

Dear Parents and Students,

Welcome to Owen Scholastic Academy for the 2014-2015 school year. Our mission at Owen Scholastic Academy is to provide a high-quality education to enable each child's academic and social/emotional skills to be developed through a challenging learning environment that emphasizes high expectations. We will build collaborative relationships whereby teachers, parents, students and community will take ownership in the educational process in order to ensure the life-long success of every student. The 2013-2014 school year was a very productive one. We are very excited about the teaching and learning opportunities that will occur during the 2014-2015 school year. We are also looking forward to our tradition of academic success continuing for each and every student.

This assignment book contains important policies and procedures that are in place at Owen Scholastic Academy. Please take the time to become familiar with them. We strongly encourage students and parents to use this assignment book as a guide to review homework assignments and as a monitoring device for extended research projects. In order for students to be successful academically, it is imperative that they devote quality time to their schoolwork and homework. As you are aware, parental involvement is also critical in order for students to succeed. Parents, we continuously need your support and assistance in ensuring your child is allocating quality time to schoolwork and homework.

Should you have any questions or concerns, please inform me. Again, welcome to the 2014-2015 school year, and I look forward to continuing our partnership in learning.

Respectfully,

Dr. Stanley L. Griggs  
Principal

Owen Scholastic Academy is a magnet school. It 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 at Owen Scholastic Academy.

The curriculum is designed to give all students a solid foundation in the skills of reading, mathematics, social studies, and science. Students in grades 3-8 receive instruction from a full-time science teacher that includes them participating in hands-on science experiments in a science laboratory. Music, library, and physical education classes are included in the curriculum as well.

Frequent communication between the home and school allows 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 OWEN SCHOLASTIC ACADEMY**

Full-Day Kindergarten Program  
Strong Discipline Code  
Homework Policy Reinforced  
Student Uniforms  
Parent Volunteer Program  
After School Programs

#### **ENROLLMENT**

As a magnet school, Owen Scholastic Academy does not have any attendance boundaries. Students come from all areas of the city. Enrollment is by application. No entrance examination is required.

#### **BUS TRANSPORTATION**

Generally, school bus service is provided to selected programs when the student lives between 1.5 and 6 miles from their attending school. Neighborhood schools are normally assigned as pickup/drop off locations. Students in Kindergarten through grade 8 are to board buses at the designated pick up sites. If a bus is late at dismissal, parents will be called after a fifteen-minute wait.

#### **KINDERGARTEN ENTRY**

The age requirement for entry into kindergarten is as follows: Age 5 by September 1<sup>st</sup> of the school term.

#### **ABSENCE AND TARDINESS**

Please call (773) 535-9330 before 7:30 A.M. to report an absence. A note for absences, signed by the parent/guardian must be presented to the teacher on the day the child returns to school. (NO EXCEPTIONS.)

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.

A pupil who is tardy must present a note from a parent/guardian on the day he/she is tardy, or at the latest, the following morning. Being punctual is a part of the development of responsibility. (3 tardies will be followed up with a parent conference.)

#### **EARLY DISSMISSAL**

Early dismissals should be kept to a minimum with requests in writing **prior** to dismissal time; the child should establish a buddy system with a classmate for homework when absent.

#### **TEACHER APPOINTMENTS**

Appointments with teachers should be made 24 hrs in advance. Parents/Guardians may write a note to the teacher or call the office and arrangements will be made. (Unless it is absolutely urgent, the teacher should not be interrupted during instructional time.)

#### **SCHOOL LUNCH PROGRAM**

Owen Scholastic Academy participates in the National School Lunch Program. Applications for participation are distributed to all students at the beginning of the school year. Chicago Public Schools personnel review applications and establish a free or reduced lunch list. A hot lunch is provided for students who qualify for this program. Students purchasing lunches are requested to pay for their week's lunch order on the first day of each week. (**EXACT CHANGE ONLY**) Because valuable instructional time is lost, exceptions will only be made in the event of absenteeism.

If a student forgets his/her lunch, a school lunch will be ordered for them. Students are required to bring in payment for that lunch the following day.

#### **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. Your child is responsible for bringing the report card home at the end of the second and fourth reporting periods.

Mid-quarter reports will be sent home after the 5<sup>th</sup>, 15<sup>th</sup>, and 25<sup>th</sup> 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.

