

**PARENT/STUDENT  
HANDBOOK  
2017-18**



**RUDYARD KIPLING  
ELEMENTARY SCHOOL**

9351 South Lowe Avenue  
Chicago, IL 60620  
(773) 535-3151  
[www.kiplingtigers.org](http://www.kiplingtigers.org)

LaWanda Bishop, Principal  
Dedria Jackson, Assistant  
Principal  
Nakiesha Knight, Resident  
Principal



# Welcome

Welcome to the start of a great school year! The Kipling School community is ready to provide a meaningful learning experience and successful year for every student. Our school community is a family and we are very committed to ensuring all students of Kipling feel loved, safe and are excited about learning and achieving.

This handbook is filled with important information regarding our school. Expectations, school policies and procedures are outlined here. Please take time to review it with your child. These guidelines are in place to ensure that your child receives a quality education in an orderly learning environment.

If there are any unanswered questions after reviewing this handbook, please feel free to call the school office at (773) 535-3151. I will be happy to meet with you to address any concerns you may have. Open and clear communication is important. Remember, school is home away from home.

Sincerely,

LaWanda Bishop  
Principal

# Accidents/Illness

If a student becomes ill at school, the student will be sent to the office with a note from the classroom teacher. Parents will be called and notified of their child's condition. If an early dismissal is necessary, parents will be asked to pick up their child and complete an Early Dismissal Form in the office. It is extremely important that you provide the school office with current home and emergency telephone numbers. Please keep the school up-to-date of any changes to your address or phone number(s).

# After School Programs

Those students who are attending after school programs will be dismissed at 3:45 or stated designated time. Please plan and discuss with your child travel arrangements prior to the beginning of each school day. Students who are picked up late twice will receive a warning letter stating that the next late pick-up will result in your child being excluded from the program.

# Attendance

Regular attendance is a critical factor that leads to success in school. All school personnel are strongly encouraged to achieve or exceed our 97% student attendance rate school wide and will monitor attendance closely. Parents will be notified if their child's attendance is problematic or leading toward a truancy case. To be truant means being absent without a valid cause. Students whose attendance average is below 97% cannot participate in any school-wide celebration.

When it is necessary for a child to be absent from school, please contact the school at (773) 535-3151 or email your child's teacher. Upon returning to school, your child is required to bring a note signed by a parent indicating the date(s) and reason for absence. We strongly encourage parents to make every effort to plan vacations, trips, medical and dental appointments during non-attendance days. Students may be legitimately absent for the following reasons ONLY:

- Student illness
- Death in the immediate family
- Religious holiday
- Family emergency
- Circumstances causing reasonable concern to the parent for the student's health or safety
- Other situations beyond the control of the student, as determined by the principal

Please send a letter stating any one of the listed acceptable excuses, upon your student's return to school. In the event of an absence, it is the student's responsibility to obtain any missing assignments, make-up work, or arrange times for missed assessments. If you have questions regarding work your child may have missed, please contact your child's teacher directly. Generally, students will have as many days as they were absent to make-up the work. Assignments submitted after this deadline will not be graded at full credit. We encourage 1st – 8th grade parents to use the CPS Parent Portal to monitor students' grades and missed assignments.

## Bell Schedule

Regular school hours: 7:45 a.m. – 2:45 p.m.

School Doors Open: 7:40 a.m.

Line-up Bell: 7:40 a.m.

Entrance Bell: 7:45 a.m.

Tardy Bell: 7:55 a.m.

K—2<sup>nd</sup> Grade Recess / Lunch: 11:10 a.m. - 11:55 a.m.

3<sup>rd</sup>—5<sup>th</sup> Grade Recess / Lunch: 11:55 a.m. - 12:40 a.m.

6<sup>th</sup>—8<sup>th</sup> Grade Recess / Lunch: 12:40 a.m. - 1:25 p.m.

Dismissal Bell: 2:45 p.m.

