



HAWTHORNE SCHOLASTIC ACADEMY

Parent Handbook

Updated August 2011

Dear Parents,

This booklet has been prepared as a resource guide for your convenience. It is our hope that the routines and procedures outlined in this handbook will be helpful throughout the year as questions arise.

Hawthorne is committed to the pursuit of excellence in learning and to the development of the highest potential in each student. The school community creates an environment in which each person is recognized as a unique individual who is treated with dignity and respect. We attempt to foster an enthusiasm for learning, pride of accomplishment, self-discipline, and consideration for the ideals and values of others. Each of these components is an integral part of the whole.

We hope to establish in students a connection with the school and with the purpose of education. Our school seeks to instill an appreciation of the privileges and responsibilities of our democratic heritage. Another vital function is to instill a sense of self-worth, self-respect, and self confidence.

Our staff members strive to provide stimulating and challenging experiences designed to help each student acquire the basic skills and to develop responsibility as an independent thinker and problem solver equipped to function effectively in a changing society.

You are encouraged to contact your child's teacher or one of us at anytime with questions, comments, or suggestions.

Sincerely,

Anna Alvarado
Principal

Linda Feaman
Assistant Principal

Once you have read this handbook, please return the Receipt of Parent Handbook Form (provided by the homeroom teacher). Only one receipt per family is required.

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**Hawthorne Scholastic Academy
3319 N. Clifton
Chicago, Il 60657**

Office.....773-534-5550 press 5
Attendance.....773-534-5550 press 2
Jan Pavlik (Business Office)773-534-5550 press 4
Amy Dominguez (counselor).....773-534-5550 press 3
Lunchroom.....773-534-5553
Building Engineer.....773-534-5554

CHICAGO BOARD OF EDUCATION -ATTENDANCE POLICY

IF YOUR CHILD HAS UNEXCUSED ABSENCES, THESE ABSENCES MAY PREVENT PROMOTION TO THE NEXT GRADE LEVEL

WHY IS YOUR CHILD ABSENT???????

What is the difference between an *unexcused* and an *excused* absence?

For the purpose of determining whether a student is truant:

- An *excused* absence is an absence which the school has reviewed and has determined **does meet** the following requirements for an excused absence:
 - Student illness**
 - Death in the immediate family**
 - Family emergency**
 - Observation of a religious holiday**
 - 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**
- An *unexcused* absence is an absence which the school has reviewed and has determined **not to meet** the legal requirements for an excused absence: This is considered to be a *truant absence*.

Repeated Absence

After 5 unexcused absences, parents will be notified in writing via certified mail.

Must I send a note to the school explaining my child's absence, even if I called the school?

Yes. The Absenteeism and Truancy Policy (05-0126-PO2) requires that a parent send a written note which explains the student's absence each time the student is absent.

Each day your child is absent, please call the office before 8:45 AM. An automated voice message will notify you during the day of your child's absence and will remind you to send an excuse letter when your child returns to school.

Extended Absence

If your child will be out of school for an extended period of time, notify the teacher and office in advance of the absence. Homework or make-up work will NOT be provided for extended vacations. If your child will be out of school for an extended period of time due to illness, surgery, etc., please notify the principal. Absences of 5 consecutive days due to illness require a note from the doctor.

Parents Absence from Home

Notify the school, in writing, if you are planning to be away for any extended time while your child remains in school. The office should know the name and telephone number of the person(s) who will be responsible for your child in your absence.

ACCIDENTS AND INJURIES

Minor injuries (superficial bumps, cuts, abrasions, etc.) will be treated at the school by the office staff. Parents will be notified when appropriate.

If there are injuries which might require professional medical treatment, parents will be notified. Interim first-aid care will be provided until the child can be referred to a physician through the parents.

When a child is injured or becomes ill at school, the school staff will notify parents. In case of extreme emergency, the school staff will call the paramedics. If the child must be transported to the hospital, a member of the school staff will accompany the child in the ambulance unless the parent arrives prior to the ambulance leaving.

The emergency forms on file serve as a source of information in order to reach parents, guardians, or emergency contacts. Please make sure the information on those forms is kept current.

ARRIVAL

The first bell in the morning rings at 8:15 AM. Teacher supervision in the playground begins at this time until 8:45 AM. During inclement weather, students are allowed into the auditorium starting at 8:15 AM.