The following are suggested time allocations for teacher-directed homework assignments:

|                             |                     |
|-----------------------------|---------------------|
| Kindergarten                | 15 minutes per day  |
| Grades 1,2, and 3           | 30 minutes per day  |
| Grades 4, 5, and 6          | 45 minutes per day  |
| Grades 7 and 8              | 90 minutes per day* |
| * Total across all subjects |                     |

### **TRANSFER POLICY**

Transfers should be requested one week in advance. All books/materials must be returned before a transfer is issued.

### **SCHOOL CLOSINGS**

School closing decisions are passed to various news media for announcement as soon as decisions are final.

In the event of an emergency closing of **OWEN** (ex: power, heat failure, etc.) plans have been made to walk the students to a neighboring school. The school is Ashburn Community School. Parents will be notified by phone.

### **EMERGENCY INFORMATION**

At the beginning of each school year, parents will be sent Emergency Information sheets that are to be completed and sent back to school immediately.

This information must be kept **current** during the school year. Any changes in phone number(s) and/or address(es) must be reported to the office and to the classroom teacher as soon as the information becomes available.

This will allow the school office to contact a parent/guardian immediately in the event of an emergency.

### **MORNING ENTRY**

The school day for students is from 7:30 A.M. until 2:30 P.M. Bused students exit buses at 7:15 A.M. and line up at designated doors. Students who walk to school shall observe the same procedure and arrive *no earlier than 7:15 A.M.*

Students will not be allowed to enter the building before the bell rings unless accompanied by an adult (Parent and/or teacher.) In inclement weather, assigned duty teachers will escort children into the building but children must observe the **no talking** rule when necessary.

### **STUDENTS WHO ARRIVE AFTER 7:35 A.M. ARE TARDY AND THEY MUST RECEIVE AN ADMIT SLIP.**

|           |                         |
|-----------|-------------------------|
| 7:15 A.M. | Bus children exit buses |
| 7:30 A.M. | Entry bell              |

\*\*\* The school staff is responsible for the safe conduct of Owen S.A. 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.

### **DISMISSAL PROCEDURES**

Walkers-

1. Children must always cross the streets at the corners.
2. Parents, who drive children to school and/or pick them up, **are not to** permit children to cross in the middle of the block when going to or from a vehicle.

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.

## **STUDENT CODE OF CONDUCT**

The Uniform Discipline Code at Owen Scholastic Academy 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.

Chicago Public Schools provides a Uniform Code of Conduct for all public school students. 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.

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 should 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 should include a conference between the teacher 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. The next level of appeal is the Region 6 – Area 16 office.

The policies and administrative procedures apply to actions of students during school hours, before and after school, while on school property, while traveling in vehicles funded by the Board of Education, at all school sponsored events, and when the actions affect the missions or operations of the Chicago Public Schools. It is the responsibility of the principal to report serious disruptive or criminal actions to the police and the Bureau of Student Safety.

## **STUDENT CONDUCT**

Student conduct rules that are designed to result in appropriate student behavior include:

### ***Attendance***

- Regular attendance and punctuality are required of every student.
- Upon returning from an absence, a student must present a written excuse from the parent or guardian.
- A student who is tardy must bring a written excuse from a parent or guardian the same or following day.
- No student is permitted to leave school during school hours without verification from the parent or guardian.

### ***Dress and Personal Grooming***

- All students are expected to observe the basic standard of cleanliness, modesty, and good grooming.
- Student dress that is disruptive to the educational program is not permitted.
- All students are expected to be in full uniform each day.

### ***Respect for Persons and Property***

- Students have the responsibility to neither take nor damage property of other students, school personnel, or the Board of Education.
- Students using books, equipment, and other school material should return them in the best condition possible.

### ***General Conduct***

- 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.
- Students at extracurricular events should behave in an exemplary manner.

## 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, music, health, and safety education, physical education, and library science.

The report card shows you how well your child is doing in the subjects of the curriculum. The marks on the report card reflect your child's achievement in class and on many forms of assessments. The marks also reflect teacher judgment. Marks of A, B, C, and D meet promotion standards. The mark of D, while passing, means that your child needs to improve. The mark of F means that your child may not pass to the next grade.

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

100% - 92% = A      76% - 70% = D  
 91% - 85% = B      69% - 63% = F  
 84% - 77% = C

## Honor Roll

Honor Roll is applicable to grades 3 – 8. Students with A's or B's in all of the major subject areas (Reading, Mathematics, Science, Social Studies, Language Arts, Spelling, Written Composition) and no grade lower than a C in minor subjects will be recognized with Honor Roll status.

