

Mary Gage Peterson Elementary Middle School Handbook

Peterson Vision:
College Graduates.
Community Leaders.
Cultural Ambassadors.

Peterson Mission:

In order to accomplish our vision, we will work to provide--

A curriculum that:

- prepares all students to graduate from college
- is built on worthy enduring understandings and engaging essential questions
- is backwards-designed and aligned to the Common Core State Standards
- is built upon texts that are complex, represent diverse cultures and experiences, and are relevant to students and their lives
- uses authentic, performance-based assessments that allow students to transfer their knowledge and skills to real-world situations

Instruction that:

- is engaging and effective
- designed to support all learners
- is consistently adjusted based on data
- intervenes to support those below grade level

An environment that:

- is caring and safe.
- cultivates the intellectual, physical, social, and emotional growth of our students
- honors the uniqueness of our students
- respects the gifts and talents of our students

Partnerships that:

- identify the crucial role families play in the development of their child
- encourage the presence of families in the hallways, classroom, and working with us to plan extracurricular activities
- ensure that all families have equitable and ample access to information and support
- keep people informed about school goals, projects, and progress
- engage students in taking a fundamental role in both their academics and the culture and climate of the school

Peterson P.A.W.S:

At Peterson we are counting on our middle school students to be partners in establishing the climate and culture we are trying to create throughout the entire building. Peterson middle school students are not only expected to live the Peterson P.A.W.S. values but to exemplify them for all students in the building. As older students, you are automatically perceived as leaders and younger students will look to you for guidance on how to behave. ***Please consistently demonstrate, through your words and actions, what P.A.W.S. looks like in all areas of school life and outside the school as well.***

P: Be Polite

A: Be Accountable

- To Yourself
- To Others

W: Be Willing

- To Take Risks
- To Lead

S: Be Safe

Leadership Opportunities:

Student Patrol:

Student Patrol are student leaders who work to ensure a safe entry and exit onto the Peterson property. Students are the face of the neighborhood community around Peterson. Staff Contact: Mr. Spsychalski.

Student Ambassadors:

Student Ambassadors consist of student leaders who are trained tour guides for school visitors. Ambassadors also support families who speak other languages at report card pick up. Staff Contact: Mr. Ruby.

Peer Mentors:

Peer Mentors are 7th and 8th grade students who support younger students emotionally and socially by meeting with those students on a regular basis. Staff Contact: Ms. Martino and Ms. Washington.

After-Hours Program:

There is an After-Hours program for Peterson students in grades 5 to 8. The program will provide a range of activities, as well as opportunities to get additional support with academics. Staff Contacts: Mr. Coleman and Ms. Nelson.

The After-Hours Vision for:

College Graduates	After-Hours will help students prepare for success in high school and prepare students to be college graduates. Activities will engage students in academic content in a non-traditional learning environment, such as project-based learning, STEM clubs, newspaper writing clubs or Math clubs.
Cultural Ambassadors	After-Hours will address the needs of diverse learners at varying levels by building social and emotional skills through a range of activities that encourage creative expression, communication and collaboration, and the opportunity to learn about other cultures and languages.
Community Leaders	After-Hours will provide opportunities for students to connect with the community, either through volunteer work or through partnership with community organizations.

Sports:

All sports are try-outs. They include:

- Volleyball
- Basketball
- Cross Country
- Track
- Soccer
- Golf
- Flag Football

Listen to announcements so you do not miss your chance to participate in these sports!

Important Dates:

Date	Activity or Event
9/8/15	First Day of School for Students
10/12/15	Columbus Day—No school
11/11/15	Veterans Day—No School
11/12/15	End of Quarter 1
11/13/15	No School for Students
11/18/15	Parent Teacher Conference Day
11/25/15 to 11/30/15	Thanksgiving Holiday—No School
12/21/15 to 1/4/16	Winter Break—No School
1/18/16	M.L. King Day—No School
2/4/16	End of Quarter 2
2/5/16	No School for Students
2/15/16	Lincoln’s Birthday—No School
4/7/16	End of Quarter 3
4/8/16	No School for Students
4/13/16	Parent Teacher Conference Day
4/18/16 to 4/25/16	Spring Break—No School
5/30/16	Memorial Day—No School
6/21/16	End of Quarter 4 Last Day of School for Students

Grading Policy:

As a middle school student, it is very important for you to understand how your grade is calculated. At Peterson, the work that you do on a daily basis as well as your ability to show mastery of the grade level standards on projects and tests play an important part in making up your final grade.

