Nettelhorst School
3252 N. Broadway
Chicago, IL 60657
773 534-5810 (phone)    773 534-5776 (fax)
www.nettelhorst.org
Principal Yasmeen Muhammad
Assistant Principal Melody Murphy

2017-2018
Student-Parent Handbook

Nettelhorst School Vision
Nettelhorst is a community of diverse learners. We are students—including special needs and English language learners—who are independent thinkers and creative problem solvers. We use our knowledge of the fine arts to enrich our educational endeavors. All students will graduate prepared for success in high school and beyond, becoming socially and globally responsible individuals equipped to make positive contributions to our world.

Nettelhorst School Mission
Nettelhorst School, in collaboration with all stakeholders, provides each student with a personalized education in a safe, healthy, and supportive environment. Students are provided with opportunities to become creative and critical thinkers. The Nettelhorst community prepares all students to succeed in a global society by integrating all curricular areas, with an emphasis on the fine and performing arts. We embrace multiculturalism, social responsibility, and personal accountability with the goal of all students, including special needs and English language learners, achieving high academic and personal standards.

Nettelhorst School Pledge
Nettelhorst Stallions! We are:
• Purposeful in our actions
• Respectful of our peers
• And proud of our accomplishments

Nettelhorst School Student Code of Conduct
Nettelhorst’s School Code of Conduct is based on CPS’s Student Code of Conduct. At Nettelhorst, the school-wide rules are:
• Take care of yourself
• Take care of others
• Take care of the space around you
Teachers review the CPS Code of Conduct with students and take time to model and teach students how to translate these rules into action in different situations. In addition, each student is given a copy of the CPS Code of Conduct at the beginning of each school year. The Student Code of Conduct can also be found on the CPS website: cps.edu.
Behavior is a matter of choice. When students do not act in accordance with community expectations, parent/guardian notification, loss of privilege, detention, and/or suspension may result. (See the “CPS Student Code of Conduct” in your Welcome Packet.)

Student Fees
The following fees are collected per family:
• 1 child—$200.00
• 2 children—$400.00
• 3+ children—$500.00
Payment is due at the start of the year. Make checks to Nettelhorst School and pay at the office or during our Back to School Form and Fee Day. Past-due fees must be paid before receiving student homeroom placement.

Lost and Found
Each year we donate many of the students’ belongings because items go unclaimed in the lost and found. Please label your child’s belongings. Lost and Found is located outside the student cafeteria. Items are donated three times a year: winter break, spring break, and summer break.
Calendar
The following are important dates in the school year. Please mark your calendar and plan accordingly.

Non-School Days
Oct. 9     Columbus Day
Nov. 3     School Improvement Day
Nov. 15    Report-Card Pick-Up Day
Nov. 22-24 Thanksgiving Holiday
Dec.23-Jan. 7 Winter Break
Jan. 15    Martin Luther King, Jr. Day
Feb. 2     School Improvement Day
Feb. 19    Presidents' Day
March 26-30 Spring Break
April 13   School Improvement Day
April 18   Report-Card Pick-Up Day
May 28     Memorial Day

Dates to Note (Student attendance required)
Oct. 6     Progress-Report Distribution
Nov. 2     End of 1st Quarter
Jan. 8     Progress-Report Distribution
Feb. 1     End of 2nd Quarter
Feb. 9     2nd Quarter Report-Card Distribution
March 9    Progress-Report Distribution
April 12   End of 3rd Quarter
May 18     Progress-Report Distribution
June 18    End of 4th Quarter; Report-Card Distribution; Last Day of School

Tuition-Based Pre-K
Students in Tuition-Based Pre-K follow the school calendar, with the exception of School Improvement Days. Tuition-Based Pre-K students attend school on all School Improvement Days.

Tuition-Based Pre-K hours are 7:30 a.m. to 5:30 p.m. Teacher instruction begins at 8:15 a.m. and ends at 3:15 p.m.

Half-Day Pre-K
Students in Half-Day Pre-K follow the regular school calendar. No classes are in session on School Improvement Days.

