



**Charles R. Henderson
Academy
Parent/Student
Handbook
2018 - 2019**

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Dear Henderson Parents and Students,

Welcome to the 2018-2019 school year at Chas. R. Henderson Academy!! A new school year is always exciting and full of promise. Our focus will be on providing all students with a rigorous, well-rounded instructional program and new challenges that will result in a rewarding school experience. Academic emphasis on the core content areas of language arts, mathematics, science and social sciences will continue to be a priority. We will provide a learning program that builds on our past successes as we strive for each scholar to achieve mastery of the Common Core standards in core subject areas. Instruction in fine arts, technology, health/nutrition, library, physical education, career and social/emotional services complete our program and will provide students with the opportunity to develop areas of interest and skill as well as prepare them for success in high school, college, career and life.

As we begin this year, please remember that this is OUR school, and we welcome and need your involvement. Parents, be actively involved in your children's education. Make regular visits to the school to talk to the teachers about your children's grades and behavior. Be active and participating members of the NCLB Parent Advisory Committee and other parent-student activities this school year. Be a parent patrol member, parent volunteer or volunteer to help your children's teachers on field trips. Attend the monthly Local School Council meetings.

Our annual Open House will be on Thursday, September 20, from 3:00-4:30 p.m. and will begin in the school auditorium. You will have the opportunity to visit your children's classrooms, meet and begin to form relationships with the teachers, learn about the grade level curricula, academic expectations, classroom technology and activities.

Henderson continues to make progress as determined by the preliminary NWEA results. Our 2018 scores show that almost 60% of our student's met their growth target in reading and 46% met the target in math for grades 3 through 8. We could not have achieved this success without your help and support, thank you.

We look forward to working with you again this year. We will continue to do our best to ensure that **all** of our students are safe, have a nurturing academic environment in which to learn and as a result, will be ready for high school success when they graduate from Henderson. We are counting on you to work together with us to bring this vision into reality.

Sincerely,

Marvis Jackson-Ivy, Principal

Introduction

This handbook is a means of communicating between the home and the school. There are many policies, regulations and guidelines discussed in this handbook. Please read and refer to it throughout the year. If you have any additional questions, we are available to clarify your concerns.

Close cooperation between the home and school is essential to promote the best interests of the child. Parents are encouraged to visit school and to attend scheduled Local School Council meetings, parent workshops, report card pickups and special events. This encourages a meaningful exchange of information between home and school. It is our hope that this handbook will be helpful to you and that it will promote that understanding.

Mission and Vision

Mission

Each student is supported in an emotionally safe and socially stable environment, conducive for learning, where teacher teams diagnose strengths and weaknesses, plan for instruction, teach, and progress monitor often to promote student achievement. Informed decision making determines instructional alignment and action during small group and guided teaching. Diverse faculty teams engage in continuous professional development, to consistently inform and deliver instructional excellence in every classroom. Teachers are committed to delivering high quality, differentiated, data driven instruction daily that focuses on the needs of each individual student.

Vision

Henderson Academy will prepare all students for success in college and careers, as we empower them to problem solve, collaborate and explore their limitless creative potential. Well rounded programming, with instruction in literature, language, the arts, sciences, technology, engineering and math, accelerates student readiness for graduation. Academic achievement is increased by developing student's critical thinking and communication skills, essentials required to master the rigorous common core standards embraced at Henderson.

Henderson Local School Council

Every Chicago Public School, under the 1988 Chicago School Reform Act, was mandated to establish a Local School Council consisting of the following members: the school principal, two assigned teachers employed at the school, one non-teaching staff member, six parents of students who are currently enrolled at the school who are not employees of the Board of Education and two community members who reside within the attendance area served by the school and who are not employees of the Board of Education. Local School Council members are elected for a two year term. The Local School Council and the principal work together in order to ensure that every child is, "college and career ready."

Elementary Network

Henderson is part of the Chicago Public Schools Network 11. Their office is located at **46th Federal** Street., Room 305. The School Chief of Elementary Schools is Dr. Julious Lawson. He may be reached at (773) 773-553-8230.

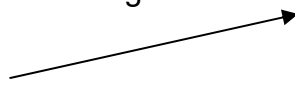
Henderson Identification

Henderson Colors

The official colors of Henderson are blue and gold.

Henderson Mascot

The Henderson mascot is a tiger.



Henderson Dress Code

To ensure the safety of all our students, Henderson enforces a dress code. Please refer to page 7 for our dress code policy.

General Information

School Hours

The hours for the regular school day are 7:45 a.m. to 2:45 p.m. for PK-8th grade. After school sessions are 3:00-5:15pm. Mon – Thurs and 3:00-4:30 on Friday.