The following grading policy applies to 5th – 6th Grade (all subjects) and 7th – 8th grade ELA and Social Studies:

<u>Summative</u> (End of Unit Projects; On-Demand Tasks; Tests)	<u>Formative</u> (Class Work; Group Work; Homework)	<u>Performance (Behavior, Preparedness, Participation)</u>
45% of Your Grade	40% of Your Grade	15% of Your Grade

The following grading policy applies to 7th and 8th grade *Math and Science Classes*:

<u>Summative</u> (End of Unit Projects; On-Demand Tasks; Tests)	<u>Formative</u> (Class Work; Group Work; Homework)	<u>Performance (Behavior, Preparedness, Participation)</u>
50% of Your Grade	35% of Your Grade	15% of Your Grade

Middle School Honor Code:

Honesty and trust are integral to developing and maintaining a healthy school community. The purpose of this Honor Code is to promote character values that will bring honor to yourself and your school.

The Peterson Honor Code:
**In order to participate in a
trusting and responsible school community
Peterson Middle School students will be
truthful with their peers, faculty and staff,
respect the property of others,
and act with academic integrity.**

Academic integrity means producing and turning work that is truly your own, relying on your own skills in assessments, and abiding by the rules for completing work set by your teacher(s). Examples of failure to act with academic honesty include:

- submitting in-class or out-of-class work that has been copied from another student, or allowing another student to copy your work
- submitting work that has been taken directly from other sources such as the Internet without being put into your own words (Plagiarism)
- any form of cheating during tests/quizzes or other types of assessments

Plagiarism is a violation of the Student Code of Conduct and will have serious consequences at Peterson. *If you need help or support to complete an assignment, ask a teacher.*

Managing and Monitoring Your Progress:

All students in grades 5 to 8 have access to Student Portal as well as Google e-mail accounts. You will learn and review how to check your grades in Student Portal in Computer Class. *You are responsible for checking your grades on a weekly basis to make sure that you are not falling behind in any of your classes.*

How to check your grades:

1. Go to <https://student.cps.k12.il.us>.
2. Log in using your CPS username and password.
3. View your grades and attendance.

What to do if you have a question about your grade:

If you have a question about your grade in one of your classes, you should ask to set up a time to meet with your teacher or e-mail your teacher. *If you need help, you may ask your parent, but as a middle school student, it is important that you learn to advocate for your self and your academic success.* Some questions and statements you might use with your teacher when discussing your grade are:

- Would you please explain to me how my grade is calculated?
- What is affecting my grade?

- Is there work that I am missing?
- May I have permission to turn in that work?
- Would you help me establish a plan to get back on track?
- Would you please help me with...?
- Is there tutoring that I can attend?
- Would you recommend a peer tutor for me?

Peterson Failure Policy:

At Peterson, we are committed to your academic success and we see you and your parents as integral partners in that success. Therefore, if you are failing in any of your classes, the following action steps will be taken:

Step 1: At the beginning of the year, if you are in grades 6 or 8, you will receive a copy of and sign the promotion policy. You should discuss it with your parents and sign it when you understand it. Grades 5 and 7 will also learn the grading policies and expectations for success in their classes. Additionally, you and your parents will have usernames for Parent Portal and Student Portal and should be consistently checking your attendance and grades throughout the year.

Step 2: At the start of the school year, teachers will communicate their grading practice with you. They are also listed in this handbook.

Step 3: If you are getting a D or an F three (3) weeks into the quarter the following steps will be taken:

- ✓ You and your teacher will establish concrete action steps for improvement.
- ✓ Your teacher will call your parents.

Step 4: If you are getting a D or an F at progress report time, five (5) weeks into the quarter, the following steps will be taken:

- ✓ You and your teacher will create an individual plan with concrete action steps to help you improve your grade.
- ✓ Your teacher will call your parents and communicate your grade to them.
- ✓ You will be given a copy of the Mary Gage Peterson Student, Parent, and Teacher Agreement for Academic Success.
- ✓ You will be required to attend after-school tutoring for until your teacher has sufficient evidence that you have mastered the content.