Morning class: 8:05 a.m. to 10:40 a.m.
Afternoon class: 12:30 p.m. to 3:05 p.m.

Board Policies

Registration
To register a child at Nettelhorst, a parent/guardian must present three forms of identification that prove the family resides in Nettelhorst's attendance boundaries. Valid identification includes:

• Current Illinois driver’s license or state ID
• Current utility bill (no phone bills)
• Current paycheck statement
• Current insurance statements (homeowner/renters/car)
• Current mortgage statement
• Most recent property tax bill

The following documents are required for registration:

• Certified copy of child’s birth certificate
• Child’s Social Security card
• Any previous school records (outside of CPS)
• Any documents indicating special needs, medical conditions, guardianship or custody documents

Change of Address
Change of address and contact information should be updated immediately in the office.

Withdrawal of Student
Please allow a minimum of three days for the completion of a transfer request when you need to withdraw a student from Nettelhorst School. Transfer requests must be submitted. All textbooks and library books must be turned in and all outstanding fees must be paid before a transfer will be issued.
Copies of Records
Per the Family Educational Rights and Privacy Act (FERPA) law (see attached FERPA section), any request for copies of records—IEP, report card, progress report, or any school-related document—should be made in writing through the office. During the school year, please allow five business days for processing. (See FERPA acknowledgement form.)

Medical Exams & Immunizations
A current physical, up-to-date immunization record, vision exam and dental exam are required for all students entering CPS for the first time. In addition, the following are required:

Physical/Immunization Records
All new students and students entering preschool, Kindergarten, and 5th grade, and students exiting 8th grade

Dental Exam
All new students and students entering Kindergarten, 2nd and 6th grades

Vision Exam
All new students and students entering Kindergarten

All forms are available in the office as well as online at cps.edu. All forms must be submitted upon registration. Updates must be submitted no later than October 1st.

Students who have not met medical compliance by October 15 will be excluded from school in accordance with CPS policy and state health requirements.

Medical Concerns
Please notify your child’s teacher and the office if your child has a special medical condition or health concerns (allergies, asthma, diabetes, etc.) Any condition requiring the administration of medication during school hours requires a 504 plan. This plan provides the school with permission and instructions for giving medication to the child. Please contact the school nurse or school counselor regarding 504 plans.

Attendance
Office Hours 7:30 a.m. to 3:30 p.m.

Student Arrival
Parents/Guardians must supervise their children at all times during arrival. Students may not roam the halls or run around the building unsupervised. In the event students are left unattended, they will be sent directly to the office. It is essential that parents/guardians support school rules. Please report inappropriate behavior directly to the office as quickly as possible.

Students line up to enter the building at the following times:

8:05 a.m.  Half-Day Pre-K and Kindergarten (front playground)
8:10 a.m.  1st and 2nd Grades (back playground)
8:15 a.m.  3rd Gr. Front Playground
4th through 8th Grades (back playground)

Nettelhorst cannot guarantee playground supervision prior to student line-up, so parents/guardians are asked to remain with their children until staff arrive to pick-up students.

Half-Day and Tuition Based Pre-K:
Parents/Guardians escort students to their rooms and sign them in.

Kindergarten through 3rd grade: Students are escorted into the building by their teachers and should line up on the designated playground. Parents/Guardians are asked to allow their children to enter the building independently, with their classmates and teacher.

4th-8th grades: Students line up to enter the building through their designated door.

All K-8th grade parents/guardians who need to enter the building must use Door #1 and follow sign-in procedures. Do not enter the building with your child. (See “Visitors” under the Safety section of this handbook.)
Late Arrival
Students are marked tardy if they arrive more than five minutes after their grade-level start time. Please escort children to the office when they are tardy to get a tardy pass from office staff. Chronic tardiness will result in administrative intervention.

According to the CPS Student Code of Conduct, students who arrive more than 1 hour late will be marked with a ½-day absence.

Dismissal
Parents/Guardians are expected to pick children up on time and to supervise their children at all times during after-school hours. Students may not roam the halls or run around the building unsupervised. In the event students are left unattended, they will be sent directly to the office. It is essential that parents/guardians support school rules. Please report inappropriate behavior directly to the office as quickly as possible.