## Birthday Parties

No birthday parties will occur during school hours. In order to decrease emphasis on sweets and disruption to the school day, we instituted a “no treats” policy for birthdays. If you would like to send something to school with your child to commemorate their birthday, please donate your child's favorite book to the classroom, small trinkets or a healthy snack. Please make arrangements with your classroom teacher for acceptable birthday items.

## Breakfast

Universal Breakfast is a program which gives each student the opportunity to eat a well-balanced, nutritious breakfast every day, free of charge.

When students come to school in the morning, Universal Breakfast will be available to them in the classroom from 7:45 – 8:00 daily. Because instruction is scheduled to begin promptly at 8:00 a.m., no breakfasts will be distributed after 7:55 a.m.

## Bullying

Bullying is unacceptable behavior that should be immediately addressed. Bullying can include behaviors such as physical violence, repeated verbal, written or electronic taunts, name-calling, threats or stealing of money and/or possessions. If bullying is suspected, parents should contact their child's teacher for help. Any student who believes that he or she has been harassed or bullied should immediately report the behavior.

## B.U.M.P. (Behavior, Utilization of Time, Making Transitions, and Physical Contact) Board

In an effort to make Kipling Elementary a safe and comfortable learning environment for all students, BUMP Board system has been prepared. It is our expectation that students at Kipling Elementary will obey school rules and show respect to others always and contribute positively to our community of learners. If, however, there are situations when students do not follow acceptable standards of behavior the BUMP Board system will be followed in deciding consequences. Students will receive a warning prior to being issued a citation by the teacher. This warning will be documented with a phone call to the parent informing you that your child has received a warning.

## Change of Address

It is critical to inform both the school office and your child's teacher of any changes to your address or phone number. This information is our only way of reaching you if your child becomes ill or is injured while at school. It is strongly recommended that all students have at least two current and operating phone numbers on file besides the guardian's information.

## Classroom Deliveries

We understand that at times students may forget something at home. To eliminate the interruption to instruction, deliveries of materials or messages will not be made directly to the classrooms. Please assist your student in being prepared with all information and materials prior to the start of the school day.

## Classroom Observation

Parents are afforded the opportunity to visit their child's classroom at times mutually agreeable to the parent, teacher, and administration under the Board of Education's policy.

## Classroom Treats

Per CPS policy regarding food allergies, no edible treats may be distributed at school. Please consider alternative treats such as pencils or pens.

## Collection of Money

Any money submitted must be in an envelope with student's name, room number and purpose for submitting money. Only cash or money orders are accepted. Field trip money must be paid by the deadline as stated on the field trip permission form.

## Dress Code

Students are expected to observe the basic standards of cleanliness, modesty, and good hygiene. The following are considered inappropriate dress for school: shorts, tank tops, halter tops, skirts less than 5 inches above the knee, satin or shower caps, earrings on boys, non-ear piercings, flip flops, sandals, leggings, and make-up. The Kipling Local School Council has implemented a uniform dress code for all students.:

- Navy or black pants
- White shirt, blouse or turtleneck
- Navy or light gray sweater (hoodies with graphics are not allowed)

Students are expected to wear their uniform every day, unless otherwise notified by administration.

## Early Dismissal

All children dismissed early must be picked up in the office. If a student is dismissed before 2:30 p.m. it is considered a half day of attendance.

Students will be released to individuals whose names are listed on the *authorization for early release form* completed by parent or guardian.

Regular and prompt school attendance is extremely important. Please make every effort to see that your student attends school each day he/she is able. An ill student, however, should not be in school. This may result in his/her health being impaired further and may expose other students to a communicable disease.

The school must have, on file, two phone numbers where parents can be reached during the school day.

In case of absence due to certain communicable disease, a student cannot be readmitted to school without written permission from a physician.

## Emergency School Closings

In the event of severe weather, school closings are announced on the radio (WBEZ 91.5 FM) and television.

## Entry/Exit Locations

- K – 4<sup>th</sup> Enter/Exit through Door 2
- 5<sup>th</sup> – 8<sup>th</sup> Enter/Exit through Door 5

During inclement weather, students are required to enter school through the main entrance and proceed to their designated area in the gym. The earliest drop off time is 7:45 and 2:45 continues to be dismissal time.

