations

Restorative Conversations means taking responsibility and learning to make the right decisions even when it is hard. Students must have the knowledge of what is right (good decision) and what is wrong (bad decision). Self-discipline will help students to be consistent in making good choices. Character building for our students also begins with teaching morals and values that are important so that they may be a positive influence to those around them.

Morrill will communicate with our students about making good choices, successes and failures in choosing right and hold them accountable for their actions.

Detention Procedures

In our effort to make positive behavioral changes, students will be issued detention and may be unable to participate in extracurricular activities, field trips, and other fun-filled school events. Once the student shows positive behavioral changes, consideration will be given to allow students the opportunity to participate in school activities. Classroom teachers will make the 1st contact with the parent or guardian regarding the inappropriate behavior.

1) Detention will tentatively take place on Tuesdays at 2:00 pm. Students will be picked up by Mr. Wilson (Dean of Students), or security and escorted to Room 216.

2) Each detention is scheduled for one hour from 2:00 -3:00 pm. When students are late or absent for detention, they must make up the missed time.

Detentions & Restorative Conversations (Con't)

3) If students miss their detention date, an extra day of detention will be added or other consequences will be added (i.e. loss of extracurricular activities, field trips, game day, after school programs, etc.).

4) Detention forms must be signed by a parent/guardian and returned to the Dean before the scheduled detention date. Any unsigned forms will result in an extra day of detention. Parents will be notified.

5) In addition to detention for unacceptable behavior, detention will also be given to students for two out-of-school uniform warnings. Detentions for "Out of uniform" warnings will be based on a student's situation.

School Suspensions

IN-SCHOOL (ISS) AND OUT-OF-SCHOOL (OSS) SUSPENSIONS

Schools have many strategies and policies that are used for stopping and preventing student behavior problems and being disruptive to the learning environment. To help students learn there are consequences when violations of the school's rules occur. Morrill's goals are to teach students positive strategies through Talking Circles, Peace Circles and Restorative Conversations in dealing with conflict, develop and maintain self-control and respect, respect for others, adhere to all school rules. The CPS Student Code of Conduct (SCC) addresses In-School and Out-of-School suspensions in detail. Students and parents will receive a copy of the CPS Student Code of Conduct.

Cell Phone Policy

Computer Usage

Cell Phone Policy

Follow CPS student code of conduct. Cell phones are not to be used while in the school building for non educational purposes. Students are not allowed to use the CPS Wifi network without staff approval. Please click on the following link for more information about [CPS Cell Phone Policy](#) .

Students found in violation of this will receive an appropriate consequence, which may include having student banned from having a phone on school property. In addition, students who consistently violate the cell phone policy will have their phones confiscated and given to the Dean of Students. The phone will remain with the Dean until a parent or Guardian comes to the school to retrieve the phone.

COMPUTER USE

1. All rules and procedures in the computer labs, classrooms and Student Code of Conduct handbook must be followed when using the computers. Students will receive consequences if the computer usage rules are not followed. Students that are tracked going to inappropriate websites will be subject to disciplinary action following the Student code of conduct handbook including banned from using the computer.
2. All Technology devices must be returned in good working order with no keys missing, cracked/scratched screens and no food or liquid damage.

Chicago Public Schools and Morrill Elementary School are not responsible for the loss or theft of any personal items brought to school by students. Students are encouraged to leave valuable personal items at home. Those items may include, but are not limited to cell phones, laptops, ear bugs/head and other electronics, jewelry, and other personal item.

Morrill's School Uniform Policy

Morrill Math & Science School Uniform Policy

- 1) Students are expected to observe basic standards of cleanliness, modesty, and good grooming.
- 2) Uniform check is a part of the "morning routine". Uniforms must be checked daily. Any student who does not adhere to the uniform policy should be sent to the Dean of Students.
- 3) Homeroom teachers will institute a uniform incentive and reward program for their classroom.