Students exit the building to meet parents/guardians on the designated playground at the following times:

3:05 p.m. Kindergarten
3:10 p.m. 1st and 2nd Grades (back playground)
3:15 a.m. 3rd through 8th Grades

Students are expected to go directly home upon dismissal and may not re-enter the building. Unsupervised students are not allowed on school grounds after dismissal. Please make appropriate and safe arrangements for your children. Nettelhorst School is not responsible for the safety of children when parents/guardians fail to provide supervision after dismissal.

Early Dismissal
Parents/Guardians needing to pick up a child early must sign him/her out in the office. Please enter through Door #1 and report to the office. Your child’s teacher will be paged and your child will meet you in the office. Please limit early dismissals to emergency situations only as it is disruptive to the learning environment for all students.

According to the CPS Student Code of Conduct, students who are dismissed more than 1 hour early will be marked with a ½-day absence.

Emergency School Closings
In the event of severe weather, CPS school closings will be announced on the radio (WBEZ 91.5 FM) and local news television.

Absences
Parents/Guardians must call the office (773-534-5810) by 8:15 a.m. whenever a child will be absent. In addition, you must send an absence note to the office upon your child’s return to school. Be certain to include the following information in the note:

• Child’s name
• Room number/Teacher’s name
• Date of absence
• Reason for absence
• Parent’s/Guardian’s name

Students returning without a note will be considered truant (have an unexcused absence) per CPS policy until a note is provided. Once your child has 5 unexcused absences, CPS policy requires Nettelhorst staff to issue a Five-Day Unexcused Absence Warning. If you present a note that explains the reason for the absence, the absence may be excused according to CPS policy. If you know that an extended absence (four days or longer) will be necessary, please contact the office directly.

CPS policy states there are four excusable causes for a student absence:

1. Student illness
2. Death in the immediate family
3. Family emergency
4. Observation of religious holidays

Please note that vacations are not excused according to CPS policy.
Absences (continued)

Students absent more than five consecutive days, with no contact with the school, are considered truant. The following steps will be taken:

1. The attendance coordinator will initiate a phone call to the parent/guardian
2. A home visit will be made
3. The school principal will call the parent/guardian

In the event that a child continues to have unexcused absences, the school will follow the CPS Attendance Policy that includes 5-day, 10-day, and 18-day unexcused absence letters. Truancy violates state and local attendance laws and is considered a serious offense. Persistent truancy may result in legal action. Parents/Guardians are ultimately responsible for their child’s attendance in school.

Accidents, Illness, Injury

Do not send a sick child to school. Keep your child home from school if they have a fever or are vomiting. Students should be fever-free for 24 hours before returning to school.

If a student is injured in an accident or becomes ill while at school, the parent/guardian will be immediately notified. If the parent/guardian cannot be reached, the school will attempt to contact the adult listed on the emergency contact form. When necessary, injured or seriously ill students will be transported by ambulance to the nearest hospital. Every effort will be made to contact parents/guardians. Students cannot receive medical treatment at a hospital unless a parent/guardian has been contacted. For this reason, the school must have a current emergency contact form on file for each student. (See “Change of Address” under Board Policies.)

Safety

Visitors

All visitors entering Nettelhorst School, including CPS personnel, parents/guardians, caregivers, community members, and alumni MUST:

1. Ring bell at Door #1
2. Go directly to the security desk at the top of the stairs
3. Sign in at the security desk (or office)
4. Obtain a visitor name tag and wear it visibly at all times
5. Notify office when you are leaving or sign out at the security desk
6. Exit through Door #1

Transportation Safety: Pedestrians

To cross Broadway, use the crosswalks at Broadway & Melrose where a crossing guard is stationed. Do not use the crosswalks at Aldine and Broadway as they are not attended.

Transportation Safety: Cars

Please use caution when driving your vehicle on the streets surrounding the school.

The bus zone on Aldine is clearly marked with orange safety cones. Please follow the guidelines and do not park in the zone outlined by the orange cones. Failure to follow these guidelines will result in police notification.