## Field Trips

Out-of-the classroom experiences are provided for students throughout the year to enrich their experiences and learning. These field trips are an integral part of the curriculum and have a specific educational purpose. Students need to submit a permission slip signed by a parent or guardian before they can leave the building for the field trip. The slip should be submitted timely. Verbal permission in person or by phone is not allowed. Parent volunteers are needed to chaperone field trips. The classroom/homeroom teacher and room parents will follow an established protocol for selection of volunteers. The goal is to provide an opportunity for participation to all parents during the school year. Your child's teacher will communicate information and any applicable costs for field trips to parents. Most field trips will require payment for transportation and/or admissions. Additionally, field trips are a wonderful way for parents to participate in the learning process with their child. Please consider volunteering as these opportunities arise.

## Good Neighbors

Students must be mindful of private property when traveling to and from school. Please do not drop your trash on the ground. We ask the community to contact the school or the police if they see anyone damaging or defacing school or community property. We want everyone to arrive to school on time.

# Grading

Teachers are required to enter grades weekly. Please review Parent Connection weekly to monitor your child's progress. It is the parent's and student's responsibility to regularly review Gradebook to monitor academic progress. Please communicate with your teacher regarding grading. The grading scale is as follows:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0%

When a student fails an assignment, teachers re-teach and re-assess to provide opportunities for mastery of the standard. We strongly encourage all students and parents to be active participants in their own learning process. Should a student wish to improve their grade on an assignment, he or she should discuss with his or her teacher how to make the necessary improvements. We cannot evaluate student progress on work not submitted; therefore, missing work is recorded as a zero until it is submitted. If the assignment is missing due to a student's absence, that completed assignment is due by the close of business in three school days. If the assignment is missed because a student is unwilling to complete the assignment, the student's parent will be informed and the students will be allowed to submit the assignment the following day. When this occurs, the highest grade a student can earn is a 79%. Homework is assigned to support the standard and skill taught and is expected to be completed. Homework is accepted on or before the due date. Late work is subject to penalty (up to 10%) at the teacher's discretion.

## **Suggestions for the Parent**

Here are a few tips on how you can help your child improve his or her grades:

- Talk to your child to learn if he or she is having any problems at school.
- Regularly conference with your child's teacher to discuss your child's progress.
- Regularly check Parent Portal and set grading alerts.
- Closely monitor your child's study habits.

- Sit down with your child every day and inquire about his or her school day (e.g. lessons taught, homework assigned, and/or any problems experienced that school day).
- Review quizzes and tests with your child. Display good grades in prominent places around your home.

## Graduation

Each eighth-grade graduate will receive 6 tickets at the final practice on Wednesday, June 12, 2018. Only ticket holders will be admitted to the ceremony. Small children and babies require tickets.

## Gym Uniform

The Kipling gym uniform is recommended as appropriate uniform items for freedom of movement. The school schedule does not allocate time to change into or out of clothing for gym. Athletic shoes are required. Uniforms may be ordered in the main office. Orders will be placed upon receipt of funds.

## Hallway Expectations

The hallways are a quiet zone. Students should travel with their class in a straight-line while being supervised by the teacher or adult assigned to that class. When students travel to the restroom outside the designated bathroom time, they are traveling in an orderly, respectful manner that does not cause disruptions to any class along the way.

## Health Requirements

“No medical record, no school.” All students entering school are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, rubella, and varicella (chicken pox), polio, meningitis (for 6th graders) hepatitis B, and haemophilus influenza Type B (HIB) of file. In addition, there must be proof of a current physical and dental examination as well as a hearing and vision screening. Everyone entering 6th graders must have the meningitis vaccine, DTaP and a current physical examination. Students who do not present official documentation of health and dental forms and required immunizations will be excluded beginning October 14, 2017.