AYP (ADEQUATE YEARLY PROGRESS)

The No Child Left Behind Act of 2001 requires all states to measure each public school's and district's achievement targets for the state. The overarching goal is for all students to meet or exceed standards in reading and mathematics by 2014. Each year, the state will calculate a school's or district's Adequate Yearly Progress (AYP) to determine if students are improving their performance based on established goals.

BICYCLES

Bicycle racks are provided for children who ride bicycles to school. A lock and chain are necessary. Bikes should be parked in this rack on School St. The school will not be responsible for damaged or stolen bicycles.

BIRTHDAY CELEBRATIONS

Many of our students enjoy bringing birthday treats to share with their classmates. Please make sure any food items are store bought, in sufficient quantity, easy to distribute and are **nut free**. Please notify the teacher in advance so she/he can plan appropriately. Only when and if every student in the classroom is invited to a birthday party, can invitations be distributed in the classrooms. Otherwise, please mail birthday invitations directly to students' homes.

BOOK ORDERS

Several times each school year, book club order forms are sent home to encourage the purchase of selected paperback books of good literary quality at reasonable prices. Purchase of these books is entirely voluntary.

BREAKFAST PROGRAM

Breakfast will be available in your child's classroom daily.

BUILDING SECURITY

Parents and other visitors should enter only through the front main door (Door 2) and sign in at the office. Parents who drop off their child/children in the morning must leave the building as soon as their child enters the classroom. We ask that parents continue their conversations with each other outside of the building once the morning announcement bell rings.

BULLYING

The Student Code of Conduct defines bullying behaviors as “verbal or non-verbal” behavior that occurs repeatedly over time, and causes physical and/or emotional harm to another. Such behavior may include, but is not limited to teasing, taunting, threatening, hitting, stealing, or destroying personal property. This also includes cyber bullying. Hawthorne school will not tolerate any form of bullying. The members of our school community are all asked to stand up to bullying, be tolerant of each others’ differences and demonstrate respect for all individuals. Hawthorne will implement the OLWEUS Bullying Prevention Program. Teacher training will begin in the 2011-12 school year. The PTA SEL committee is involved in the planning stages. Ongoing communication will be disseminated throughout the school year.

BUS SERVICE

Bus service is available to students living between 1.5 and 6 miles from school. Children may ride ONLY the bus to which they have been assigned.

BUS SAFETY

In keeping with the Chicago Public Schools transportation guidelines, implemented to ensure the safety of all students riding a bus, the privilege of any student to ride a school bus is conditional on their good behavior and observance of the following rules and regulations:

1. As the school bus is an extension of the school program, the bus driver is in full charge of the bus and the students.
2. Students must take the seats assigned to them by the driver. They may NOT change their seat once on the bus.
3. Students must stay in their seats and not stand, move around the aisles, or put their arms out of the windows. Seatbelts must be worn at all times.
4. Yelling, hitting, fighting or other poor behavior is not allowed.
5. NO eating or exchanging of food on the bus.
6. Students are to obey the driver, showing respect and courtesy at all times. Arguing or disrespect will NOT be tolerated.

Any violations of the rules are reported to the office by the driver and the following actions will be taken:

1. First offense - Parent/student conference.
2. Second offense - Parent/student conference.
3. Third offense –Loss of bussing privilege for 1 day.

4. Fourth offense – Loss of bussing privileges for 2 days.
5. Fifth offense – loss of bussing for the remainder of the school year.
6. **Fighting/Defacing School bus** - Loss of transportation privilege for 2 or more days.
7. If transportation privilege is lost, reimbursement for car fare **WILL NOT** be provided.

To provide safe and prompt bus service, the following points should be stressed to your child/children:

1. Students must be at their bus stop on time. The bus driver is not allowed to wait for students.
2. For their own safety, students are not allowed to play or run around at the bus stop. They must respect the property at the bus stop.
3. Students are required to board the bus immediately when it arrives at the school or bus stop.
4. Parents and/or students are not allowed to change bus stops or go home with other students.
5. Parents may not board the bus at any time.

Please direct concerns to the counselor's office.

