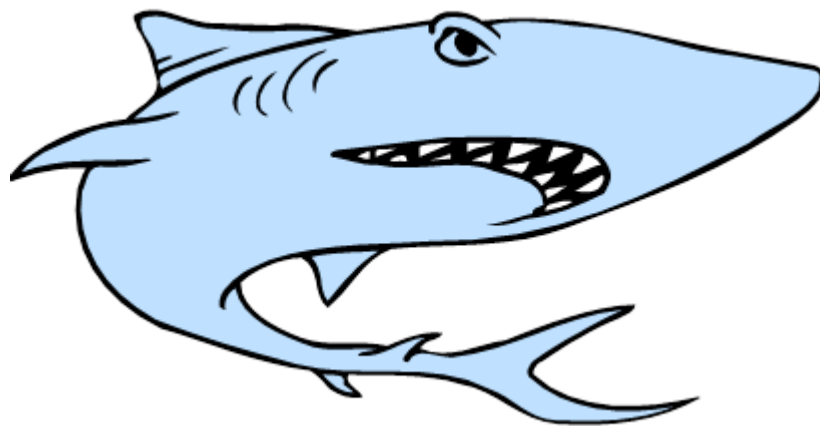


Adlai Stevenson

*Parent
Handbook
2016-2017*



*Chris Wyland
Principal*

(216) 482-2950

(All parent/guardians are expected to review this entire handbook with their students at the beginning of the school year.)

STATEMENT OF PURPOSE

Parents and students are encouraged to read this handbook carefully. This handbook will explain the rules and regulations at Adlai Stevenson. Our position will be one of providing a safe and orderly environment for all students wanting to learn. The *CMSD Student Code of Conduct* is used to make decisions about student conduct.

GENERAL PROVISIONS

Students are expected to be present and on time. They are expected to be prepared for schoolwork by having such tools as paper, pencil, notebooks, etc. Proper attitudes and cooperation are essential to learning. Students are expected to complete all assigned tasks and make up any work not completed.

All students will comply with all rules governing behavior and conduct. Unless otherwise specified, the *CMSD Code of Conduct* shall apply to all students in the system before, during and after school hours, at school, in any school building, and on any school premises on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activity, event, or function and during any period of time when students are subject to the authority of school personnel. This Policy applies to all students except as otherwise provided for in the IDEA, Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act.

Things To Do As An Adlai Stevenson Parent:

- *Completely fill out the Emergency and Medical Forms*
- *Notify the school regarding absence, tardiness, or changes in telephone number or address. You may call 482-2950.*
- *Participate in school activities*
- *Help with homework and provide a place for your scholar(s) to study*
- *Check papers that are brought home*
- *Send your scholar(s) to school in Dress Code*
- *Send a healthy scholar to school each day*
- *Send the scholar(s) with the proper supplies*
- *See that all letters sent home are signed, dated and returned*
- *Send the scholar(s) to school on time*
- *Do not send gum, candy, games, toys, headsets, and handheld games*

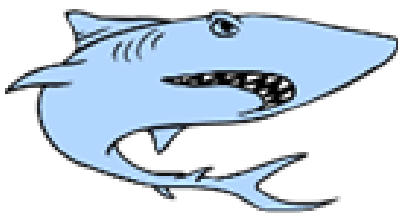
- *Attend Parent-Teacher Conferences, Report Card Pick Up Nights, and other school events*

- *Discuss any concerns you have about your child's behavior and academic performance with the teacher or the Principal*

Our Mission

Adlai Stevenson is a family committed to developing and empowering lifelong learners who will be proficient or better in all state standards so that they can realize the dream they have for themselves and be successful in a global marketplace through:

- Rigorous and relevant instruction
- Collaboration and communication
 - Community engagement
 - Relationships and respect
- Engagement inside a safe and caring environment



Schedule

- 9:00*** ***Students enter the building for breakfast***
- 9:30*** ***Late Bell and Morning Meetings start (15 minutes)***
- 11:10-11:40*** ***First lunch for Kindergarten and 1st grade***
- 12:00-12:40*** ***Second lunch period for 2nd and 3rd grades w/ Pre-K***
- 12:50-1:30*** ***Third lunch period for 4th and 5th grades***
- 1:40-2:20*** ***Fourth lunch period for 6th-8th grades***
- 3:30*** ***Check-outs end and classroom closures take place***
- 3:50*** ***PK and K dismissal***
- 3:50*** ***Grades 1-8 bus rider dismissal***
- 4:00*** ***Grades 1-8 car rider and walker dismissal***

Dress Code Policy

Shirts/ Tops:

Tops must be SOLID white or SOLID blue with collars. T-shirts are unacceptable. Shirts must not have any holes, rips or tears in them and may not have logos or sayings on them. All shirts must be tucked in at all times.