## Homework

Homework is an essential part of academic growth. Students will have homework nightly. At the discretion of the teacher, students may not

receive homework on Friday. Please review your student’s homework nightly to ensure that it was done to the best of their ability. Students who are absent are responsible for gathering and completing his or her assignments in a timely manner. Please refer to the attendance policy for more details. Check [www.kiplingtigers.org](http://www.kiplingtigers.org) for homework updates.

## Homework Request

To request homework for a student that has an excused absence, the request must be made to the school prior to 7:45 a.m. Requests made after 7:45 a.m. may not be honored. Parents are to pick up the work from the main office between 2:45 – 3:00 p.m. the day of the absence.

## Honor Roll

Principal’s Honor Roll – A’s in all subjects and no checks under *work habits*. Honor Roll -- Students must have A’s or B’s in all major subjects and no checks under *work habits*.

## Injuries/Medical Emergencies

In case of a serious injury, the school will contact the parents or the person listed on the emergency form. The child will be taken to the nearest hospital via ambulance. Although a Kipling staff member will stay with your child until your arrival, hospital staff will not be able to treat the child until a parent/guardian arrives.

## Jeans Day

On the last Friday of each month, Jeans Day is held as a school-wide fundraiser. Students are encouraged to participate. Each participating student must bring \$1.00 or ten Box Tops for Education labels.



## Kindergarten Celebration

Kindergarten promotion celebration is designed to highlight what students have learned throughout the school year. It is not a graduation ceremony. Families are encouraged to attend this transition to grade school. Siblings of kindergarteners may attend the celebration with their parents. Parents may come to the main office to request that their child be dismissed from the auditorium.

## Lost and Found

Lost and found items will be placed in the box outside of the main office. The items in the box will be donated to charity at the end of each quarter. If they are not retrieved.

## Lunch

Each child must submit a completed free/reduced lunch application yearly. Prices for 2017 – 2018 are \$2.25 full price; .40 reduced; .35 milk. Students not eligible for free or reduced rates may pay for their school lunch daily or weekly. Payments may be rendered to their classroom teacher. Lunch menus may be accessed from [www.cps.edu](http://www.cps.edu) under Nutrition Support Services. You may also access the menus via a link at [www.kiplingtigers.org](http://www.kiplingtigers.org).

## Medication

Prescription medications will not be administered unless a *medication authorization form* is completed. All medication must be in the original container with your child's name on the bottle. Over the counter medications will ONLY be administered if a doctor writes a note for the medication to be given. Students may not bring medication to school without a written notice signed by your child's doctor. All medication must be brought to the office and distributed by school personnel.

## Office Phone Use

Students are NOT allowed to use the phones except in extreme emergencies. Misplacing a field trip slip, leaving money at home, or forgetting lunch, homework, or a class project is not considered an emergency. Consequently, requests to use the office phone for these occurrences will be denied. The school is not allowed to accept verbal permission over the phone for field trips due to liability issues. The office will not relay messages to students during the instructional day. This causes disruption to our instructional day.

## Open Communication

It is our hope to build a strong relationship between home and school. This connection ensures that every student at Kipling is happy and progressing in his or her educational process. It is our promise that the communication will be consistent and collaborative. Therefore, newsletters, regular conferences, and direct contact with parents are to be expected. Parents

are encouraged to initiate their own contacts, whenever necessary. Please do not hesitate to contact your child's teacher and/or administration if you have questions or concerns.

The ideal way to communicate with your child's teacher is via email. Every teacher will provide an email address for home-school communication. Teachers may have additional communication methods available to families (classroom website or classroom google page). All staff contact information is provided on the school's website.

Please note: teachers will not be able to accept any phone calls during the school day. A phone message will be placed in the teacher's mailbox. Your phone call should be returned within 24 hours.

You may request a conference in writing with a teacher at a time convenient for you and the teacher. All conferences are by appointment and must be made at least 24 hours in advance. Teachers may also request conferences with parents. Please be aware that the parent-teacher conferences at report card pick-up time are limited to 15 minutes and strictly adhered to. If you would like to have a longer discussion, contact the teacher to arrange a separate time.