Step 5: If you are getting a D or an F at the seven (7) week mark:

- ✓ If you were getting a D or an F at progress report time (the 5 week mark) then your teacher will talk with you about how you are doing at the 7 week mark.
- ✓ If you are not making progress or following through with your established action plan, you will meet with an administrator, your teacher, and your parents to set next steps.

Step 6: If you are getting a D or an F at the end of the quarter, the following action steps will be taken:

- ✓ Your action plan with concrete steps is revised and updated.
- ✓ Additional interventions are considered and implemented.
- ✓ Your parents are called to come for a conference (report card pick-up or other).
- ✓ An administrator is present at the conference.
- ✓ The Academic Warning Letter (CPS) is filled out with the updated plan and given to you and your parents.

Benchmark Grades and Expectations:

According to Chicago Public Schools, promotion decisions for students in grades 6 and 8 will be made during the last week of school. Promotion status and applicable summer school requirements will be determined by the student's District-Wide Assessment (DWA) scores in reading and math, following by a review of the student's academic performance and attendance record.

Your promotion status is determined by the following measures:

1) District-Wide Assessment (DWA): The district-wide assessment will be either the norm-referenced component of the Illinois PARCC or other norm-referenced assessment administered by the district. This year the other norm-referenced assessment may include but is not limited to the NWEA MAP.

In order to be promoted to the next grade without having to attend summer school, you must have a DWA score in both reading and math at or above the 24th percentile.

2) Academic Performance: Report card grades in reading and math shall reflect a student's unit test scores and completion of homework assignments during the school year. The final report card grade in each subject is an average of the grades reported at the end of the four reporting periods.

In order to be promoted to the next grade without having to attend summer school, you must have a final report card grade in reading AND math of a "C" or above.

Promotion Criteria for Students with Disabilities:

Students with disabilities receiving special education and related services under an IEP are expected to meet the same promotion criteria as their non-disabled peers unless the IEP modifies the promotion criteria in whole or in part.

Promotion Criteria for English Language Learners:

English Language Learners (ELLs) will complete their general academic curriculum in their native language and/or English. ELLs in the benchmark grades shall be promoted to the next grade at the end of the academic year if they receive final report card grades of "C" or above in reading and math. An ELL's DWA scores shall not be used for the purposes of promotion.

8th Grade Graduation Requirements:

At Peterson, 8th graders are expected to be leaders within the Peterson community, embodying both the Peterson vision and the Peterson P.A.W.S. values. More than any other students within the building, 8th graders are the models for what it means to be a Peterson student.

Additionally, as graduation events are a privilege, 8th graders must meet certain requirements in order to participate in both the graduation ceremony and graduation events. Please note that these expectations are the minimum requirements for 8th grade students.

Student Expectations to Participate in Graduation Ceremonies

- ✓ Students will have no more than 9 unexcused absences during their 8th grade year.
- ✓ Students will have a grade of C or better in Reading, Writing, and Math.
- ✓ Students will have no more than 9 days of suspension during their 8th grade year.

- ✓ The student and guardian will sign a copy of this handbook and turn it into their homeroom teacher.

Student Expectation to Participate in Graduation Events (Dance, Picnic, Trip):

- ✓ All of the items listed above.
- ✓ A grade of C or better in all subjects, including Encore.

High Schools and Application Process:

Chicago Public School (CPS) students have many options when considering which high school they will attend. They are: 1) neighborhood schools; 2) small schools; 3) career academies; 4) charter and contract schools; 5) magnet schools; 6) military academies; 7) selective enrollment schools; and 8) multiple different programs in areas such as career and technical education.

The high school application process has three steps: 1) research; 2) choose; and 3) apply.

It is very important that all 7th and 8th grade students attend the high school application presentation in the fall with the counselor. You and your parents will get valuable information that you cannot afford to miss. For more information on the CPS high school application process go to www.cps.edu.