Pants:

Pants must be BLUE, NAVY BLUE, BLACK OR KAHKI/TAN and fit the student. They may not sag. Pants should not have any holes, rips or tears in them and may not have logos, cargo pockets or decorations on them. Shorts follow the same rules as pants and must come to the knee. If the pants have belt loops, belts are to be worn. Skin tight and stretch pants are NOT uniform. Black jeans are NOT uniform.

Skirts/Skorts:

Skirts and skorts must come to the knee when standing. They must be blue, black or khaki.

Shoes:

Shoes must be worn at all times. Socks or nylons must be worn with shoes. No sandals, flip flops, or open-toed shoes are allowed for safety reasons.

Jewelry/Hats:

No hats, do rags or scarves are to be worn in the building, except as allowed for special days. Jewelry should be kept to a minimum and must not be too large. Medallions are not allowed. It is not recommended that students wear any expensive jewelry to school as the school is not responsible for any losses or thefts.

PE:

Students who have PE must have rubber-soled shoes for the gym. Students must also have a separate set of clothes for PE consisting of a t-shirt (blue, black or white) without logos and shorts that come to the knee. Sweats and shirts without sleeves are not allowed.

General Information

ARRIVAL TIME:

Students should arrive by 9:00 if they are eating breakfast. Breakfast will be served from 9:00-9:25. Unless it is an emergency students will not receive a breakfast after 9:25. The academic day begins at 9:30 and that is the time we expect students in their classrooms. Students will be marked tardy if they arrive after 9:30. It is important for students to arrive on time in order to avoid missing valuable instruction.

TARDIES:

The **tardy bell rings at 9:30 a.m.** You must sign your child in if you arrive at or after the tardy bell. It is very important that students arrive on time daily to set a pattern of responsible behavior for the future. **If a child is tardy, a parent or legal guardian must come into the office, sign your child in and obtain a pass** to class for your child. Students should report directly to his/her class upon receiving his/her late slip. The adult accompanying these students must sign the late log. Your child is considered tardy if he/she arrives at or after the 9:30 a.m tardy bell. We stress the importance of being on time and ready to begin the day. Work habits for later years are being established, so let us work together to eliminate tardies. Students picked up late, tardies and early checkouts cannot exceed three in a nine-week grading period to qualify for perfect attendance recognition. Special incentives are provided for students that maintain superior attendance.

ATTENDANCE:

*Students are required to attend school 180 days per year. Regular attendance is vital for student success. Parents are requested to call the school (482-2950) in the morning if their child will be absent. Upon return of the child to school, a note must be sent explaining the reason for absence. **STATE LAW REQUIRES A NOTE. The note must have the student's name, excused absence date(s), reason for absence and the signature of the parent or guardian.** Excused absences are for:*

- *Illness*
- *Religious Holiday*
- *Death in the Family*
- *Unusual Circumstances (must be explained in writing and approved by the Principal or Assistant Principal)*

After 10 absences a meeting will be scheduled with the principal in order to help develop interventions to support the learning of the scholar. After 15 absences another meeting will be held and a referral to Juvenile Court will be made.

EARLY CHECK-OUTS:

Please keep in mind that students must attend school for 6 ½ hours each day. We are asking that parents only sign children out in cases of extreme emergency. Please try your best to schedule all appointments before or after school hours. Parents and guardians are the only people allowed to sign children out unless you have included names of other individuals on the emergency card. If your child needs to leave school prior to 4:00, please proceed to the office after entering the building. Do not go to the classroom. The school secretary will use the intercom system to page your child to the office with his/her belongings. While you wait in the office, please sign out your child in the Student Sign-Out Book. Students will never be permitted to leave without an authorized adult during the school day. In order to prevent confusion and limit interruptions during end of the day classroom procedures, STUDENT CHECK-OUTS WILL END AT 3:30.

INCLEMENT WEATHER:

In the rare event of school closing due to inclement weather, such as a snowstorm, extreme temperatures, or an emergency situation, the local media will be informed. Parents should stay tuned to local news and radio broadcasts for details affecting our school.