Do not double park on Melrose or Aldine.

Nettelhorst School is not responsible for any tickets or fines incurred by individuals who disobey Chicago parking laws.

Please be mindful of the school driveway and the neighbors’ driveways, and do not block them with your car during drop-off and pick-up times.

The Nettelhorst parking lot is not for parent/guardian or community use. All parking spaces in the lot are assigned to CPS personnel.
School-Home Connection

Communication
Nettelhorst staff and administration work very hard to communicate with families and community members. The following are some communication tools for you to check regularly:

- School website: nettelhorst.org
- Email Blast of Principal Newsletter- sign up on our website under the “Join Our Email” tab.
- Principal’s Newsletter is also available at nettelhorst.org under “Newsletter” tab.
- Grade-level websites at nettelhorst.org
- Grade-level newsletters
- Class email blasts
- Parent Portal

Parent Portal
Use the Parent Portal at https://parent.cps.k12.il.us to review your child’s progress. There is also a link on our website. First-time users will need their child’s student ID number and a pin number available through the office.

Conferences
Student-led conferences are held twice a year, in the fall and in the spring. These conferences are the best opportunity to communicate with your child and his/her teacher, and the goal is for 100% parent/guardian participation.

Should you want an individual conference, contact your teacher to schedule a mutually available time. Please allow 24 to 48 hours for scheduling a conference.

It is important to communicate concerns with your child’s teacher before contacting the office. If further action is necessary, administration will meet with you to discuss how the situation can be resolved.

Local School Council (LSC)
The LSC consists of an elected body, including six parent-representatives, two teacher-representatives, two community-representatives, and the principal. The LSC’s primary responsibility is to select the school’s principal, approve the School Improvement Plan, and approve budget and fundraising proposals. The LSC meets monthly and meetings are announced in the Principal’s Newsletter. Community members are welcome to attend LSC meetings.

Nettelhorst Parent-Teacher Organization (NPTO)
All Nettelhorst families are members of the NPTO. The NPTO supports the staff and community by organizing events and fundraising activities. Meetings are advertised in the Principal Newsletter and are open to all.

Volunteers
Volunteers are coordinated through the NPTO Volunteer program. We ask every Nettelhorst family to dedicate at least one hour of service for each of the 10 months of the school year. Volunteers are needed to

- Monitor lunch and recess
- Assist in the library
- Check in visitors at the security desk
- Assist in classrooms other than your own child’s
- Give clerical support (even from home!)

Volunteer forms are available in the office and on the Nettelhorst website.

All volunteers must complete the CPS volunteer application process at www.cpsvolunteers.org. In addition, any volunteers providing 5 or more service hours a week must provide a current TB test. Any volunteers, including parents/guardians, providing 10 or more hours per week of volunteer service must also complete the CPS volunteer application form and submit to a background check.
Student Life/Policies

Homework Policy
CPS has a mandatory homework policy. In addition, your child should spend 20 minutes reading every day. In case of absence, you can make arrangements with your child’s classroom teacher to pick up homework. In some cases, students’ failure to consistently complete homework assignments may result in restricted participation in school activities and after-school activities.

Grading Policy
Nettelhorst School uses the CPS grading scale of:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% – 90%</td>
<td>Substantially exceeds standards</td>
</tr>
<tr>
<td>B</td>
<td>89% – 80%</td>
<td>Exceeds standards</td>
</tr>
<tr>
<td>C</td>
<td>79% – 70%</td>
<td>Meets standards</td>
</tr>
<tr>
<td>D</td>
<td>69% – 60%</td>
<td>Less than acceptable performance on standards</td>
</tr>
<tr>
<td>F</td>
<td>68% - 0%</td>
<td>Does not meet standards</td>
</tr>
</tbody>
</table>

Student work, quizzes, assessments, and projects should be completed by the individual student. Plagiarism and cheating will not be tolerated and subject to loss of credit and can affect a student’s grade.