Middle School Bell Schedule (Monday – Thursday):

Time	Grades 5/6 Schedule	Grades 7/8 Schedule
8:20 to 8:30	Entrance into Building	Entrance into Building
8:30 to 8:40	Attendance/Lunch in Homerooms	Attendance/Lunch in Homerooms
8:40 to 8:43	Passing Period	Passing Period
8:43 to 9:50	1 st Period	1 st Period
9:50 to 9:53	Passing Period	Passing Period
9:53 to 11:00	2 nd Period	2 nd Period
11:00 to 11:03	Passing Period	Passing Period
5th and 6th: Advisory, Recess, Lunch, Encore	11:03 to 1:00 <u>11:03 to 11:15</u> Advisory	<u>11:03am to 12:00pm</u> Encore
	<u>11:15 to 11:35</u> Recess	<u>12:00 to 12:20</u> Recess
	<u>11:35 to 11:40</u> Transition	<u>12:20 to 12:25</u> Transition
	<u>11:40 to 12:00</u> Lunch	<u>12:25 to 12:45</u> Lunch
	<u>12:00 to 12:03</u> Transition	<u>12:45 to 12:48</u> Transition
	<u>12:03 to 1:00</u> Encore	<u>12:48 to 1:00:</u> Advisory
	1:00 to 1:03	Passing Period
1:03 to 2:15	3 rd Period	3 rd Period
2:15 to 2:18	Passing Period	Passing Period
2:18 to 3:30	4 th Period	4 th Period

Middle School Bell Schedule (Friday):

Time	All Grade 5-8
8:30 – 9:30	Intervention
9:30 – 10:15	1 st Period
10:15 – 11:00	2 nd Period
11:00 – 1:00	Lunch/Recess/Encore
1:00 – 1:50	3 rd Period
1:50 – 2:40	4 th Period
2:40 – 3:30	Advisory

Note: *Students will not be dismissed before 3:30pm under any circumstances and should not be crowding the doorway of their classroom or out in the hallway. Please also note that a teacher dismisses you, not the bell.*

Hallway Transition and Classroom Arrival Expectations:

In order to maximize instructional time in classes and provide opportunities for independence, middle school students will NOT be escorted to their classes nor will they line up outside of their classes before class begins. You are expected to follow P.A.W.S. expectations in the hallways and be in your seat ready to learn when class starts. Students who are consistently violating hallway expectations or arriving tardy to class will practice hallway behavior after school or make-up the time they have missed with their teacher after school.

Hallway P.A.W.S. Expectations:

Use the time in the hallways to quickly go to the bathroom and get your materials from your locker. Time between classes should not be viewed as time for socialization with your friends. You have ample opportunity to talk with your peers before and after school, at recess, and at lunch.

In the hallways you are expected to:

- talk quietly
- use appropriate language
- keep lockers organized and closed
- pick up trash
- return to class promptly
- be friendly
- stand up for classmates being bullied
- model for younger grades
- walk
- respect others
- hold open doors
- refrain from public displays of affection including holding hands, kissing, etc.

Classroom and Morning Arrival Expectations:

Students are expected to arrive to class on time. You have three (3) minutes to go to your locker, talk with your friends, and use the restroom. ***Classes will start ON TIME and you are expected to be in your seat when class starts.*** If you are not in your seat when the bell rings, you are considered tardy. ***If you are tardy to a class, you will need to serve a thirty-minute detention after school with the teacher to whose class you were tardy.*** In the morning, please be in your classroom at 8:30. If you are not in room by 8:30am then you will have a thirty (30) minute detention with your homeroom teacher. If you miss your detention, you will have an in-school suspension.

Arrival and Dismissal Expectations:

No Dogs, Scooters or Skate Boards on school property (entire block w/corners Bryn Mawr/Christiana, Christiana/Catalpa, Catalpa/Kimball, Kimball/Bryn Mawr) during school hours (7:30am to 4:30am).

Students are encouraged to ride a bike, scooter, or skateboard to school; however, they should walk with the bike, scooter, or skateboard once they reach school grounds. Thank you for your cooperation with this policy in order to make sure all students are safe.