BREAKFAST AND LUNCH PROGRAM:

All students qualify for free breakfast and lunch. If you wish to send a lunch make sure it does not need to be refrigerated or heated up. Please do not send candy and sugary treats to school.

Celebrations for birthdays or other such important dates will not be allowed in the cafeteria or during instructional time. This is done for several reasons:

- **To protect instructional time**
- **For the health and safety of our students**, precautions must be used in regards to what we allow students to eat. There are specific requirements by the Health Department regarding the preparation and serving of food to children. (We are regulated and monitored by the Health Department.)
- Many students are made to feel left out.
- Teachers are permitted 2 celebrations events per school year; birthdays of individual students are not these two celebrations. Teachers will plan for the last school day before Winter Break and the last day of the school year for these two celebrations.

BUS INFORMATION:

Bus assignments are done through the District's transportation department. If you have questions regarding transportation, please contact 216-838-0955.

ELECTRONIC DEVICES:

Students are not permitted to bring toys or electronic devices such as iPods and Game Boys to school. If any of these items are confiscated (after the day begins) they will be held per the procedures outlined in the Student Code of Conduct.

CELL PHONES:

Per board policy, cell phones may only be used as follows:

- *As authorized by the teacher for INSTRUCTIONAL use*
- *Before or after entering school, unless on a school bus*
- *To communicate with immediate family members during a district emergency*
- *To communicate with immediate family as authorized and supervised by a staff member*
- *Per IEPs, 504s, or Health Plan*

*Cell Phones may **NOT be used** for the following:*

- *To violate any other section of the Student Code of Conduct*
- *To commit a crime*
- *To violate another person's privacy*
- *To take photographs, video or audio of other individuals without explicit authorization from all parties involved.*

Corrective Action:

- *Verbal reminder*
- *Confiscation and return at end of class period*
- *Confiscation by building administration and returned at the end of the school day and written notification to parent/guardian.*
- *Confiscation by building administration, written notification to parent/guardian and safe storage until parent/guardian retrieval.*
- *Chronic violations constitute a level II-R offense and is subject to disciplinary action according to the Student Code of Conduct.*
- *Refusal to surrender a phone or electronic device constitutes a level II-I offense and is subject to disciplinary action according to the Student Code of Conduct.*

CHANGE OF ADDRESS OR TELEPHONE NUMBER:

The school must maintain accurate addresses and telephone numbers in case of emergency. If your address or phone number changes at any time throughout the year, please contact the school office immediately so we may update our records.

VISITOR POLICY:

Here at Adlai Stevenson, we always encourage visitors in our classrooms and hope to see you here on a regular basis, but we must also maintain a safe and instructionally based learning environment for our scholars. With this in mind, all visitors must enter through the front door and report to the front office. In the front office you will be required to sign-in and get a Visitor's Pass. This pass must be affixed to your clothing so that school staff knows you have checked in at the office. The office staff will then notify the classroom teacher of your visit and permit you to proceed. When visiting your student's classes, please realize that our teachers need to give students their undivided attention at all times. Adults will not be allowed to wander the halls of the building or hold conferences with teachers during instructional times; they are expected to go only to the location they informed the office about. Our doors are always open to visitors, but please call ahead of time to schedule conferences with your child's teachers. This will prevent interruptions to instruction and the loss of the valuable learning time of our students. If you call (216) 482-2950 and leave a message, teachers will return your call within 24 hours. Visitors will be asked to stay off cell phones and refrain from interrupting instruction. Regular visitors will be expected to give a 'helping hand' in the classroom as the teacher sees fit. When dropping a student off or picking a student up, you will be asked to stay in the office and the student will be escorted to class or will meet you in the office. This will also protect classroom instruction.

All School visitors will be expected to:

- 1. Sign in and out of the front office.*
- 2. Obtain and wear in a visible area a fully filled out visitor's pass.*
- 3. Declare the location that they are visiting and report directly to that area only and then back to the front office.*
- 4. Prearrange all classroom visits with the teacher prior to the visit.*
- 5. Keep all classroom visits to around 15 minutes. Any visit longer than this will be used as volunteer time, unless prearranged with the teacher, to help with classroom duties.*
- 6. All items dropped off for scholars will be left in the main office and be delivered to the classroom for you.*

7. *All scholars who are checked in late or check out early will be sent to class or called to the office on their own. Adult guardians will remain in the front office.*

Again, this policy is in placed between 9:30 and 4:00 each day. In the morning, if you are planning on staying past 9:30, you must have a prearranged appointment and will be required to sign in at the front office.