Report Cards and Progress Reports
Progress reports are sent home with students in the sixth week of each quarter. Parents/Guardians must pick up report cards for 1st and 3rd quarters at student-led conferences. Report cards are sent home with students at the end of 2nd and 4th quarters. (See “Dates to Note” under Calendar.)

School Supplies
Students must be prepared with paper, pencils, pens, notebooks, and other equipment as directed by each classroom teacher. Supply lists are distributed at the end of each school year. Extra copies are available in the office and on grade-level websites.

Lost or Damaged Books and Materials
Students will be loaned textbooks and materials (including i-Pads and laptops) throughout the school year. Students are responsible for maintaining the books and materials in the condition in which they receive them. (See “Technology Policy” in the Welcome Packet.)

Electronic Equipment and Communication Devices
Electronic equipment, including cell phones, laptops, tablets, etc. are not allowed on school premises without the cell phone/technology written agreement approved by school administration. Students are allowed to bring cell phones provided the Cell Phone Permission Form has been signed and turned in to the school. (See “Permission Forms” in your Welcome Packet.)

Phones and devices are to be powered down and completely off before entry into the school building. Phones may be turned on after exiting the building. Failure to follow these procedures will result in the device being confiscated. Parents/Guardians would be required to pick up the device at the end of the day.

Uniform Dress Code
According to Illinois State Code, schools may establish dress codes to prevent distractions in the learning environment. The primary purpose of the Nettelhorst School uniform dress code is to make learning the number one priority.

We have a simple student dress code. The following guidelines promote an atmosphere of respect and responsibility and support the Nettelhorst School-wide Expectations: take care of yourself, take care of others, and take care of the environment.

Tops:
Must have sleeves and fall below the waist.
* No tanks, muscle shirts and crop tops.
* No low-cut necklines
* No intentional rips and holes
School appropriate graphics
  * No advertising of alcohol, tobacco, drugs, violence, offensive language, or sexual content

**Bottoms:**
Shorts and skirts must be at or below fingertip length when arm is extended at side. * No sagging pants, pajama pants, or pants with rips above the knee.

**Dresses:**
Must have sleeves.
* No low-cut necklines

Length must be at or below fingertip length when arm is extended at side.

Consider wearing cartwheel shorts under skirts and dresses.

**Shoes:**
No slippers, flip flops, or slides (for safety reasons).

**Accessories:**
No hats or sunglasses worn in the school building.

**Winter clothing:**
Students are expected to dress with outdoor recess during winter in mind. Students are expected to have legs and hands covered in winter weather for student safety. Students will be asked to call home for appropriate clothing, pants, gloves, etc. to ensure safe participation in outdoor events or emergency situations (fire drills, etc.)

**Students who do not follow the uniform dress code will be required to change clothes. Nettelhorst School reserves the right to schedule parent conferences for chronic uniform issues. Clothing or styles that cause disruptions in the learning environment are not permitted.**

**Meal Programs**
Nettelhorst School is a Healthy Choice School and encourages healthy meals; soda, chips, and sugary treats are discouraged.

Breakfast and lunch are provided free of charge. Breakfast is provided to all students starting at 7:45 a.m. daily in the cafeteria.

Students may bring their own lunch or get the school provided lunch. There is no cost to the lunch program.

**Students are expected to consume their own lunch and not share food with each other.**

Label your child's lunch bag with his/her name and room number. If students forget their lunch, they will be given a school lunch. Students are not allowed to share food.

**Food for Celebrations**
According to CPS Health Guidelines which can be referenced at:

CPS.edu/Programs/HealthyCPS/Pages/HealthyCPSRightFoods.aspx

all food for student functions must be pre-packaged from a store or factory. Do not bring anything in containing nuts. Homemade items are not permitted. Nettelhorst School supports bringing healthy treats for celebrations. Please communicate with your child's classroom teacher about student allergies. Families are encouraged to provide all-inclusive snacks.

**After School Programs/Sports Program**
(5th-8th grades only)
To participate in extracurricular activities (sports teams, school plays, etc.), students must maintain all grades as a C or higher. Students with a D will be suspended from activities until the grade is raised. Students with an F will be removed from the activity.
Students participating in sports are required to have their own Ventra card to access CTA for transportation to away games. For more information, visit “Nettelhorst Sports” under After School Programs at nettelhorst.org.