Admissions

Admission is granted to all students residing within our attendance boundaries. The Chicago Board of Education requires that a parent or legal guardian present the following documents when registering their child in a Chicago Public School:

1. child's original birth certificate
2. two current proofs of address (other than rent receipt/lease)
3. child's physical exam and up to date immunizations
4. child's dental examination
5. child's vision examination
6. child's transfer from previous school

School Visitors

All visitors must sign in at the office and obtain a visitor's pass **before** proceeding to classes.

Parental Involvement

Henderson believes in strong parental input, involvement and support. Specific programs designed to encourage parental involvement are:

1. Parent Volunteer Program
2. Local School Council Meetings
3. Special Interest Classes
4. Workshops
5. Parent Patrol

We encourage parent/teacher communication. Teachers are available at other specific times during the day. Parents who wish to meet with classroom teachers are asked to make arrangements prior to their visit. Parents are also encouraged to initially meet with the classroom teacher August 31, to discuss classroom expectations, school supplies and/or for additional information.

Lunch Forms

The Chicago Public Schools, a participant in the National School Lunch and Breakfast Programs, serves nutritional meals each day. All students will receive a free lunch. An application must be completed and returned to the school. Lunch forms are available in the school's office.

Academic Information

Curricular Offerings

The instructional program provides quality education in all fundamental learning areas which include: Language Arts, Biological and Physical Sciences, Fine Arts, Mathematics, Physical Development and

Health and Social Sciences with an emphasis on higher-order thinking as well as supplementary programs for students with special needs.

Educational programs have been enhanced through additional staff, instructional resources, intervention strategies, after school classes for targeted at risk students, increased time on task, parent training activities and an attendance incentive program.

We will continue to strive to prepare our students to be college and career ready and to be responsible, thinking and productive citizens in an ever-changing world.

Pre-School Program

Henderson houses two full day pre-school program. Interested parents should apply at Parker Child Parent Center, 4601 S. Federal Ave. A waiting list is in effect. Pre-school requires parental participation in the program.

Library

Our libraries contain books, films, videos, laser discs, magazines, encyclopedias, various reference materials and have internet access. Students are encouraged to use these resources for enjoyment as well as for research projects.

Recreational Reading Requirement

All Chicago Public School students are required to read a minimum of 25 books during the school year.

Homework Guidelines

The purpose of homework should be to reinforce, review and provide practice on concepts that have been previously introduced in the classroom. Assignments should be reasonable, interesting, meaningful and within the capabilities of students. The following are CPS suggested time allocations per day for teacher-directed homework assignments by grade level:

Kindergarten	15 minutes per day
Grades 1-3	30 minutes per day
Grades 4-6	45 minutes per day
Grades 7-8	90 minutes per day

Homework is assigned every day. Parents should give their children support by reviewing and signing the homework log and test papers. Please review the Chicago Board of Education booklet entitled, "Guide to CPS Homework Policy."

Lost Books and Materials

Students are assigned books, calculators and materials by numbers at the beginning of the school year. If books or materials are lost, stolen or vandalized, the student is charged for the replacement value of the item, plus shipping and handling, and a \$10.00 fee. If it is found and returned in good condition, the student's money will be refunded.

Cell Phone/Electronic Devices Policy

Students will be permitted to bring their cell phone and/or other electronic devices to school however; they must turn them in to the office or their homeroom teacher and pick up upon dismissal. Students are not permitted to use them at any time in the school building. Use of cell phones/electronic

devices at any time in the school building is prohibited. Students who violate this policy will have their cell phone/electronic devices confiscated immediately. The cell phone/electronic devices will be released to the parent/legal guardian only after the student and parent/legal guardian attend a conference with administration. Continued violation of this policy will result in confiscation until June, 2019.

NOTE: The school assumes no responsibility for any lost/stolen cell phones/electronic devices.

Field Trips

Educational field trips are planned by the school staff at various times of the year. Written consent of a parent/guardian is necessary before a child is permitted to go on a field trip. Parents are encouraged to assist by acting as chaperones whenever possible. We ask your cooperation in this matter. Chaperone selection will be made by the classroom teacher and must be approved by CPS.

Internet

All classrooms as well as both computer labs have access to the internet. In order for students to use the internet, they must agree to follow the "Chicago Public Schools Internet Users /Acceptable Use Policy" in writing. Please return attached consent form.

Dress Code Policy

Every student is required to wear a white shirt with a collar (PK-3 grade students may wear yellow) and navy blue uniform pants with a belt. Jumpers or navy blue skirts are also acceptable for girls. Students must wear shirts tucked inside of their pants or skirts.