Dress Code

- Navy Blue Polo Top (Pre-K to 5th Grade)
- Grey Polo Top (6th to 8th Grade)
- Solid Navy/Black Pants (Pre-K to 8th Grade) No Jeans
- No hats or hoodies are allowed in building during the school day
- Skirts and shorts must be knee length
- Gym Uniforms -Blue or Grey Morrill logo shirt (Navy or Black shorts/pants)
- No oversized pants or shirts. No pants worn below the waist
- No heels or flip-flops.
- No Dew Rags on the head

Students who fail to follow a school's dress code or uniform policy may be given detentions or excluded from extracurricular activities. A student may receive additional consequences for violating a school's dress code or uniform policy if the student's dress disrupts or may disrupt the educational process. For example, a student may receive a consequence for wearing clothing or accessories that display gang affiliation.

On dress-down days, students must continue to dress appropriately. Clothes that are too tight, too loose, pants that sag below the waist, or reveal undergarments will not be allowed.

Uniform Policy (Con't)

OUT-OF-UNIFORM POLICY

There are days when the school allows students to come out of uniform. However, our students must still dress appropriately. The following are guidelines that the students must follow on our relaxed out-of-uniform days. Disclaimer: Continuous violation of the out-of-uniform policy will result in students not being able to participate in out-of-uniform days, future events/activities and may result in disciplinary action.

Out-of-Uniform Appropriate Attire

- 1) jeans with no large holes above the knee
- 2) plain slacks
- 3) regular uniform attire
- 4) polo shirts with no inappropriate graphics
- 5) t-shirts or sweatshirts with no inappropriate graphics
- 6) sweaters with no inappropriate graphics
- 7) skirts and dresses to the knees
- 8) skorts to the knees
- 9) blouses with no inappropriate graphics
- 10) no see-thru attire

Uniform Policy (Con't)

- 11) no low cut tops or dresses
- 12) no tank tops
- 13) no leggings
- 15) no baggy pants
- 16) no jogging pants
- 17) no flip flops
- 18) no finger shoes
- 19) no pajama pants
- 20) no mix & match socks or shoes

Early Dismissal

EARLY DISMISSALS

Occasionally, parents must take their children out before school hours are over. To do this, you must send a note to your child's teacher, and the child must be signed out by the office. No child may leave without an adult. **NO EARLY DISMISSAL AFTER 2:30**

Early dismissals disrupt the school day and classroom instructions. The end of the day is a crucial period for your child to receive homework, assignments/instructions, and important school announcements and reminders.

Early dismissals should be kept to a minimum. If an early dismissal is warranted, parents/guardians must report to the school office and follow the early dismissal procedures. Your child should establish a buddy system with a classmate for homework when absent or leaving school early.

Teacher/Parent Appointments

School Lunch Program

TEACHER APPOINTMENTS

Appointments with teachers should be made 24 hours in advance. Parents/Guardians may write a note to the teacher or call the office and arrangements will be made. The teacher cannot be interrupted during instructional time.

SCHOOL LUNCH PROGRAM Applications for participation in the school's lunch program are distributed to all students at the beginning of the school year. Parents and guardians are asked to complete the application and return it to the school immediately.

Curriculum & Grading System

CURRICULUM

To go from one grade to the next, your child must successfully complete the curriculum or subjects taken during the year. The curriculum in grades K-8 includes the subjects of reading, language arts, mathematics, science, social studies, art, technology, and physical education.

Report cards show how well your child is doing in the subjects of the curriculum. The grades on the report card reflect your child's achievement in class and on many forms of assessments. Grades of A, B, C, and D meet promotion standards. However, the grade of D, while passing, means that your child needs to improve. The grade of F means that your child may not pass to the next grade.

The grades on your child's report card are determined by using the following Uniform Grading System:

A = 93% -100%

B = 85% - 92%

C = 77% - 84%

D = 70% - 76%

F = 69% and below

Report Card–Parent Conference Program

CPS Homework Policy

REPORT CARD – PARENT CONFERENCE PROGRAM

The Board of Education requests that all parents/guardians visit school for the first and third marking periods to obtain their child's report card and confer with the teachers. Reports are sent home by the students at the end of the second and fourth reporting periods. Progress reports will be sent home after the 5th, 15th, 25th and 30th week of school.

CPS HOMEWORK POLICY

Homework is a reinforcement of skills taught in the classroom and is designed as an extension of classroom instruction. Homework necessarily includes work not completed during the school day and assignments missed as a result of absences.

Assignments should be well planned and challenging to effectively utilize out-of-class time and to promote an interest in learning. The specific amount and frequency of assigned homework should be based on student needs, interests, and abilities. Students may also be involved in long-term assignments, projects, and research from time to time.