This policy has been developed in order to help maintain a safe and instructional focused environment at school each day. Any visitor who does not meet these expectations may be asked to leave school grounds.

CELL PHONES (Adults):

While visiting Adlai Stevenson, please turn off your cell phone. The ring of a cell phone or an interesting phone conversation could be the perfect distraction that could take our students' minds off of learning!

CONFERENCES:

Parent-Teacher conferences are an essential component of a successful education. They provide the necessary link between home and school. Conferences are to be scheduled either by calling the school or by sending a note to your child's teacher. Parent-Teacher conferences must be arranged in advance and they must be scheduled for a time outside of instructional periods.

LOST AND FOUND:

Please label your children's belongings with their first and last name. Check with the office or your child's teacher immediately if your child is missing items. Do not send expensive items to school, as lost or stolen items may not be found.

TELEPHONE USE:

Telephones are for school business only. They are not to be used by students except in an extreme emergency. Students may not use phones to call home for homework, lunch, etc. We do realize that emergencies may arise which require you to call and speak to your child. During the academic day, students will not be called to receive a phone call unless it is for an extreme emergency. We are sure you understand our desire to limit the number of distractions throughout the academic day.

DISMISSAL PROCEDURES:

- *Students in grades PK and K are dismissed at 3:50 when they are signed out with pickup on Jo Ann Street. Bus riders in 1st – 8th grade will be dismissed at 3:50 and car riders and walkers in 1st – 8th grade will be dismissed at 4:00. All 1st – 8th grade students will exit through the front doors.*
- ***If you are picking up children at dismissal time, please line up on Woda Avenue. Do not double park. Also, make sure you leave the designated space for the school buses in front of the building. The Cleveland Police may ticket you if you violate parking procedures. You may also pull into the parking lot and line up to pick up your child. This will help avoid traffic jams and protect the safety of our students. Do not use driveways as turn arounds.***
- *Due to limited space, parents are not permitted to wait for children in the front lobby. Students must exit out the main door.*
- *Please encourage your children to come straight home upon dismissal.*
- ***If you are picking up children, please be prompt!** After 4:10, all students in grades K-3 who have not been picked up will be waiting in the office.*
- ***All parent/guardian(s) are expected to inform their student's teacher on how the student will go home each day. If there ever a change in afternoon transportation method you must provide notice to the teacher in writing. Phone calls or students' word of mouth will not be accepted for safety reasons.***

DAYCARE:

Parents must provide the classroom teacher with information as to:

1. Name of Daycare
2. Telephone Number
3. Address
4. Identify who will pick up the student(s)

Anytime there is a change in daycare transportation the parent or guardian must notify the teacher or school in writing (please include a working phone number in the note).

LATE PICK-UP:

If you pick up your child from the office after dismissal has ended, it will be necessary for you to sign him/her out in the LATE SIGN-OUT book.

INTERIM PROGRESS REPORTS:

Interim Progress Reports will be sent home once per quarter. These Progress Reports will inform you of your child's academic successes and challenges in the middle of each academic quarter.

REPORT CARDS:

Report cards are sent out quarterly. Please look over your child's report card carefully. If there are any questions or concerns, please feel free to schedule a conference with your child's teacher. Report Card Pick-Up is also a good time for you to discuss your child's academic and behavioral progress. These sessions happen twice a year, once for the first marking period, and once for the second marking period. Please plan on attending in order to show your support and commitment to your child's education. During these sessions, you will also have the opportunity to schedule a more formal conference with your child's teacher.

NURSE:

Adlai Stevenson has a part-time nurse only. If you know that your child is ill, please keep him/her at home, and notify the school by telephone of the illness. Germs spread rapidly in a school setting, and we would like to keep our students as healthy as possible. If a child gets sick during the school day, the nurse, when available, will treat him/her and/or contact you. The nurse may feel that it is necessary for you to pick your child up in some instances. For this reason, parents must keep the school office updated with address and phone number changes. Nothing is worse than having a sick child and having to tell him/or her that we were unable to contact a parent!