### Grading Standards

| QUALITY  | QUANTITY OF WORK   | INTERPRETATION   | CLASS PARTICIPATION  |
|--|--|--|--|
| A - Excellent  |  |  |  |
| Masters fundamentals thoroughly and exceeds expected standard of progress in daily work.   | Does all assigned work and is willing to do enrichment and independent activities. | Applies learned facts and principles to new and unfamiliar situations.     | Assumes an active and alert role in all learning activities.                 |
| B - Good   |  |  |  |
| Meets expected standard and shows good grasp of fundamental skills in daily work.          | Does all assigned work.  | Shows ability to retain and apply facts and principles in most situations. | Participates in most learning activities.                                    |
| C - Satisfactory   |  |  |  |
| Performs at a minimum expected standard and shows understanding of skills in daily work.   | Does most assigned work.   | Retains and applies facts and principles in some situations.               | Participates in some learning activities.                                    |
| D - Needs Improvement  |  |  |  |
| Performs below expected standards and shows limited understanding of skills in daily work. | Does limited amount of assigned work.  | Demonstrates difficulty in retaining and applying facts and principles.    | Participates in learning activities on a limited basis.                      |
| F - Unsatisfactory   |  |  |  |
| Works much below expected standard.  | Does not complete or seldom completes assigned work.                               | Does not retain and apply facts and principles.                            | Does not participate in and may resist participating in learning activities. |

### **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.

### **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 then arranges for a conference and includes you in finding ways to help your child. Both you and the school are responsible for developing your child's intervention and remediation program.

### **Intervention and Remediation**

- 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.
- 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.
- 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.

### **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.

Children in bilingual instructional category C must meet promotion policy standards in English to the greatest extent possible. They take all subjects in English. In addition, they receive help through the native language where necessary and through ESL. The teacher also considers native language ability when making promotion decisions. The bilingual categories A, B, and C are not related to the grades your child receives in the subjects.

### **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).

### **Criteria for Graduation**

- Students should have successfully completed the elementary school curriculum and must meet the established criteria on the ISAT and attendance expectations.
- The successful completion of the curriculum is most accurately reflected on the report card.
- 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 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 hand rails 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. This policy is consistent with the Uniform Discipline Code and has been reaffirmed by the Owen Scholastic Academy Local School Council

### **Proper Behavior**

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. Talk to your school principal about the *Uniform Discipline Code*.

### **Withdrawing from Bus Service**

If your child does not behave on the bus, the principal may decide to suspend bus service. Notification to a parent/guardian will be made before service is withdrawn. If bus service is suspended, carfare to take the CTA will be provided, or a parent/guardian may choose to drive him/her to school. Bus service may be restored when your child can behave properly, while riding the bus.

### **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, and 6<sup>th</sup>, and all new enrollees must present a completed medical record and official record of immunization to be admitted to class in September. All students entering Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> 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 acceptable are existing school health records and those of a health care 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.

If immunizations or medical examinations are against parent/guardian beliefs, a waiver that is available in the school office must be signed.

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**

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. Parent Request Form for Medication in the School is filled out. (See Appendix B)
2. Doctor Request Form to Give Medication to a Pupil is completed. (See Appendix C)
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. There should be a supply for one week only. Any changes in a child's medication should be reported to the principal or school nurse immediately.

### **OWEN STUDENT UNIFORM POLICY**

All students are expected to observe the basic standard of proper dress. The Owen LSC has voted on a uniform policy that applies to all students.

All students are to wear the white/navy blue polo shirt with the Owen logo, and navy blue dress pants worn at the waist with a belt. (NO DENIM). Girls may wear a navy blue skirt, skort, or pleated jumper. (See below)

Other clothing is limited to red or navy sweaters.

On gym days, only Owen T-shirts, sweatshirts or Owen sweatpants (Owen shorts during gym class) will be considered as uniform. (No nylon pants allowed.) Students are to wear low heeled soft-soled black dress shoes with socks on non-gym days. Students are to wear gym shoes only on gym days. Uniforms are to be worn on field trips, unless the principal gives special permission.

Cleanliness, modesty, and good grooming are expected of all students. Owen's policy is in accord with guidelines that allow enforcement of rules that prohibit unhealthy, obscene, or seriously distracting clothing and grooming. The following are prohibited from classroom wear:

- Skirts/skorts that are shorter than knee length Bermudas
- Bare midriffs
- "See-through" clothing
- Uncovered underwear, including both T-shirts and athletic shirts
- Torn or dirty clothing
- Clothing with obscene pictures or lettering
- Clothing that promotes alcoholic beverages or tobacco products
- Boys earrings
- Head attire – hats, shower caps, bandannas, etc.
- Hair picks or hair curlers
- Spandex clothing
- Blue jeans, denim clothing
- Shorts (knee length, navy Bermudas are permitted during warm weather at the discretion of the principal.)
- Skated gym shoes.

