Chicago World Language Academy

Student and Parent Handbook

2023-2024



1340 W. Harrison

Chicago, IL 60607

773-534-7000

www.chicagoworldlanguageacademy.cps.edu

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SCHOOL OVERVIEW

Dear Parents and Students,
We welcome our returning and new students to Chicago World Language Academy (CWLA). We are excited for this new school year! This school has a long history of serving Chicago Public School students.

Chicago World Language Academy (formerly Andrew Jackson Elementary School, Andrew Jackson Language Academy) opened its doors in 1894 to serve the children from the crowded community surrounding the Polk Street Station which was a major point of entry for immigrants coming into Chicago. It was one of the first public schools in Chicago to open a kindergarten for young children. Today it is located on a fenced, landscaped block in the near-west side.

In 1981, Chicago World Language Academy became a magnet school with a focus on the instruction of world languages. Students in Kindergarten through 8th grade study Chinese, French, Italian, Japanese, and Spanish. In 1988, a new building was constructed and provides modern grade level and world language classrooms, a gymnasium, a library with over 15,000 books, a computer lab, a science lab and green house, and rooms for the fine arts. A large fenced area is used for play, athletics, math & science investigations, reading, world language activities, and gardening activities.

Students from surrounding neighborhoods and other Chicago areas attend our school. Our student population reflects the very diverse population of Chicago and is proud to display throughout the school the accomplishments and talents of our students during their years at Chicago World Language Academy.

In April 2021, the Local School Council unanimously voted to change the name of the school to better represent the school's mission and vision. In August 2021, a renaming ceremony was held to celebrate the school's new name: **Chicago World Language Academy.**

At Chicago World Language Academy, we are working toward creating a community that encompasses the vision and mission of our school and moves students on to college and career readiness.

Our VISION is….

- Everyone learns, grows, and thrives according to his or her own talents and intellectual abilities.
- Teachers instruct students with disabilities in the least restrictive environment.
- We encourage students to emulate the caring, respect, and courtesy modeled by our staff.
- We all find time for laughter, play, exercise, and reflection.

Our MISSION is …….

- For the entire school community to be teachers and learners.
- To create a safe environment that embraces individuality and celebrates diversity.
- To create global citizens by providing exemplary instruction and exposure to World Language.
- To find time for laughter, play, exercise, and reflection.

It is our hope that this handbook will assist you with the questions and concerns you will have throughout the school year. Please keep it close by as a handy reference and feel free to reach out with questions.

We look forward to a wonderful and rewarding year ahead.

Sincerely,

Dr. Marilou Rebolledo, Principal

LEADERSHIP

LOCAL SCHOOL COUNCIL

The Chicago World Language Academy Local School Council plays an important role in making decisions at the school level. The meetings are held every third or fourth Monday of the month at 4:30 PM in the library. Dates are posted on our calendar and website https://www.chicagoworldlanguageacademy.cps.edu/ and announced via School Updates.

The Local School Council representatives are as follows:

Principal: *Marilou S. Rebolledo*
Teacher and Staff representatives*: Margaret Kempster (Secretary, FOIA), Kevin Lynch, Randi McManus*
Parent Representatives: *Wendy Curz (Vice-Chairperson), Danielle Dewalt (Sgt. of Arms), Juan Gonzalez (Secretary), Anna Seledon, Daryl Seaton (Chairperson), TBD*
Community representatives: *Virgil Nita*
Student Representative Elementary School: Jounei Spencer

LSC Meeting Dates: The Agenda will be posted 48 hours in advance of the meeting. ***all meetings at 4:30 PM**

August 28, 2023
September 18, 2023
October 16, 2023
November 27, 2023
January 22, 2024
February 26, 2024
March 18, 2024
April 22, 2024
May 20, 2024

BILINGUAL ADVISORY COMMITTEE

The Bilingual Advisory Committee (BAC) provides supports and resources for bilingual and English language learners and families. Meetings occur quarterly and are facilitated by our BAC coordinator, Mr. Gallagher, who also provides updates to the LSC.

FRIENDS OF CWLA (FoCWLA)

The Friends of Chicago World Language Academy meets on a monthly basis. The meetings are held every first Wednesday of the month at 4:30 PM. Active participation of our parents helps to make this a strong school. Parents become involved with raising funds and planning activities to support the students and the school. You are needed. You will be able to meet other parents. You will become involved with making decisions which will affect your child and our school. A list of the Friends of CWLA Officers and meeting dates can be found below:

2023-2024 Parents Council Officers

President - Anna Seledon
Vice-President - TBD
Communications - Mayra Maldonado
Secretary - TBD
Treasurer - April Vega

Friends of CWLA Meeting Dates:
***All meetings are scheduled at 4:30 PM.*
September 6
October 4
November 1
December 6
January 10
February 7
March 6
April 3
May 1

SCHOOL STAFF ORGANIZATION

Marilou Rebolledo, Principal - msrebolledo@cps.edu
Assistant Principal - in process
Megan Kordas, Counselor -mkordas@cps.edu
Maggie Kempster, Clerk - mkmoradi@cps.edu
Marcos Hernandez, Case Manager - mghernandez10@cps.edu
Peggy Burger, Community Rep. – pburger@cps.edu
Ryan Dougherty, Engineer - rdougherty@cps.edu
Norberto Gonzalez, Lunchroom Manager - ngonzalez75@cps.edu