Extracurricular activities at Nettelhorst School are supported entirely by donations: money raised on out-of-uniform days and drama ticket sales.

Party Invitations
Please respect instructional activities during school hours and distribute your party invitations outside of school.

Community Events
Parents/Guardians must supervise their children at all times during all community events. Students may not roam the halls or run around the building unsupervised. In the event students are left unattended, families will be asked to leave. It is essential that parents/guardians support school rules. Please report inappropriate behavior directly to the office as quickly as possible.

Playground Rules
Both the front and back playgrounds at Nettelhorst School are reserved for school use from 8:00 a.m. to 3:30 p.m. Parents/Guardians must supervise children using the playground anytime it is not directly supervised by school staff. Ball games must not be played after 8:00 a.m. or prior to 3:30 p.m. Contact games, skateboards, skates, rip sticks, scooters, bicycles, etc. are not allowed on school playgrounds at any time.

Performances
Nettelhorst School practices respectful and supportive audience behaviors. The following are Nettelhorst’s expectations during performances:

• Engage in respectful behavior
• Turn off your cell phones and pagers
• Keep aisles clear at all times for safety
• Be considerate of others when taking pictures—remain seated or stand along the side walls
• Refrain from shouting or other detracting forms of appreciation
• Refrain from leaving during the performance
• Use intermission periods to exit if necessary
• Support all participants in the performance

Nettelhorst’s student population currently exceeds auditorium seating capacity. Therefore, Nettelhorst School must limit parent/guardian participation in performances to accommodate students. Some performances will be only for students. Please do not be offended if you are requested to leave in order for all students to be accommodated.

Library/LMC/TeaCH Center
Nettelhorst School Library is a classroom. It is essential that the space is taken care of by:

• Using appropriate voice levels
• Using shelf markers when removing a book from a shelf
• Pushing in chairs and picking up cushions
• Respecting seating, equipment, and materials.
• Returning all books checked out on time

Students may check out two books at a time. Books need to be returned by the due date. Students may not check out additional books until their current books are returned. Lost/Damaged books will require a replacement fee before students can check out additional books.
Field Trips
Field trips are an important part of curriculum-based learning. In order for students to attend field trips, a signed permission slip must be turned in to your child’s classroom teacher by the due date referenced in the form. Students without this form will not be allowed to participate. Phone calls to grant permission are not accepted. Students are expected to exhibit excellent behavior on field trips, as they represent Nettelhorst School. Participation in field trips is contingent on classroom conduct and the completion of school work.

Before and After-School Programs
All students participating in after-school programming are expected to adhere to the CPS Code of Conduct. Students who do not follow the code will be removed from the class or activity. Refunds will not be given when a student is withdrawn for chronic behavior issues or safety concerns.

Parents/Guardians must supervise their children at pick-up time. Students may not roam the halls or run around the building unsupervised. In the event students are left unattended, families will be asked to leave. It is essential that parents/guardians support school rules. Please report inappropriate behavior directly to the office as quickly as possible.

The Teacher Center will have after school hours during the school year. Please consult our website for more information regarding days and times.

Right at School
The Right at School programs include:

- Enrichment On Demand - a 10-week classes from 3:30-4:30 p.m. including supervision from 3:05-3:30 p.m.
- The Right Club - supervised care from 3:00-6:00 p.m. daily

Jane Cornett heads all Right at School programming and can be reached at 773-534-5817 or nettelhorst@rightatschool.com.

For further information, including the Enrichment On Demand class schedule, visit www.rightatschool.com.

Out of School Time (OST)
Our of School Time After School Program
Out of School Time is a CPS-funded program for K-8th grade students that offers classes and activities free of charge. Offerings include sports, dance, drama, and technology during after-school hours and fill up quickly on a first-come, first-served basis. Schedules will be provided if we receive funding. Programs usually run 6-10 weeks long. Attendance and appropriate behavior is expected.