MEDICATION:

Medication is prohibited from being transported to and/or from school by students. It is against the law to administer medicine to a student unless a doctor's letter of authorization is on file. Students should not carry any over-the-counter or prescription drugs in their possession. If students are using prescribed medication, the adult parent or guardian of the student must transport it and are required to complete the proper forms provided by the office. This includes a signed doctor's statement authorizing the medication. A log will be kept of the administration of medication at school. School staff members are not permitted, by law, to administer non-prescription medication at school. These over the counter medications must be given at home or by the parent/guardian.

Disciplinary Procedures

In order for children to receive a quality education, disruptions and inappropriate behaviors will not be tolerated. We hold very high expectations for our students. Behavior will be a consideration for participation in all special events, rewards and incentives.

***The three expectations that will guide us to a positive year are:
Be Safe, Be Responsible, and Be Respectful!***

We expect the best at all times. A positive school climate consists of:

*RESPECT
TOLERANCE
DIGNITY
SELF-DISCIPLINE
RESPONSIBILITY
PRIDE
COOPERATION
FRIENDSHIP
ACCOUNTABILITY
UNDERSTANDING
UNITY*

All students must follow the rules of the school as outlined in the *CMUSD Student Code of Conduct*. Each teacher will have their own individual classroom management plan and procedures. Repeated violations of the classroom plan may result in a referral to administration.

OFFICE REFERRALS:

School staff members may fill out office referrals for any infractions that disrupt the education of children or interrupt instructional time. Administration will handle all office referrals on an individual basis. Some problems can be settled simply by speaking to the child, allowing for a time out away from the classroom, assigning a writing assignment or an after school detention. Other problems may require a telephone call or a parent conference. Consequences for severe or consistent problems may be handled with an Intervention, Intent to Suspend or Suspension.

AFTER SCHOOL DETENTION:

Students may be assigned an after school detention by the Principal or teacher for various reasons. If your child receives an after school detention, a notice will be sent home to notify you. Your child will be required to return the notice to the office the following day. Siblings are not permitted to wait for students who are serving detention. If your child receives an after school detention, he/she will not be permitted to leave school until 4:30. If you do not feel comfortable with your child coming home alone, it will be necessary for you to make arrangements for someone to pick him or her up promptly at 4:30.

INTENT TO SUSPEND:

An Intent to Suspend is a written warning informing children of the particular rule they have violated. An Intent to Suspend typically is given as a final warning before a formal suspension. This form must always be signed by a parent and returned to school. Sometimes the Intent to Suspend asks for the parent to return with the child. Again, the Intent to Suspend is a written warning, not a formal suspension. If an infraction is severe, or an Intent to Suspend has already been written for the same offense, a Suspension will be issued.

SUSPENSION:

If a student is consistently or flagrantly disruptive, disrespectful, or otherwise commits a Level I, II, III or IV offense a Suspension can be issued. As stated above, Level I, II, III, and IV offenses are defined in the Cleveland Municipal Schools' Student Code of Conduct. When a Suspension is issued, assigned work will be given to the student to complete at home during the designated suspension period. The Principal will determine the number of days. Parents will be notified immediately once a Suspension has been issued. During the Suspension period, it is unlawful for the student to enter the school building or be on the streets during school hours. The Cleveland Municipal School District's Department of Safety and Security will be called to remove the student on the basis of trespassing.

FIGHTING:

Fighting is strictly prohibited and it will not be tolerated. Students should always seek adult help rather than resorting to violence. Fighting is a Level II offense, and it may result in a suspension of up to five school days.

PBIS:

Here at Adlai Stevenson we believe that we must be proactive in helping our students make wise choices. Just as we must teach Reading, Math, Science and Social Studies, we must also teach behavior. Specific expectations and procedures have been established throughout the school, and include things such as how to walk in the hallways, how to behave in the cafeteria, and what voice levels to use.

With this in mind, we also believe that we must encourage our students to make wise choices and have created systems to do this. Each classroom has a behavior plan that allows students to move up or down based off of student behaviors. This allows students who are making good choices to be recognized and students who have made a mistake the ability to correct it. We also have a school wide caught being good tickets that students can earn by making good choices and are used for weekly drawing for prizes. Finally, we will have periodic celebrations for classrooms and students who go above and beyond what is expected. These can include field trips for students with good attendance, class parties for rooms with the best behavior, etc.

These programs and policies are meant to help encourage our boys and girls to be their very best each and every day and will hopefully all us to avoid high rates of disciplinary issues. If you would like to support these efforts in any way please do not hesitate to contact the school.