Homework Policy

HOMEWORK IS ASSIGNED EVERY NIGHT

Kindergarten	15-30 minutes every night
Grades 1,2,3	30-60 minutes every night
Grades 4,5,6	45-90 minutes every night
Grades 7,8	60-120 minutes every night

Honor Roll

Parent Notification

HONOR ROLL

Honor Roll is applicable to grades 1st – 8th. Students with A's or B's in all of the major subject areas (Reading, Mathematics, Science, Social Studies, Language Arts, Written composition) and no grade lower than a C in minor subjects will be recognized with honor roll status.

PARENT NOTIFICATION

You must receive written notice if your child is in danger of not passing or of being sent back to a lower grade. The teacher, principal, or counselor will arrange a conference to find ways to help your child and develop an intervention and remediation program.

Intervention and Remediation

INTERVENTION AND REMEDIATION

1. Students who are in danger of failing to meet the promotion criteria will be provided a remediation plan at the earliest possible moment. Interventions will be developed using a number of alternative instructional strategies to meet the student's needs.
2. Parents must be involved in the development and implementation of the remediation plan and/or contract. Once strategies have been mutually agreed upon, the intervention or remediation plan must be signed by a parent or guardian and kept on file in the school.
3. Intervention and remediation plans and/or contracts will include these essential factors: instructional skills and concepts to be reinforced, specific strategies, a timeline, the name of the individual responsible for each step, monitoring procedures, and plans for ongoing evaluation and modifications as necessary.

Retentions take place only if intervention and remediation efforts have failed to bring the child up to minimum levels of achievement. In addition, the principal, teachers, and other staff must genuinely feel that the child will profit from an extra year at that grade level.

Special Education

Students with Disabilities

Bilingual Education

SPECIAL EDUCATION

Children in special education must meet the curriculum objectives of the regular school program to the greatest extent possible. The school modifies these requirements according to the child's Individualized Education Program (IEP).

STUDENTS WITH DISABILITIES

Students with disabilities, including children who have limited English proficiency, who receive services in regular classroom setting should be provided with instructional modifications, as appropriate, consistent with each student's Individualized Education Plan (IEP). When a student's instruction has been modified, the teacher will indicate this modification by putting an (S) after each student's grade.

BILINGUAL EDUCATION

Limited-English proficient children in bilingual education programs pass from one grade to the next after successfully finishing subjects for the year in their native language and/or English. The use of English for instruction increases as the children learn skills in English. They also take English as a Second Language (ESL). Children in bilingual instructional categories A and B who study subjects in their native language take criterion-referenced (work related) tests in their own language where such tests exist. Teacher made tests in the native language and teacher judgment are used where criterion-referenced test do not exist.

Graduation Criteria

School Supplies

Field Trips

CRITERIA FOR GRADUATION

1. Students should have successfully completed the elementary school curriculum and must meet the established criteria on the NWEA and attendance expectations. 2. The successful completion of the curriculum is most accurately reflected on the report card. 3. Successful performance on tests of the Constitution of the United States and the State of Illinois (Public Law 195) is required. Limited-English proficient students can take the Constitution test in English or the native language as determined by teacher judgment.

SCHOOL SUPPLIES

Each child is expected to be prepared for school daily with his/her own supplies. All supplies must be properly identified and replenished as needed throughout the year.

FIELD TRIPS

1. Field trips are planned by classroom teachers to enrich and extend student learning beyond the classroom. 2. If a cost is involved for the field trip, the cost is paid by the student. 3. A completed and signed permission slip is required from the student's parents/guardians before they can attend the field trip. 4. In some cases, it may be necessary to require a parent/guardian to accompany his/her child on a field trip. 5. If you would like to be a chaperone, you must contact the teacher who is sponsoring the field trip.

Policy on Money Collections

Personal Property

Lost/Damaged Books

POLICY ON MONEY COLLECTIONS

No special money collections may be taken in any classroom without explicit written permission from the principal's office. Teachers, students, or parents are not permitted to initiate this practice.

PERSONAL PROPERTY Children should not bring large sums of money and personal items of any value to school. Such items could get lost or broken. The school will not be responsible for loss or broken items. The school reserves the right to collect these items from the students and return them to the parent/guardian.