## Parent Connection

Parents in grades 1-8 may access Parent Connection (also referred to as Parent Portal) to review their child's grades. A link to the website can be found at [www.kiplingtigers.org](http://www.kiplingtigers.org). For access, please contact the school's office. Parents of kindergarten students may access the site to review attendance.

## Parent Involvement Compact

Parents are always invited and welcomed to be an active participant in the educational process of his/her student. A strong home-school connection fosters student achievement, ongoing communication with teachers/administrators and places value on education.

As an active participant, parents can expect the following from Kipling:

- To receive consistent phone calls regarding the educational progress of their student.
- To send conference notifications inviting you to come to the school to discuss, strategize and brainstorm methods to help your student become successful.
- To offer a rigorous engaging curriculum.

- To enter weekly grade updates to Parent Portal in all core subject areas.
- To conduct ongoing parent workshops to support rigorous curriculum.
- To provide a safe and nurturing environment.
- To communicate with parents/guardians in a respectful manner.
- To comply with CPS policies and procedures.
- To comply with Kipling's Parent/Student Handbook.

As an active participant, Kipling can expect the following from parents/guardians:

- To return all phone calls initiated by Kipling school in a timely manner.
- To comply with all conference requests with timeliness and consistency.
- To view Parent Portal weekly to check the progress of your student and communicate any concerns to the classroom teacher immediately.
- To attend parent workshops that are designed to provide you with strategies to reinforce learning at home.
- To comply with CPS policies and procedures.
- To comply with Kipling's Parent/Student Handbook.
- To communicate with the staff in a respectful manner.
- To participate in a minimum of three activities per school year. Including, but not limited to: field trips, local school council meetings, parent advisory council meetings, parent workshops, classroom presentations, classroom parent, and classroom volunteers.
- To send your student to school daily prepared with all supplies ready to learn.

As an active participant, Kipling can expect the following from our students:

- To come to school ready to learn, on time, and with all necessary materials and supplies.
- To complete all assignments to the best of your ability.
- To participate in classroom discussions and activities.
- To wear your school uniform in accordance with our school's uniform policy.
- To adhere to the school discipline policy.
- To respect and cooperate with staff, peers, parents and ask for help when you need it.
- To read daily for at least twenty minutes.

## P.A.W.S. (Positive Attitude + Work = Success)

P.A.W.S. is system designed to acknowledge the positive contributions of students to our learning community. Students may earn PAWS by obtaining grades that would put them “On-Track”, consistent use of our web-based learning supports, through exemplary attendance, and exhibiting good citizenship.

## Playground Rules

Arriving students should proceed directly to the school playground each morning (dressed for the forecasted weather). They should arrive by 7:45 a.m. at which time school personnel are supervising outside. Students who arrive early will not be allowed to enter the building as sufficient supervision is not available. Students are not allowed to leave the playground once they arrive. Entrance time is 7:45 a.m. promptly and dismissal is 2:45 p.m. promptly. No contact games are permitted on school grounds before or after school. Students are not permitted to remain in the playground after dismissal.

## Prohibited Items

Cell phones, radios, pagers, toys, CD players, MP3 players, skateboards, rollerblades, or electronic devices, such as Gameboys, are not permitted in the school or on field trips. School personnel will confiscate these items from students. Only the parent/guardian *on record* will be allowed to retrieve these items from administration. *Reports of lost or stolen “prohibited” items will be recorded, but no action will be taken by school personnel to locate or recover the items.* These items should not be in the building. Multiple infractions of this policy will result in after school detention or out of school suspension.

## Personal Checks

No personal checks will be accepted.

## Recess

If the weather is over 40 °F and not raining, recess will be outdoors on the playground. If the weather is below 40 °F, raining or snowing then indoor recess will occur in the classroom or the gymnasium. Please donate board

games, card and/or hand held games to your child's classroom for indoor recess.