BUS NOTES

If your child (Grades K-4) is **NOT** going to ride the bus home, it is **MANDATORY** that you provide written notification prior to 1:00 PM. Phone calls **CAN NOT** be accepted. Children who do not provide written communication **WILL BE PLACED ON THE BUS**. Written notes may be faxed to 773-534-5781. Once the dismissal bell rings, please understand that it is difficult to relay messages.

CALENDAR

A school calendar denoting vacations, special events, important numbers, and information is published annually by the PTA. The calendar is available on the school's website – www.hawthorneacad.org. and the PTA website (under school summer mailing).

CELL PHONE POLICY

Please be informed that under the new CPS policy, students may possess CTDs (cellular telecommunications devices) on school premises only with prior approval of the principal. To obtain this approval, parents **must submit a written application** specifying the student's need for a cell phone.

The following are appropriate circumstances approved by the Board of Education with regards to the use of cell phones in school:

1. when the student's IEP requires a CTD for medical or educational reasons
2. for a student whose parent, guardian or other close family member is hospitalized or is dependent on the student
3. when a student travels a long distance to school
4. when the parent believes a CTD is needed to keep the student safe or
5. when the parent can make a reasonable showing of good cause

An application form must be submitted to the office in order for your child to be able to bring a cell phone to school. Please take note of the following rules and regulations that will be implemented for this school year:

1. Cell phones must be turned off at all times on school premises, on the school bus, and during school sponsored trips. A cell phone that rings during school hours will be confiscated by the teacher.
2. Cell phones must be secured in a safe place and not be visible at any time.
3. Students may not make outside calls on their cell phones. Any phone call to parents must be made through the school office.

4. Texting during school hours is also prohibited. We ask parents not to text or call their child during school hours. We are happy to accommodate your call in the school office.

Violation of this privilege will result in the following consequences:

1. **First Offense** - Cell phone will be taken away and student will have to pick it up from the office at the end of the school day
2. **Second Offense** - Cell phone will be taken away and parents must pick it up from the office
3. **Third Offense** - Loss of cell phone privilege for the rest of the school year

COMPUTER USE

Students at Hawthorne have access to computers at varying times. The tech lab is open twice a week from 8:15 – 8:45 AM, and entry depends on available seats. Each student must adhere to the CPS computer Acceptable Use Policy Agreement stated in the Student Code of Conduct. Students must be aware that inappropriate conduct through e-mail/internet may be subject to school discipline even if the incident takes place after school hours.

CONFERENCES

Parent-teacher conferences will be arranged by the school to discuss your child's progress. If at any time there are concerns or questions about a child's progress, contact the teacher by note, e-mail or phone message. The teacher will contact you to arrange a conference. A teacher may request that you come to school to confer about your child's progress. As many teachers have morning meetings or tutor students, we ask that parents schedule visits or check-in with office personnel to determine if the teacher is available.

CURRICULUM NIGHT

(Parents Only)

In the fall, Hawthorne schedules a curriculum night for parents only. This event is an opportunity for parents to hear about the school and specifically about the curriculum from the classroom teachers and other staff members. Curriculum night is also an opportunity for parents to sign up to volunteer for various PTA events or activities.

DIRECTORY

The Hawthorne directory, published by the PTA, is distributed in the fall. The directory contains class lists, telephone numbers and addresses. The directory is intended for school and home use only. Inclusion in the directory is optional.

DRESS CODE

The following guidelines must be followed when dressing for school:

1. Footwear must be worn.
2. Clothing including pins or buttons with tobacco, alcohol logos, drugs and/or gang symbols may not be worn.
3. Clothing that displays profanity, obscenity or inappropriate artwork may not be worn.
4. Pants with rips, holes or spandex may not be worn.
5. Sunglasses, hats, or head coverings other than those needed for medical or religious reasons.
6. All outer garments (including but not limited to coats, windbreakers, jackets, etc.) shall be kept in the student's locker during the school day and not worn by the student in the classroom.
7. Suggestive T-shirts, see-through tops, low cut tops, mesh shirts, halter tops, spaghetti-strap tops may not be worn. **Tank tops must have straps that are the width of 3 fingers.**

8. Shorts and skirts must reach the length of the student's fingertips when arms are at the side. Shorts may only be worn in hot weather.
9. Midriffs must be fully covered at all times.
10. Pajama pants or boxer shorts may not be worn.
11. Boys may not wear earrings.
12. Boys are encouraged to wear a belt if their pants are loose in order to prevent their underwear from showing.
13. Girls may not wear make-up that causes a distraction

FEES

As a Chicago Public School, there are no fees related to attendance. There are, however, several times throughout the year when money is requested from the children for school related activities. Students will not be penalized or denied services or participation if they cannot afford these fees. Please contact the principal for an application for waiver of payment and the guidelines for waiver eligibility. Fees will be waived upon approval of application.