7th and 8th Transition to Encore:

As 7th and 8th graders have different Encore classes, you will transition to classes independently. Teachers will be stationed in the hallway to monitor you, but you are responsible for getting to Encore and following school-wide expectations while doing so. The following expectations apply to hallway transitions to Encore:

Polite	<ul style="list-style-type: none">• Please walk through the hallways quietly.• Remember that other classes are in session and learning.• Please take up only one side of the hallway.
Accountable	<ul style="list-style-type: none">• Get to your Encore class on time.• Bring all your materials to class with you.
Willing	<ul style="list-style-type: none">• Set an example for younger students.• Be willing to remind your classmates of PAWS expectations.
Safe	<ul style="list-style-type: none">• Please walk through the hallway.• Please keep your hands to yourself.• Please stay on one-side of the hallway.

Recess to Lunch Transition 7th and 8th Grade:

Please note the following expectations around transitioning from recess to lunch:

- ✓ When an adult blows the whistle, 7th and 8th graders are expected to stop what they are doing and return to the plaza immediately.
- ✓ 7th and 8th graders will line up along the plaza wall in a single-file line, making a horseshoe shape.
- ✓ 7th and 8th graders should get quiet and be ready to enter the building.
- ✓ An adult will let students know when to go into the building. Students should follow the direction of the adults at all times.
- ✓ When students are in the building, they should form two clear lines and take up half the hall.
- ✓ Students who do not have tickets move to the end of the line and fill out a temporary ticket so that they can get their lunch.
- ✓ ***Note: If an adult supervising recess or lunch gives you a direction, you need to follow it the first time it is given. If you are defiant to an adult you will be suspended as you are risking your safety and the safety of others.***
- ✓ ***Note: Due to safety concerns, gum chewing is not allowed at recess.***

7th and 8th Transition from Lunch to Advisory:

7th and 8th graders will be dismissed from the lunchroom by the Security Officer and adults at lunch. Students should clean up their eating area in the lunchroom, and remind their peers to do the same. Students will then proceed straight back to their advisory classes. 7th and 8th grades students should use the North Stairway. Students have three (3) minutes to go to their locker, get their stuff, and go to class.

5th and 6th Transition to Recess:

5th and 6th graders will leave their advisories and walk quietly and respectfully through the hallways to Door 10, where they will exit for recess. Teachers will be in the hallways monitoring, but students are expected to move responsibly through the building and out to recess.

5th and 6th Recess to Lunch Transition:

The following expectations apply to the 5th and 6th grade transition from recess to lunch:

- ✓ When an adult blows the whistle, 5th and 6th graders are expected to stop what they are doing and return to the plaza immediately.
- ✓ 5th and 6th graders line up with their homerooms quietly.
- ✓ 5th and 6th graders will be called upon by an adult to enter the building.
- ✓ When students are in the building, they form two clear lines and take up half the hall.
- ✓ Students who do not have tickets move to the end of the line and fill out a temporary ticket so that they can get their lunch.
- ✓ ***Note: If an adult supervising recess or lunch gives you a direction, you need to follow it the first time it is given. If you are defiant to an adult you will be suspended as you are risking your safety and the safety of others.***

5th and 6th Lunch to Encore Transition:

The following expectations apply to transition from lunch to Encore.

- ✓ Security will dismiss tables when they are ready.
- ✓ Students need to clean up after themselves and remind their peers to do the same.
- ✓ Students should proceed calmly and quietly up the Catalpa stairs to the 2nd floor.
- ✓ Any disruptions or horseplay in the hallway will result in automatic detention.
- ✓ Students should go to their lockers, get their books, and proceed quietly to Encore.
- ✓ When students arrive at their Encore classes, they should wait outside the room until the teacher opens the door.
- ✓ If students are late, they will have a 15-minute detention.

Advisory:

You will have advisory everyday in the morning, and everyday before or after recess and lunch, and once a week on Friday afternoons during writing block.

Advisory is essential to building community at Peterson. You are expected to participate in advisory every day, and encourage your peers to participate too. Please always remember that, with the adults in the building, you are responsible for creating the type of environment you would like here at Peterson.

Town Halls:

The purpose of the middle school town hall is to build community, develop student leadership and communication skills, and collectively address middle school goals and culture.

Field Trips:

You will take approximately one field trip a quarter with your class.

Permission: In order to attend field trips, you must have written permission from your parent or guardian on the school field trip permission form. Permission in the form of a phone call will never be accepted, and permission slips should always be turned into your teacher well before the time of the field trip.