## Report Cards and Report Card Pick Up

Report Cards are issued at the end of each quarter which covers a period of approximately 45 school days. A child must be in attendance twenty-five days of the marking period to be eligible to receive grades.

In addition, Student Progress Reports will be issued to students at the midpoint (fifth week) of each quarter. Parents can access student's grades and attendance online through Parent Portal. Pin numbers must be obtained from the main office by the parent who registered the student. Pin numbers remain the same for as long as a student is enrolled in any Chicago Public School.

*Please Note:* Report cards will be held at the end of each marking period if there are any outstanding fees. Payment must be made with **exact cash**.

Report card pick up for the 2017 – 2018 school year will be on November 15, 2017 and April 18, 2018. This is not a time allocated for extensive conversations. Please check Parent Connection weekly to keep abreast of your child's grades and request conferences as needed.

## School Fees

Rudyard Kipling collects the following school fees:

- Kindergarten – Grade 6: \$35
- Grades 7: \$45
- Grade 8: \$110 (includes the \$75.00 graduation fee: cap, gown, ribbons, autograph book, and diploma cover and the school fees.)

The fees help to cover the expense of consumable materials. Fees must be paid by **October 6, 2017**. Any books lost or destroyed will need to be replaced or purchased by the parent/guardian. *If fees are not paid in full, any money sent for sports, pictures, or fields trips will first be applied to the outstanding book fees.*

## School Furniture and Equipment

Students are expected to take good care of school furniture and equipment. That includes, but is not limited to, desks, tables, chairs and any equipment provided to enrich their academic experience. Any incidents of defacing or destroying furniture or equipment are subject to

discipline under the Student Code of Conduct and may be subject to replacement.

## School Hours

School hours are from 7:45 – 2:45 daily. Students should not arrive earlier than 7:45 a.m. or remain on school grounds later than 2:45 p.m. unless they are participating in a supervised activity with written permission from their parent or guardian. These procedures are designed for the safety of your student. All students are to line up at their classes' designated area on the playground. Students who are not picked up at dismissal time are to be brought to the main office where they will only be released to an authorized adult listed on their emergency form. The adult picking up the student must provide a picture I.D.

## School Picture Day

Picture day is February 15, 2018 for **Kindergarten to 7<sup>th</sup> grade**. Picture retake day will take place on March 22, 2018. Students can wear their preferred clothing on this day and the school uniform is not required. Pictures taken in February will appear in the yearbook and class photo. The purchase of picture packages and yearbooks are optional. **Eighth grade** picture day is on March 22, 2018.

## School Supplies

All students will receive a list of required materials and supplies from the school. Each student is responsible for ensuring that he/she has adequate "tools" for school each day. All required materials are "community" supplies and will be shared by the entire classroom community. For a listing of school supplies by grade level, please refer to the school website at [www.kiplingtigers.org](http://www.kiplingtigers.org).

## School Technology Usage

Kipling School believes in using technology in conjunction with teacher-directed activities. The use of technology at Kipling School is a privilege with responsibility. Failure to abide by the following guidelines may result in revocation the privilege or other consequences. Students will only use programs required to complete assignments/projects and only those that have been approved by the teacher of the current class. Failure to stay "on task" may result in the loss of technology privileges or additional disciplinary actions. Students should not use school resources to play games or watch videos.

# Tardy

It is expected that students are in their classrooms at 7:45 a.m. daily as instruction begins at this time. Any student entering after 7:45 a.m. is required to present a tardy pass to his/her teacher. Breakfast concludes at 8:00 a.m. Students with tardies may not be considered for perfect attendance awards/incentives. Excessive tardies will affect participation in any extra-curricular afterschool program.

# Textbooks

All textbooks and workbooks supplied by Kipling School, become the responsibility of each student during the school year. If a book is damaged, lost, or stolen, the student is charged a replacement fee.

# Uniform Discipline Code

A copy of the CPS Student Code of Conduct will be sent home at the beginning of the year. Any violation may result in the following consequences:

- Parent/teacher/ administrative conference
- Detention
- In and Out of school suspension
- Expulsion

Please refer to the Student Code of Conduct for more details.