***We ask for your cooperation in curbing extreme fads in hairstyles, makeup, and dress in the home before it becomes a school problem. Hairstyles such as Etching and Mohawks etc. are prohibited.*** The principal must approve any exceptions to the uniform policy.

### **Penalties for not following the Owen dress code:**

1<sup>st</sup> infraction – Parent will be notified

2<sup>nd</sup> infraction – Parent conference

3<sup>rd</sup> infraction – Student will be excluded from class.

### **GUM CHEWING**

Gum chewing is not allowed in the school. To be consistent, we ask that adults as well as students refrain from chewing gum in the building.

### **STUDENT LOCKERS**

Only combination locks will be allowed on lockers. Teachers must be given the combination which will be written in the **Notes** section of the attendance book.

### **POLICY ON COLLECTIONS**

No special collections may be taken in any classroom without explicit written permission from the principal's office. Neither teachers, students, nor parents are permitted to initiate this practice.

### **PERSONAL PROPERTY**

Because the school has no provisions for the safekeeping of bicycles, students are discouraged from bringing bicycles to school.

Children should not bring money (exception: field trip expenses, school fundraisers) and/or personal items of any value to school. Such items could get lost or broken. Examples of items that are not to be brought to school include: toys, skateboards, radios, iPods, handheld games systems, cell phones or sports equipment, etc. The school will not be responsible for loss of aforementioned items and the item may be taken from the students.

No animals should be brought to school without permission from the principal and teacher.

### **LOST/DAMAGED BOOKS**

Students are responsible for the books issued by the classroom teacher and/or school librarian. Books that are damaged or lost will be replaced at the expense of the student. Transfers, report cards, and grade promotions will be delayed until all outstanding book replacement costs have been paid.

### **LIBRARY POLICIES**

Library books are signed out weekly. The books must be returned on the due date. If a student wishes to renew a book, the student must bring in the book for renewal.

Students are responsible for the book in their care. If a book is damaged or lost, a fine must be paid. Overdue and lost book notices will be sent to parents and are to be signed and returned to school. Library grades (academic) are based on written class work, participation in library activities and the showing of responsibility for books.



### **FIELD TRIPS**

Field trips are planned by classroom teachers to enrich and extend student learning beyond the classroom. The cost of field trips is paid by students who are assessed a per capita fee for each trip. Written permission slips are required from parents or guardians for student participation.

School uniforms will be required on all field trips unless the principal gives special permission.

Chaperones for field trips must be parents, teachers, or responsible adults. It may be necessary to require a parent/guardian to accompany his/her child on a field trip.

### **WASHROOM PRIVILEGES**

Children are not allowed to use the washroom except at toilet recess unless a parental request, accompanied by a doctor's verification, is obtained. Exceptions may be made when the teacher deems it necessary.

### **PHONE USE**

In an emergency situation students may go to the office or to Room 104 and a parent will be called.

### **EDUCATIONAL MATERIALS FEE**

Our Local School Council has approved an educational material fee. The purpose of this fee is to purchase consumable workbooks/materials not allocated through the regular Board of Education funds. These materials are an essential part of the learning experience. Workbook assignments reinforce classroom activities and allow you, the parent, the opportunity to monitor your child's work. This fee will be collected during the month of May to purchase materials for the following school year. Fees will vary by grade level.

### **SCHOOL SUPPLIES**

Each child is expected to be prepared for daily classes with his/her own supplies. Needs may vary at each grade level, so a list of needed supplies will be sent by the individual teachers in **June** for the following school year. (This will allow for summer sales and a good start on the first day back to school.)

**All** supplies must be properly identified and replenished as needed throughout the year. **All students are required to transport books and supplies in a waterproof book bag.**

Because of limited locker space (11 ½" wide and 10 ½" deep) we ask that students only bring book bags that will easily fit into the lockers. Covering textbooks is strongly recommended (and required in certain grades).

### **STUDENT ELIGIBILITY**

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

### **PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES**

Students who do not maintain appropriate academic standard and social behavior may be removed from the team/club. Team/club members are expected to maintain a "C" or better average. Academic policy can be reviewed on an individual basis. Social behavior must be in compliance with the Chicago Public Schools Uniform Discipline Code.