Behavior: When you are on a field trip, you are representing yourself, your family, and Peterson Elementary School. The P.A.W.S. values apply on field trips just as they do within the school environment. Please remember to behave politely, be accountable to yourself and others, be willing to learn and try new things, and most of all, be safe. All chaperones should be treated respectfully as they are adults who are volunteering their time to extend the learning of students. Cell phones may be taken on field trips, but the same rules that apply in school apply to field trips too. Cell phones should not be taken out or used on a field trip. If they are, they will be taken by a teacher or another adult and turned over to administration. You may get permission from your teacher to use your cell phone as a camera.

Emergency Drills:

There are four types of emergency drills at Peterson Elementary. They are the evacuation drill, the lockdown, the shelter-in-place, and the all-clear.

- 1) The **evacuation** is used whenever it is safer outside than inside the building such as in case of a fire, explosion, indoors hazardous material spill, structural failure, etc. The principal will call an evacuation, and you will hear an alarm sound. You should go with your class out an exit to your designated exterior safe location. You should always stay with your class.
- 2) The **lockdown** is used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff such as an armed intruder, shooting, hostage incident, gang fights, civil disturbance, etc. The principal will announce that the building is on lockdown. Students should enter their classrooms immediately, get quiet, and listen to directions from the teacher.
- 3) The **shelter in place** provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather, a hazardous material release outdoors or threat of violence in the neighborhood. Interior safe locations are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Interior safe locations may change depending on the emergency. Students should go to their assigned interior safe location with their class.
- 4) The **all clear** indicates that danger is over and normal classroom activity may resume.

Peterson Sports Conduct:

Athlete Expectations:

1. Athletes **must** maintain a “C” average in all classes during the academic calendar to be eligible to play and to maintain eligibility on the specific sport. (Per Sports Administration Handbook)
2. Athletes must display a positive attitude both in and out of the building (sportsmanship if Peterson loses or if Referee makes a call not in agreement with others).
3. Athletes must receive no discipline infractions during their specific sporting season (ex. Boy’s Volleyball – March through May)
4. Athletes, who miss more than 2 practices that are unexcused, will face either benching for the game or season. (You must inform the coach prior to the absence if possible otherwise it is considered unexcused) The following are excused absences. :
 - a. Sick (doctor’s note) or doctor appointment
 - b. Religious
 - c. Field Trip
 - d. Extenuating circumstances
5. Athletes who miss practice prior to a game are not eligible to play the next scheduled game (Coach discretion).
6. Athletes who are injured, if possible, should still come to practices and games to cheer on their teammates and/or help if possible.
7. Athletes must get rides to/from away games.

Away Games (Athletes):

1. Athletes must conduct themselves accordingly; you represent Peterson everywhere you go.
2. Politeness, Accountable, Willing and Safety are always maintained.
3. Follow all rules, regulations, and expectations from the welcoming school.
4. **Peterson students should not attend away games unless it is with their parents. (Must be parents not just an adult)**

Home Games (Student and Athletes):

1. No food, drinks or electronics should be in the gymnasium at any time.
2. Athletes should show up 30 minutes prior to their schedule game. If possible, 7th/8th teams should cheer on the 5th/6th team members.
3. 5th and 6th students have priority for 5th and 6th games, and 7th and 8th students have priority for 7th and 8th games.
4. Students should be on the sidelines of the gymnasium, not behind any backboard, or on opposing team sides.
5. Adults have priority seating and viewing.
6. Students **who leave campus** and expect to come back and watch the game will be asked to leave. You should stay in After Hours if interested in watching.

Student Fees:

All Peterson students are expected to pay \$50.00 in student fees by the end of the first quarter. The student fees will be used to purchase supplies, pay for field trips, and obtain consumables for classroom use such as magazine subscriptions. Please remember to pay your student fees.

Dress Code:

Overarching Purpose:

Students all play a part in building a positive learning culture and as such need to dress in a way that contributes to an environment of excellence.