School Fee:

A flat fee of \$50 per student is requested at the beginning of the school year. This amount is used to cover instructional consumables, summer reading books, projects, etc.

Free and Reduced Lunch:

Families are encouraged to fill out an application for Free or Reduced Meal. The funds that are generated from this program are called SGSA, which is closely monitored by the LSC (Local School Council). The qualifying income bracket is predetermined by the Illinois State Board of Education.

FIELD TRIPS

Field trips are scheduled throughout the year as part of the regular school program. A permission slip requiring a parent's signature will be sent home prior to the trip. A child's participation in these unique learning experiences is encouraged. Occasionally, a fee will be charged for admission. Students without a permission slip may not participate in the field trip. Parents may be asked to join in supervising these trips as chaperones. Parent chaperones may not bring other younger children with them or child/children they are babysitting.

FIRE, BUS, LOCKDOWN, AND TORNADO DRILLS

Throughout the year, all students participate in scheduled fire, bus, lockdown and tornado drills. Procedures have been established and posted in all classrooms.

HEAD LICE

In the event that head lice are found, families are contacted for required treatment and a letter is sent to all families of students in the affected classroom. Upon return, student's hair will be examined prior to admission to the classroom.

HOLIDAYS

Consult the school calendar for designated holidays. Religious holidays are considered excused absences. Students must still present a note to their teacher the following school day.

HOMEWORK POLICY

While there will be differences among teachers on homework procedures, the following general information is provided to help parents understand the broad framework of homework purposes and policies. Parents are encouraged to set aside some time each day to discuss with their child the activities of the school day. This important time may or may not involve assignments from school.

Homework for children in the primary grade (K-2) should not exceed one hour per day. Homework is for extension and/or practice, not for introduction of new material. Nightly reading is encouraged as is frequent practice of math facts and spelling words.

Parents should expect that their children at the intermediate level (3-8) will have homework on a regular basis. Each child is expected to maintain an assignment notebook, and parents are encouraged to review this with their child.

Long term projects may be assigned. With good planning and organization, this can and should be paced so that a bit is done each day.

Parent portal is available and a means to communicate student progress. Homework is posted on the website.

HOURS

Hawthorne Scholastic Academy is in session from 8:45 AM- 2:30 PM. In case of inclement weather, the supervising teachers will supervise the children in the auditorium beginning at 8:15 AM.

Students with designated activities prior to 8:45AM will be the only ones admitted to the building.

****Dropping off your child prior to 8:15 AM and having them wait outside with no supervision and in extremely cold weather is not advised. Repeated incidents will be reported to the appropriate authorities.**

Parents are advised to supervise their child/children in the play area after school. Students may be subject to the same school rules in the Uniform Discipline Code even after school hours, particularly if an incident takes place on school property.

IEP

An Individualized Educational Plan (IEP) is a plan written to address the individual needs of special education students. This plan is written in collaboration with parents and the specialized services team. The IEP is a legal document that includes accommodations and modifications set forth by the team and approved by parents which must be followed in planning for instruction.

INCLUSION

Inclusion refers to the practice of providing regular classroom opportunities for students with special needs. This is determined based upon the student's number of minutes of service based on the IEP.

ISAT

The Illinois Standards Achievement Test (ISAT) is given each spring to students in grades 3-8 to assess their achievement in reading and math. Students in grades 4 and 7 are also tested in science. Students in grades 5 and 8 are tested in writing.

ISAT percentiles for 7th graders are used as part of the criteria for admissions into Selective Enrollment High Schools. Grades 3,6,8 are benchmark grades. Students in these grades must meet the CPS promotion policy.

ISAT scores, math and reading final grades and attendance are the criteria that is used to determine promotion to the next grade level without having to attend summer school.