Rules/Expectations for Common Areas

Area / Rule	Safety	Responsibility	Respect
Cafeteria	<ul style="list-style-type: none"> • Walk at all times. • Stay in your seat. • Use proper table manners. • No horseplay. 	<ul style="list-style-type: none"> • Wait in line patiently. • All food and drink stays in cafeteria. • Stay seated until you are excused. • Must have pass to leave lunchroom or enter tardy. • Follow adult directions. 	<ul style="list-style-type: none"> • Use good manners. • Clean up your area. • Wait patiently to be served. • Use a quiet voice. • Be polite to those serving you. • Respect all staff members at all times.
Gym	<ul style="list-style-type: none"> • Sit properly. • Use equipment properly. • No food, drink, or gum in gym. • No horseplay. 	<ul style="list-style-type: none"> • Show good sportsmanship. • Return equipment to designated area. • Bring proper gym attire. • Follow adult directions. 	<ul style="list-style-type: none"> • Be a team player, encourage others. • Use positive language. • Respect all staff members at all times.
Assemblies/ Special Events	<ul style="list-style-type: none"> • Sit quietly during presentation. • Wait for dismissal instructions. • Keep hands and feet to self. • No horseplay. 	<ul style="list-style-type: none"> • Focus on presentation. • Follow adult directions. 	<ul style="list-style-type: none"> • Listen responsibly. • Applaud appropriately. • Respect all staff members at all times.
Media Center and Computer Lab	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Use chairs and tables appropriately. • Move safely and silently. • Get adult help for accidents. • No horseplay. 	<ul style="list-style-type: none"> • Return materials to proper places on time. • Use internet appropriately, print only what's needed. • No food, drink, or gum. • Follow adult directions. 	<ul style="list-style-type: none"> • Use kind words and actions. • Respect property, yours and others'. • Respect all staff at all times. • Leave your space clean. • Honor personal space.
Hallways	<ul style="list-style-type: none"> • Walk at all times. • Keep hands and feet to yourself. • Move to class on time. • No horseplay. 	<ul style="list-style-type: none"> • No food, drink, or gum. • Use drinking fountains appropriately. 	<ul style="list-style-type: none"> • Use kind words and actions. • Respect property, yours and others'. • Respect all staff at all times.
Office	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Use chairs and tables appropriately. • No horseplay. 	<ul style="list-style-type: none"> • State your purpose politely. • Wait silently to be addressed. • Obtain permission to use phone. • No food, drink, or gum. 	<ul style="list-style-type: none"> • Use kind words and actions. • Keep hands and feet to yourself. • Respect property.
Bathrooms	<ul style="list-style-type: none"> • Keep water in sink. • Wash hands. • Put towels in garbage. • No horseplay. • Get adult help for accidents. • Move safely. 	<ul style="list-style-type: none"> • Flush toilets. • Inform adults of vandalism. 	<ul style="list-style-type: none"> • Give people privacy. • Respect property, yours and others'. • No writing utensils in restroom. • Respect all staff at all times.
Walkers	<ul style="list-style-type: none"> • Walk safely. • No loitering. • Cross with crossing guard. • Only students picking up kindergarten siblings are permitted in elementary dismissal area. • No horseplay. 	<ul style="list-style-type: none"> • Pick up litter. • Follow adult directions. 	<ul style="list-style-type: none"> • Use kind words and actions. • Respect property, yours and others'. • Respect all staff at all times.
Bus Area	<ul style="list-style-type: none"> • Do not block front doors. • Wait in assigned area. • Do not use water fountain. • Keep hands and feet to self. • No horseplay. 	<ul style="list-style-type: none"> • Wait in line patiently. • No food, drink, or gum. • Pick up liter. • Follow adult directions. 	<ul style="list-style-type: none"> • Use kind words and actions. • Honor personal space. • Keep hands and feet to yourself. • Respect all staff at all times. • Speak in conversational tones.

Summary

We strive to educate students to meet their highest potential. Every child has greatness within their self, and we do our best to bring that greatness to the surface. With the support of a nurturing school family, caring parents and an uplifting community, I look forward to celebrating your child's successes throughout the school year.

I have tried to include the most important information you will need within this handbook. I certainly hope it will be a useful reference throughout the year. Occasionally, I will send home letters to tell you about new programs, policies and special events. Our door is always open, and we welcome visitors and volunteers with open arms. Here's to another successful year!

Sincerely,

*Mr. Chris Wyland,
Principal*