## **SCHOOL CALENDAR 2014-2015**

### **September**

**1<sup>st</sup>** Labor Day  
**2<sup>nd</sup>** First Day of School

### **October**

**10<sup>th</sup>** Progress Report Distribution  
**13<sup>th</sup>** Columbus Day

### **November**

**7<sup>th</sup>** School Improvement Day  
**11<sup>th</sup>** Veterans Day  
**12<sup>th</sup>** Report Card Pick-Up/Parent/teacher Conferences  
**26<sup>th</sup>** Thanksgiving Holiday  
**27<sup>th</sup>** Thanksgiving Holiday  
**28<sup>th</sup>** Thanksgiving Holiday

### **December**

**19<sup>th</sup>** Progress Report Distribution  
**22<sup>nd</sup>** Winter Vacation Begins

### **January**

**5<sup>th</sup>** School Resumes  
**19<sup>th</sup>** Dr. Martin Luther King, Jr.'s Birthday  
**30<sup>th</sup>** School Improvement Day

### **February**

**5<sup>th</sup>** Report Card Distribution  
**16<sup>th</sup>** President's Day

### **March**

**13<sup>th</sup>** Progress Report Distribution

### **April**

**3<sup>rd</sup>** School Improvement Day  
**6<sup>th</sup>-10<sup>th</sup>** Spring Break  
**13<sup>th</sup>** School Resumes  
**16<sup>th</sup>** Report Card Pick-Up/Parent/teacher Conferences

### **May**

**15<sup>th</sup>** Progress Report Distribution  
**25<sup>th</sup>** Memorial Day

### **June**

**2<sup>nd</sup>** 8<sup>th</sup> Grade Graduation  
**16<sup>th</sup>** Report Card Distribution/Last Day of School



**APPENDIX A**

OWEN SCHOLASTIC ACADEMY  
8247 S. CHRISTIANA  
CHICAGO, ILLINOIS 60652

Dear Parents/Guardians,

In an effort to insure that our students ride the school bus safely we are instituting the following procedures.

1. All children have been instructed in proper behavior. According to the uniform discipline code of the Chicago Public Schools 3-1: Disruptive behavior on the school bus requires at the minimum a teacher-student-parent conference and at the maximum a suspension from bus service for one to five days.
2. The same procedures and rules apply for field trips.
3. Illinois state law requires that all bus riding student wear a seat belt.
4. Please read, sign and return this form.

I have received and read the instructions regarding bus procedures and rules. I further understand that if I do not follow these procedures and/or rules that the privilege of riding the bus will be suspended.

FIRST VIOLATION – SUSPENSION FROM BUS UNTIL PARENT CONFERENCE IS HELD.

SECOND VIOLATION – SUSPENSION FROM BUS (5 DAYS)

THIRD VIOLATION – REMOVAL FROM BUS FOR REMAINDER OF THE SCHOOL YEAR.

(See 2-5, 2-8 of the Uniform Discipline Code)

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STUDENT SIGNATURE

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PARENT/GUARDIAN SIGNATURE

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PRINCIPAL



# APPENDIX C

## DEPARTMENT OF SPECIALIZED SERVICES STUDENT HEALTH SERVICES CHICAGO PUBLIC SCHOOLS

### PHYSICIAN REQUEST FOR SELF-ADMINISTRATION OF MEDICATION

\_\_\_\_\_  
NAME OF STUDENT                      BIRTHDATE                      ID NUMBER

\_\_\_\_\_  
ADDRESS                                      TELEPHONE NUMBER                      ZIP CODE

The above named student has \_\_\_\_\_  
NAME OF DISEASE OR SYNDROME

I am requesting that the above named student take the following medication during school hours:

\_\_\_\_\_  
NAME OF MEDICATION                      TYPE OF MEDICATION  
(Tablet, liquid, capsule, or inhaler)

\_\_\_\_\_  
DOSAGE                                      TIME TO BE GIVEN

\_\_\_\_\_  
POSSIBLE SIDE EFFECTS

STUDENT IS CAPABLE OF CARRYING INHALER ON PERSON  
(Circle one) YES      NO

I certify that \_\_\_\_\_ has been instructed in  
NAME OF STUDENT

The use and self-administering of \_\_\_\_\_  
NAME OF MEDICATION

He/she understands the need for the medication, and the necessity to report to school personnel any unusual side effects. He/she is capable of using this medication independently.

The phone number at which I may be reached in the event of a reaction to the medication or an emergency is:

Phone Number \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Print Name of Physician

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date