Students will be expected to purchase and wear gym uniforms with gym shoes. You will receive information regarding gym uniforms at a later date.

Examples of unacceptable clothing:

Blue or black jeans and/or form fitting trousers
White t-shirts
"Sweats" or jogging suits
Mid-drift blouses
Body jewelry

Large earrings (larger than a quarter) for girls
Boys may not wear earrings
Flip flops
Distracting hair styles

All students must be in uniform **EVERY DAY**. This dress code is encouraged by the classroom teachers and the school administration. Students should feel proud to conform to the Henderson dress code to show school spirit and unity.

Parents please examine your children before they come to school. Also, please help us enforce the dress code. Students dress for success, not to distract. The school will contact parents of students not following the dress code policy to request a change of clothing be brought to the school. Your cooperation is appreciated.

Student Code of Conduct

The Chicago Board of Education has recently amended the Student Code of Conduct. The Student Code of Conduct guidelines are followed when students exhibit behavior which is disruptive to the educational process. Please be sure to review these changes. The Student Code of Conduct is distributed at the beginning of the school year and available in the school office.

Attendance Regulations

Attendance

Regular school attendance is important if a student is to make progress in academic areas. Henderson students are expected to come to school every day and to be on time. The line up bell (first bell) rings at 7:40 a.m., the entry bell rings at 7:45 a.m. and the late bell rings at 7:50 a.m. The school day ends at 2:45 p.m.

Absences

Please call the school by 7:45 a.m. to report a student absence on the day of the absence. The only valid causes for absence from school are the following:

1. illness
2. observance of a religious holiday
3. death in the immediate family
4. family emergency
5. circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student
6. other situations beyond the control of the student as determined by the principal, or principal's designee, on a case-by-case basis, including, but not limited to homelessness and its attendant difficulties.

Upon returning to school, send a note to the classroom teacher explaining your child's absence. A doctor's note is required before a child who has had a communicable disease is re-admitted to school. Absences not documented by a note from the parent will be considered TRUANT absences until a note is sent to the classroom teacher, even if the absence was phoned in by the parent. We strongly encourage you to come to school to pick up class work/homework from the classroom teacher when your child is absent.

Early Dismissal

Early dismissals should be requested only when necessary. The parent/guardian or designated adult listed on the emergency form must go to the office to request an early dismissal. Children will only be released to adults listed on their emergency form. An early dismissal form must be completed at the main office.

Tardies

Late arrivals interrupt the educational process. Students are expected to be in their classrooms by 7:45 a.m. Students arriving after this time will be marked tardy. Students arriving after 7:50 a.m. must obtain a late pass from the security desk. Excessive tardies will be referred to the administration. Please ensure that your child arrives at school on time everyday.

Evaluation of Students

Grading Scale

The marking symbols A, B, C, D and F are used to indicate the child's progress and achievement in each subject area.

A	90 - 100	indicates consistent excellent quality and quantity of work
B	80 - 89	indicates consistent good quality and quantity of work
C	70 - 79	indicates satisfactory achievement
D	60 - 69	indicates below average work
F	59 & below	indicates unsatisfactory progress

Students must be in good academic standing in order to participate on school sports teams.

Report Cards

Report cards are distributed at the end of every marking period. Parents are required to pick up their child's report card for the first and third marking periods. Report cards will be sent home for the second and fourth marking periods. During report card pick up, report cards are distributed and student's academic progress is discussed. Progress reports are distributed at mid-quarter. Parents are encouraged to call for an appointment with the teacher whenever they have a question concerning their child's academic progress or school behavior at all other times.

Principal's List

Students may earn placement on the Principal's List each quarter. If a student has had no absences for the marking period, he/she is eligible for the Perfect Attendance List. If a student does not have any check marks in ***Growth in Habits and Attitudes***, he/she is eligible for the Outstanding Citizenship List. For inclusion on the Principal's List for Outstanding Scholastic Achievement, students must meet the following criteria: all A's and B's on the report card for the Honor List and all A's on the report card for the High Honor List.

Benchmark Grade Promotion Policy

Students in grades 3, 6, and 8 must meet the criteria for promotion described in the Chicago Board of Education Promotion Policy. The Chicago Board of Education will publish the Promotion Policy specific to the current school year and the school will distribute it to parents. Students not meeting the criteria for promotion must attend the Summer Bridge Program and meet the criteria in order to be promoted to the next grade. Promotion is based on reading and math scores on the District Wide Assessment (DWA) and final grades in reading and math classes. All parents are urged to keep in close contact with their child's teacher to keep abreast of their child's progress.