LOST/DAMAGED BOOKS

Students are responsible for the books issued by the classroom teacher. Books that are damaged or lost will be replaced at the expense of the student. Transfers and graduation clearance will be delayed until all outstanding debt has been paid.

Student Eligibility Participation in Extracurricular Activities Incentive/Reward Program

STUDENT ELIGIBILITY

For liability reasons, only registered students are allowed to attend classes and activities at Morrill. No exceptions can be made. This also includes non-academic activities (field trips, sporting events, etc.)

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students who do not maintain appropriate academic standard and social behavior may be removed from extra-curricular activities. Social behavior must be in compliance with the Chicago Public Schools Student Code of Conduct.

INCENTIVE/REWARDS

Morrill believes strongly in incentives and rewarding students for their outstanding academic success and their behavior. Morrill will start the "Sky the Limit" incentive program in August 2021 that will include the following:

- School-Wide Climate Assembly
- Student of the Month from Each Classroom
- Classroom of the Month
- Staff Member of the Month

Rewards may include award assemblies, movie, field trips, game day, dance, ice cream social, sports, out-of-uniform pass, homework passes and many others.

Medical Examination and Immunization

MEDICAL EXAMINATION AND IMMUNIZATION

Diseases that can be prevented by immunizations are an unnecessary hazard to the health of other children in the classroom, as well as to their family and the community. Parents must provide records of medical examination and immunization for their children to be admitted to school.

All children in Chicago Public Schools who are in grade levels kindergarten, 6th, and all new enrollees must present a completed medical record and an official record of immunization before being admitted to class in August. All students entering Kindergarten, 2nd and 6th grade must present a complete dental examination. Kindergarten students and all other students entering an Illinois school for the first time need a vision exam.

The only records that will be accepted are existing school health records and those of a healthcare provider, such as a physician, Chicago Department of Health, school nurse, hospital, etc. A note from a physician (on a physician's prescription pad or stationery) giving vaccines and dates, or stating that the child is completely immunized, is acceptable proof of immunization.

By enforcing the new program, we hope to safeguard the health of our children and staff from preventable communicable diseases and to also reduce the number of days lost due to these diseases.

Administration of Medications

ADMINISTRATION OF MEDICATIONS

The Bureau of Medical and School Health Services of the Chicago Public Schools has a very specific policy regarding the self-administration of medications in schools. The only persons who can observe self-administration to a child in school are the parent, school nurse, or principal designee.

Medications can be given only after:

1. A parent's request form for medication in the school is filled out
2. A doctor's request form to give medication to a student is completed
3. Forms have been reviewed by the school nurse
4. The medication must be brought to school by the parent or guardian in a prescription container with the student's name, medication and dosage clearly labeled
5. Any changes in a child's medication should be reported to the principal or school nurse immediately.

School Bus Information

Bus Conduct

Withdrawing from Bus Service

SCHOOL BUS INFORMATION

It is very important that your child knows what to do on and around a school bus. You should talk with him/her about how to get on and off the bus safely. He/she should always wear the seat belt, and should use the handrails when getting on and off the bus. He/she must remain seated until the bus has come to a complete stop. Bus drivers have been told to drop off children so the children do not have to cross the street. If your driver is not doing this, please call your bus company. Your child should always listen to and obey the bus driver.

BUS CONDUCT

The safety of our children while on the school bus is an important concern. Behavior that jeopardizes the safe delivery of children to and from school is prohibited.

Appropriate Behavior on School Bus

PROPER BEHAVIOR ON SCHOOL BUS

Children on buses are expected to behave at all times. They must obey the following safety rules:

- Sit in the seat assigned by the bus driver or school staff.
- Do not open windows without the driver's permission. Windows must never be opened more than three inches.
- Do not talk to the bus driver unless absolutely necessary.
- Do not ask to be dropped off anywhere except your regular stop.
- Keep your head, hands, and arms inside the bus at all times.
- Keep the aisle clear at all times.
- Never throw things into or out of the bus.
- Do not move around the bus while it is in motion.
- No eating or drinking on the bus.
- Do not touch the emergency doors or the fire extinguishers.
- In an emergency, stay in your seat until the driver tells you what to do.

Children who disobey these rules might have bus service withdrawn. They could also be subject to other disciplinary action from the school.