KINDERGARTEN PICNIC

At the beginning of the school year, kindergarten parents and students are invited by the PTA to a picnic. This is an opportunity for parents to be introduced to the programs, the homeroom teacher, meet the principal, and visit the classroom.

LOCAL SCHOOL COUNCIL (LSC)

To facilitate building-based decision-making, each school has a Local School Council. Selection to this council is done at the individual building sites. The Board of Education holds LSC elections every 2 years. The members of the LSC are made up of the Principal, 6 Parent representatives, 2 Teacher representatives, 1 Educational Support Personnel and 2 Community representatives. Please check the school calendar for meeting dates and times.

LOCKERS

Students are assigned and share either cubbies or lockers. Students are responsible for keeping their lockers clean and orderly. There are designated times for the use of lockers and students are asked to comply. Students are not allowed to take anything out of anyone else's locker at any time. Junior High students may use a lock provided that they give their homeroom teacher the combination or extra key in case of emergency.

LUNCH

Children may bring a lunch to school or buy a lunch in the cafeteria. Menus are published and posted on the school website each month. If a sack lunch is brought from home, milk may be purchased. Parents may bring a forgotten lunch to the office **with the child's name and room number on it.**

MEDICATION

Our medication policy and forms must be followed closely. If your child needs any medication administered during the school day (prescription or over-the-counter medications such as Tylenol, cough drops, allergy medications, etc.) a note must be written by the parent/guardian or the prescribing doctor. Medication can only be administered to a child has filled out the necessary medical forms.

Please remember that all prescription medication must be in a pharmacy vial or bottle with a current date. Over-the-counter medication must be in its original packaging. All medication will be stored in a locked area and will be administered in the office. In all cases, the school retains the right to reject the request for administering medicine.

School employees are prohibited from disbursing any medication to children.

IT IS IMPERATIVE THAT YOU NOTIFY THE SCHOOL NURSE AND CASE MANAGER OF ANY FOOD ALLERGIES AND/OR MEDICAL CONDITIONS AND PROVIDE APPROPRIATE MEDICATIONS TO THE OFFICE.

PARENTS OF STUDENTS WITH FOOD ALLEGERIES MUST HAVE A “FOOD ALLERGY ACTION PLAN” FORM ON FILE. (Call office for forms)

PARENT PORTAL

Parent Portal is a communication tool available to parents of students from Grades 1-8. It allows a parent the opportunity to stay informed of his/her child’s academic progress. A link on the school website is available. A parent will need their child’s ID number and PIN number in order to register. This information is available in the office,

Sending an e-mail to teachers is a component available on Parent Portal. However, parents are asked to give teachers ample time to respond to an e-mail message. Teachers will not have time during the school day to respond to parents’ messages.

PARENT-TEACHER ASSOCIATION (PTA)

The mission of the Hawthorne PTA is to support the education of our children and to encourage parent involvement in our school. The many family and fund-raising activities scheduled throughout the year support these goals. There are many opportunities for parents to get involved in our PTA. A PTA membership form is made available to families. A minimal fee is charged for membership.

PROFESSIONAL DEVELOPMENT

Professional development days are scheduled throughout the year to facilitate curriculum planning and the professional growth of the staff. The school calendar specifies exact dates and times. School is not in session on these days.

PHYSICAL EDUCATION (PE)

Activity in physical education class requires that your child wear the proper shoes to prevent foot and leg injuries. Your child should wear gym shoes to PE class that tie with laces or fasten with Velcro (no “slip-on” shoes).

A doctor’s note is required to excuse your child from participating in PE.

RECESS POLICY

Recess is a regular part of the school day for all children. Children should be dressed appropriately to go outside for recess, regardless of the season. In winter, recess is held outside whenever the temperature/wind chill permits.

Children are expected to participate in recess if they are in school. Students are expected to follow the rules during recess that ensure their safety. Only NERF balls are allowed. Tackling and other forms of rough play are not permitted. Students are also encouraged to take turns on the play equipment. **Bullying behavior will not be tolerated.**

REPORT CARDS

Children are evaluated on a regular basis. The school calendar gives the dates of report card pick-ups and report card distribution. Report cards that are not picked up on Parent-Teacher Conference dates must be picked up from the school office.