Students in grades 3, 6, and 8 are strongly encouraged to participate in the extended day programs focusing on reading and math.

Health and Safety

Medical/Dental Records

The State of Illinois requires that every elementary school child have a complete physical examination when entering head start, kindergarten, sixth and ninth grade. The medical form including the immunization dates must be completed and returned to school. These students may not enter school until this exam is completed as required by state law. Students transferring to Henderson from another school system and/or from out of state, regardless of grade, must have a current physical with up to date immunizations. Additionally, students in kindergarten, second and sixth grade are required to have a dental examination. A vision examination is required when entering kindergarten or CPS for the first time.

Parents **MUST** notify the office of any changes in their child's immediate health needs, such as the need to use the bathroom at times other than the scheduled time(s), the presence of a communicable disease, lice, etc.

To be excused from physical education class for a physical problem, a written request from a physician is required.

Henderson is a Healthy School

Students are not permitted to consume candy, chips, cakes, soda and other unhealthy items during the school day. Additionally, parents are advised not to bring Cakes and Cup Cakes to Henderson for Birthday parties and consumption. Students will not be allowed to eat these items at school

Emergency Forms

Each child must have a current Emergency Form on file in their homeroom. The form requests the student's home address, phone number, parent/guardian's work information, phone number of the student's physician and two names and phone numbers of family members or friends to be used in case of an emergency when the parent/guardian cannot be reached. **Only adults listed on the emergency form will be allowed to pick up the student.** Please provide working numbers in order to facilitate communication from school personnel.

Medication

Henderson encourages, whenever possible, that medication be administered at home. Only medication in the original pharmacy container, properly labeled, will be administered after written permission from a physician and parent is received. Only designated staff members can administer medication to students. The Chicago Board of Education may reject requests for administration of medicine at the discretion of the administration. Contact the school nurse for the necessary forms. Students MAY NOT carry prescription or over-the-counter medications on their person.

Care of Emergency Injuries

Sick or injured children will be given emergency care until parents/guardian arrives. Parents/guardians should report to the office to have the child released to their care. Seriously ill or injured students will be transported immediately by an ambulance to the nearest hospital.

Counseling Services

There is a comprehensive school counseling program that utilizes the ASCA counseling model. Students are provided academic, career and social/emotional services. These services are provided in the form of classroom guidance lessons, individual and group counseling.

Emergency School Closing

If it becomes necessary to close the school, as on snow days, parents are asked to listen to the radio and television to get the proper information.

Building Security

In order to provide a safe environment in our buildings, students and visitors may be subjected to a search through the use of a metal detector. All school visitors must enter through the main entrance and sign in. A Visitor's Pass will be issued in the office. Please schedule your arrival for drop off and pick up of your child five minutes before the entrance and dismissal bells.

In order to ensure safety, we must keep halls clear of visitors. Please wait for your child by the dismissal doors. Your cooperation in helping us maintain building security for the safety of our students is greatly appreciated.

Chicago Public School mandates that parents be notified of the web address for the sex offender registry. The address is: <http://www.isp.state.il.us/sor>

Dates to Remember

Calendar for the 2018-2019 School Year:

8/27-8/31/18	Teacher Institute Days (no school)	2/1/19	School Improvement Day (no school)
9/3/18	Labor Day (no school)	2/8/19	Report Cards distributed
9/4/18	First Day for Students	2/18/19	Presidents' Day (no school)
9/20/18	Open House (3:00 - 5:00 p.m.)	3/8/19	Progress Reports distributed
10/8/18	Columbus Day (no school)	4/5/19	School Improvement Day (no school)
10/5/18	Progress Reports distributed	4/15-19/19	Spring Vacation (no school)
11/2/18	School Improvement Day (no school)	4/10/19	Report Cards (no school)
11/12/18	Veteran's Day (no school)	5/17/19	Progress Reports distributed
11/14/18	Report Card Pick Up (no school)	5/24/19	8 th Grade Tea/Ribbon Pinning Ceremony
11/21-23/18	Thanksgiving Holidays (no school)	5/27/19	Memorial Day (no school)
12/14/18	Progress Reports distributed	5/30/19	8 th Grade Class Trip
12/24-1/4/19	Winter Vacation (no school)	6/13/19	8 th Grade Graduation
1/7/19	School Resumes	6/18/19	Last Day of School/Final Report Cards distributed (full day of school)
1/21/19	Dr. Martin Luther King's Birthday (no school)	6/19/19	Teacher Institute Day (no school)
		6/29/19	Summer School Program Start