# Visitors

All visitors entering Kipling School, including CPS personnel, parents and community members, must sign in at the security desk, go directly to the main office, and state the nature of their business.

# Volunteers

Kipling School welcomes volunteers. Each teacher has provided a list of ways which a parent, guardian or family member can be supportive in or out of the classroom. Please feel free to contact the main office or teacher for details and to plan to actively engage in your child's learning.

# General School Calendar

<p><b>Non-attendance Days for Students</b></p>	<p>September 4: Labor Day            October 9: Columbus Day            November 3: School Improvement Day            November 15: Report Card Pick-Up Night            November 22 – 24: Thanksgiving Holiday            December 25 – January 5: Winter Break            January 15: Martin Luther King Day            February 2: School Improvement Day            February 19: President’s Day            March 26 - 30: Spring Break            April 13: School Improvement Day            April 18: Report Card Pick-Up Night            May 28: Memorial Day</p>
<p><b>Progress Report Distribution</b></p>	<p>Quarter 1: October 6            Quarter 2: January 8            Quarter 3: March 9            Quarter 4: May 18</p>
<p><b>Report Card Distribution</b></p>	<p>Quarter 1: November 15 (Parent – Teacher Conferences)            Quarter 2: February 9 (Sent home with student)            Quarter 3: April 18 (Parent – Teacher Conferences)            Quarter 4: June 18 (Sent home with student)</p>
<p><b>Family Engagement Opportunities</b></p>	<p>August 31: Open House            September 21: Fine Arts and Sports Parent Meeting            September 21: Parent Technology and NWEA Meeting            October 5: 8<sup>th</sup> Grade Parent Meeting            October 5: Family Science Night            November 13 – 17: Scholastic Book Fair Fundraiser            November 15: Report Card Pick-up Night            December 21: Winter Assembly            February 28: African American History Assembly            March 22: Family Literacy Night            April 18: Report Card Pick-up Night            May 17: Family Math Night            June 13: Kindergarten Promotion Celebration            June 14: HBCU Presentations            June 15: Awards Assembly Ceremony</p>
<p><b>LSC Meetings and PAC Meetings</b></p>	<p>September            October            November            December            January            February            March            April            May            June</p>

# Staff Organizational Chart

Operations Team	Instructional Team	Student Support Team
<p><b>Front Office:</b> Janique Tyson, Clerk</p> <p><b>Security:</b> Kenwin Stewart</p> <p><b>Custodial:</b> Arturo Raigosa, Lead Custodian Tim Simms, Custodian</p> <p><b>Food Services:</b> Yolanda Lipsey, Manager Monique Frazier Lavella Trader</p>	<p><b>Kindergarten:</b> Jessica Manaois 111</p> <p><b>First Grade:</b> Lauren Smith 107</p> <p><b>Second Grade:</b> Kimberly Fisher 101</p> <p><b>Third/Fourth Grade:</b> Ellen Houze 106 Megan Kelley 108 Kari Lehman 103</p> <p><b>Fifth/Sixth Grade:</b> Tamra Kumeiga 114 Brandi Gale 115 Larnce White 117 Rebecca Gonzales 119</p> <p><b>Seventh/Eighth Grade:</b> Anna Steider 122 Emma Washington 123</p> <p><b>Diverse Learner Specialists:</b> Kelli Barnes 102 Shatona Neubel 117 Amanie Ali 122</p> <p><b>Ancillary Teachers:</b> Randall Powell, Physical Education Christine Wyatt, Music</p>	<p><b>Student Support</b> Dymica Brown, Counselor/Case Manager Lynn Reid, Psychologist Christine Kursyz, Certified Board Nurse Morgan Williams, Social Worker Cheryl Douglas-Johnson and Juanita Robinson, Speech Pathologists Lisa Pearson, Occupational Therapist</p> <p><b>Instructional Assistants</b> Vernice Bryant Calvin Burns Vickie Dogan Lois Murry Barbara Thompson</p>