ROOM PARENTS

Each homeroom is encouraged to have a room parent. Room parents assist the homeroom teacher in coordinating various classroom activities. Any e-mail addresses given to room parents may only be used for school business and communication. Any correspondence sent by room parents must always be in conjunction with the homeroom teacher in order to facilitate smooth communication for planning purposes.

SCHOOL CONDUCT

PARENT ROLE:

It is the parent's job to:

1. Prepare and encourage children to approach the educational process with appropriate values and positive attitudes.
2. Attend to the health and physical strength of children so that they will have adequate nourishment and rest for school activities each day.
3. Ensure that children attend school regularly, **are on time each day**, and miss school only when absolutely necessary.
4. Support the school and its expectations for the behavior of the students.
5. Communicate consistently with teachers in an effort to work together to enhance learning.
6. Support the schoolwork activities of children by encouraging homework completion, setting aside study time at home, and creating an atmosphere for learning.
7. Encourage children to spend 20 minutes at night reading material of their choice.

STUDENT ROLE:

It is the student's job to:

1. Be responsible for one's own work at school and at home.
2. Work to the best of one's ability.
3. Ask questions when you do not understand, and ask for help when you are having trouble.
4. Respect the property of the school, teachers, and fellow students
5. Respect and listen to students, teachers, the principal, teaching assistants, cooks, custodians, substitute teachers, bus drivers, administrative assistants, and volunteer helpers.
6. Respect the rights of others to learn.
7. Speak kindly to and about others, and use appropriate language.
8. Work within the rules established by the school and each teacher for the good of oneself and for the class.

TEACHER ROLE:

It is the teacher's job to:

1. Strive for academic excellence by enabling children to meet or exceed the students learning outcomes defined in the *School Improvement Plan*.
2. Have respect for children's thoughts, feelings, and learning styles; be kind and understanding.
3. Be consistent and fair in dealing with behavior and problems.
4. Provide a classroom that promotes the learning process and helps students to develop self-esteem, good study skills and listening habits.
5. Help children learn appropriate life skills such as cooperation, communication, and problem solving.
6. Keep parents informed about their child's progress in meeting school achievement requirements as well as well as problems that will require special parental attention. This includes prompt notification of absences, tardiness, incomplete work, incomplete school work, breaking school rules, and poor school performance.
7. Respond in a timely manner to parental requests for information about their child's progress at school or about problems which parents may perceive.

SCHOOL SUPPLIES

A list of school supplies needed at each grade level is provided to parents on the school website and at the end of the school year for the next year's class. Parents are asked to check their child/children's school supplies frequently and replenish when necessary.

SIPAAA

School Improvement Plan for Advancing Academic Achievement.

Every school in the state of Illinois must develop and implement a School Improvement Plan that adheres to strict guidelines as set by the state. The plan involves the entire school community. Each year, a Sunday morning is set aside for LSC members, teachers, parents, and community members to be involved in the ongoing development of the SIPAAA. The LSC also monitors the SGSA funds. These funds are determined by the number of students who receive free or reduced lunch.

STUDENT PICTURES

School photos are taken of each student and faculty member in the fall and are available for purchase. Information is sent home in advance of the scheduled date. There is a make-up day scheduled to take pictures of those children absent on the original date.

TARDY

Students arriving at Hawthorne School after 9:00 AM are considered tardy. Please bring your child to the office and sign in if arriving after 8:50 AM. If your child is tardy he/she will be issued a tardy slip in order to be admitted into the classroom. **Students with frequent tardies will be subject to disciplinary action.**

VISITORS

Any visitor to the school must stop in the school office to sign in.

- Bring any item for your child to the front office labeled with your child's name and teacher's name. Office personnel will deliver it.
- To visit a child's classroom, call the teacher to make an appointment a day or two in advance.

VOLUNTEERING

In order to volunteer at Hawthorne, CPS policy requires that a background check and a tuberculosis test be performed. For more information and forms, please go to <http://volunteers.cps.k12.il.us>

WITHDRAWAL FROM SCHOOL

When moving out of the district or transferring your child to another school, inform the school office as soon as possible in writing.

THANK YOU FOR READING THIS HANDBOOK.

Please return the Receipt of Parent Handbook to your child's homeroom teacher. Only one receipt per family is required.