- Peterson-wear is acceptable and encouraged every single day.
- Students should wear clothes that fit appropriately—not too loose, not too tight, not too low.
- **If students wear fitted or tight leggings or pants, they should have skirt that goes to the mid-thigh.**
- All students must wear shirts that have sleeves.
- Skirts should be an appropriate length, right at knee length or longer.
- Shorts should be at least mid-thigh length.
- Tights worn under shorts must be opaque.
- Pants and shorts should be worn at the waist or hips.
- Undergarments, such as boxers and bra straps, should remain under clothes and covered at all times.
- Hats, including visors, should be removed when entering the building and students should refrain from wearing them during school day.
- Pajamas should be worn only in the house.
- Open-toed sandals are acceptable, but please do not wear flip-flops or shower sandals.
- The only acceptable elastic bands are Peterson bands.
- Jewelry should be school appropriate—large pieces of jewelry (such as large hoop earrings) can pose a safety hazard.
- ***Bottom Line: please only wear clothing that supports an active learning climate.***

Consequences:

- First Violation: The teacher will conference with the student, the student will call home, and the student will be required to change.

- Second Violation: An administrator will conference with the student, the administrator will call home, and the student will be required to change. The student will also have a detention.
- Third Violation: The student will be required to change, parents will be called, and the student will have two detentions.
- Continued Violations: Continued violation of the dress code will result in student-teacher-administrator conferences and after-school detentions and/or suspensions.

Cell Phone Policy:

As stated in the Chicago Public Schools Code of Conduct, cellular phones and other information technology devices ***are not allowed at school throughout the school day or in any after-school activities***. This is to ensure the safety of all Peterson students and to maintain the integrity of the instructional program. If you must bring a cell phone to school for use before or after school, please turn it off and keep it in your locker. If students need to call their parents they must come to the main office and request to use the phone before or after-school. Students may request to use the phone in the main office at recess and lunch only with a pass from a teacher. If students do not have a pass, they will not be allowed to use the phone during recess and lunch. No students will be allowed to use the phone in the main office during instructional time.

At Peterson, if a student is found with a cell phone:

First Violation: The cell phone will be confiscated and given to an administrator. A discipline referral will be written to document the incident, and parents will be called. Parents will then be able to come and get the cell phone from the administrator after-school. The student, the parent, and the administrator will conference when the phone is picked-up.

Note: If a student refuses to give his or her cell phone to a staff member when requested, it will result in an automatic one-day suspension.

Second Violation: The cell phone will be confiscated and given to an administrator; a discipline referral will be written; parents will be called; and the student will have two (2) after school detentions (SCC 3-11).

Third Violation: The cell phone will be confiscated and given to an administrator; a discipline referral will be written; parents will be called; and the student will have four (4) after school detentions (SCC 3-11).

Repeated Violation: If a student continues to violate the school cell phone policy beyond a third violation, administration will inform the child's parent that he/she is not allowed to bring the phone to school for the remainder of the year.

Additionally, ***if a student uses a cell phone to interfere with orderly school processes, then the student will be automatically suspended for one (1) day***. This includes but is not limited to contacting friends or family regarding an incident before those individuals have been contacted by school administration.

Bottom Line:

You may have a cell phone at school, but if we see it, we will take it. You are here to focus on your learning and getting to college, not texting and talking to your friends on the phone.

Locker Policy:

In order to be issued a locker and keep your locker, you must comply with the following expectations:

Polite Use of Lockers	<ul style="list-style-type: none">• Please shut your locker door quietly.• Please be mindful of others when opening and closing your locker.
Accountable Use of Lockers	<ul style="list-style-type: none">• Please only use magnets, not tape, on your locker.• Lockers should be used for books and personal items.• Please keep your locker clean and organized.• Use only your hands to shut your locker.• Any food kept in your locker should be kept in a lunch container.• Please take home any food in your locker every night. Food left in lockers attracts pests and rodents.
Willing to Use Lockers as Tool for Learning Willing to Help Others Use Lockers	<ul style="list-style-type: none">• Please use your locker as tool for learning.• Please remind others of locker expectations and inform an adult immediately if you see a prohibited item in the locker of another student.• Please help out other students struggling to open a locker or be willing to ask for help from an adult.
Safe Use of Lockers	<ul style="list-style-type: none">• Please only use and open your assigned locker.• Please remember the locker is the property of the school and can be searched at any time by a teacher or administrator.• Please do not put a lock on your locker.• Please only bring allowed items into the building.

Note: if you do not abide by any of these expectations, then you will lose your locker.

Bathroom Policy:

- ✓ The P.A.W.S. expectations apply to bathroom use at Peterson Elementary. You are expected to:
- ✓ Use appropriate language
- ✓ Respect others' privacy
- ✓ Leave the area litter free
- ✓ Flush the toilet and wash your hands
- ✓ Inform teachers if there is a problem. Please note: failure to do this will mean you could be held accountable
- ✓ Respect others
- ✓ Keep to yourself

5th and 6th Boys: The 5th and 6th boys will not use the boys' restroom on the 2nd floor. They are only to use the boys' restroom on the first floor located near the south stairway. If 5th and 6th boys are found in the 2nd floor bathroom, they will receive a detention.

Signing Out: All students must sign-out before using the restroom. If you are headed to a class, please go to that class and sign-out before going to the bathroom. If you are in a class, please request permission from the teacher, get a pass, and sign-out before going to the bathroom.

Substitute / Student Teachers

On occasion, substitute or student teachers may be assigned to your classroom. These people are guests at Peterson Middle School and must be treated with respect. Students are expected to be courteous and helpful.

Substitute teachers will be provided with work from your classroom teacher that is part of the regular curriculum. Assigned work is to be completed in the prescribed time allotted. Students who are rude or disruptive with substitute or student teachers will receive consequences consistent with the Middle School Discipline Plan

Attendance Policy:

Absences:

You are expected to be in school everyday on time. According to CPS policy, the only valid causes for absence are:

- 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 the legal guardian for the safety and health of the student
- 6) Other situations beyond the student's control as determined by the Principal or Principal's designee on a case by case basis

In order for your absence to be excused, it must be:

- 1) Known to the Principal or the Principal's designee (including suspensions)
- 2) Attested by a note signed by your parent or legal guardian. This note (with student's first and last name and dates of absence) should state the reason for the absence, which may include a brief description of the nature of the family emergency, a brief explanation of circumstances causing concern, and/or a brief description of situations beyond the student's control.
- 3) In addition to writing a note, your parent or guardian should also call the school to inform the school that you will not be in attendance that day: 773-534-5070. ***Whenever possible, phone calls should be made prior to the start of the school day (8:30 am).***

Note: Any student who is absent from school will not be allowed to participate in or be a spectator at any same-day after-school activities. Students may also not show up to school only to participate in an activity— whole day attendance is required.

Tardies:

All Peterson students are expected to arrive on-time to school and each and every one of their classes. Tardy students should report to the security desk to sign in on the tardy log and receive a tardy slip to present to their teachers. Students who arrive after a certain time in the day or leave before a certain time in the day will be considered absent for the day.

Anti-Bullying:

At Mary Gage Peterson Elementary School, our community is based upon politeness, accountability, and respect. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment. Therefore, every one of our students can develop to their full potential. Peterson prides itself on its positive leadership and an unmistakable sense of community.

According to the Student Code of Conduct (SCC), bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interfering with the student's academic performance; or (4) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

-Cyberbullying means using information and communication technologies to bully.

-Retaliation means any form of intimidation, reprisal or harassment directed against a student who reports bullying provides information during an investigation, or witnesses or has reliable information about bullying.

-Peer Conflict means disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. When school employees are aware of peer conflict, they are expected to guide students in developing new skills in social competency, learning personal boundaries and peaceably resolving conflict, and to model appropriate social interactions. These interventions are designed to prevent Peer Conflict from escalating to Bullying.

It is the responsibility of every student, teacher and parent to ensure that bullying or intimidation does not occur at any level at Peterson Elementary School. *All students should be aware that bullying, which affects the dignity of people at work or school, is unacceptable and will be grounds for disciplinary action.*

Acknowledgment of Handbook and Agreement to Expectations

I acknowledge that I have received this handbook, and I agree to abide by the expectations outlined within it. I understand that if I fail to uphold the expectations of the Peterson Middle School, then I will have after-school detention or even possible suspension. I commit to live by the P.A.W.S. values to act as a future college graduate, a community leader, and a cultural ambassador at all times.

Signature of Student: _____

I acknowledge that my son or daughter has received this handbook, and I will support him or her to abide by the expectations outlined within it.

Signature of Parent: _____