GRADE LEVEL/ SUBJECT/ DEPARTMENT	ROOM NUMBER	NAME	EMAIL
Kindergarten	101	Heather Jones	hmjones@cps.edu
Kindergarten /ESL	102	Audrey Zidzik	azidzik2@cps.edu
1st Grade/ESL	200	Ariel Kiken	afkiken@cps.edu
1st Grade	202	Monica Price	mnprice@cps.edu
2nd Grade/ESL	208	Kelsey Nelson	knelson42@cps.edu
2nd Grade/ESL	210	Sarah Gayman	sgayman@cps.edu
3rd Grade/ESL	204	Danae Andrewscavage	sdolton-webe@cps.edu
3rd Grade	206	Stephanie Exposito	smjones33@cps.edu
4th Grade/ELA/SS/ ESL	314	Megan Anguiano	mmanguiano@cps.edu
4th Grade Math/Science	316	Kevin Lynch	kalynch2@cps.edu
5th & 6th Grade Science	300	Grace Haines	ghaines1@cps.edu
5th & 6th Grade ELA	301	Nicole Robinson	nrobinson64@cps.edu
5th & 6th Grade Math	302	Ryan Harkins	RHarkins1@cps.edu
5th & 6th Grade Social Studies	304	Jeanne Zoellner-Gonzalez	jmzoellner-gonzal@cps.edu
7th & 8th Grade Science	305	Amy Koonce	acsheppard@cps.edu
7th & 8th Grade Social Studies	307	Sydney Leffingwell	srgreisch1@cps.edu
7th & 8th Grade Math	308	Matthew Casey	mecasey@cps.edu
7th & 8th Grade ELA	312	Nisha Patel	npatel-lordis@cps.edu
Special Education K-8th/ESL	310	Kelli Herlitz	kherlitz@cps.edu
Special Education, K-8th/ESL	309	Ashley Nelson	alnelson2@cps.edu
Special Education, K-8th	310	Amy Ackerman	abackerman@cps.edu
Special Education, K-8th	306	Maggie Sermont	mkservais@cps.edu
Physical Education	114	Joshua Vabro	jvabro@cps.edu

Art	116	Regina Lee	RFMilliner-l@cps.edu
Music Theater/ Reading Interventionist	112	Britta Schlicht	blschlicht@cps.edu
Library / Media	205	Randi McManus	rjmcmanus@cps.edu
Chinese	214	Julie Bracy	cchang3@cps.edu
French	207	Amelia Augustine	aaugustine@cps.edu
Japanese	216	Michio Okamura	mokamura@cps.edu
Spanish II	218	Kamalich Colon	kcolon@cps.edu
Spanish I	209	Mayra Zavala	in progress
ELL Coordinator/ Bilingual Spanish/ESL	303	Michael Gallagher	mfgallagher@cps.edu
PSRP/SECA	Shardon Anderson - sanderson40@cps.edu Lorraine Delaney - ladelaney@cps.edu Malani Hughes - mlhughes6@cps.edu Latoya Montgomery - lmontgomery17@cps.edu		Andrew Cliatt - acliatt@cps.edu Jake Garcia - jagarcia152@cps.edu Enes Lam - exlam@cps.edu
Clinicians	Kayla Paye (Occupational Therapist) - kortega38@cps.edu Joycie McCoy (Nurse) - jamccoy@cps.edu Amanda D'Astice (Speech Pathologist) - ajdastice@cps.edu Akila Sachdev (Social Worker) - adramaswamy@cps.edu Craig Miroballi (Psychologist) - camiroballi@cps.edu Shacara Wolfe (Licensed Practical Nurse) - slwolfe@cps.edu		
Recess /Lunch Supervisors	RAS Area Manager - Chantial Sims - chantial.sims@rightatschool.com Program Manager: Kayla Notree - notreekayla@gmail.com Supervisors: Katrina Williams, Erienne Jefferson, Lakisha Williams		
Support Personnel	Barbie Nevlis, Veronica O'Malley, Ragini Jha, Kari-Anne Adcock, Rose Kresser		
Lunchroom	Ruben Alicea		
Custodians	Desiree Webster, Eric Allen, Ana Garcia, Michael Hardy		
School Security	Rahmaan Morgan		
Student Teachers	Samantha Camacho - Kindergarten with Ms. Jones Karina Sanchez-Ortiz - 2nd grade with Ms. Nelson Rachel Ashley - 2nd grade with Ms. Gayman Michelle Mota-Salas - 3rd grade with Ms. Andrewscavage Jack Davidek - 5th/6th SS with Jeanne Zoellner- Gonzalez		

POLICIES AND PROCEDURES

ABSENCES & ILLNESS - *CWLA Attendance Plan*

CWLA is required to contact you via an automated system or live call from school to inform you of a child's absence from school after every absence. **Parents/guardians need to notify the school if their child will be absent.** The phone number to call is 773-534-7000. When calling the school, please provide the following information: child's name, parent/guardian caller name, date of absence, reason for absence, and bus route number if applicable. The CPS *CWLA Attendance Plan* and policy indicates that students must bring a note after every absence (even if you call the school) signed by their parent indicating the date(s) and reason for absence. **Emails are not a valid form of communication. If a school receives an email from a parent/guardian providing a reason for absence, then the school must still call the family.** If we do not receive a written note, the absence is recorded as unexcused in the Attendance Book. Email or electronic messages are not acceptable.

CPS and the Illinois State Board of Education requires that absences by students are indicated as **EXCUSED** OR **UNEXCUSED**. The categorization of absences are below:

Excused Absence	Student illness Observance of a religious holiday Death in the immediate family Family emergency with explanation Circumstances which cause reasonable concern for the student's safety or health; determined by principal/designee on a case by case basis Other situations beyond the control of the student
Unexcused Absence	No reason provided State criteria not met; is not one of the listed EXCUSED reasons for absence.

****Family communication that qualifies for excused absence status must meet one of the valid causes for absence listed on the chart.*

Please keep your child at home if he/she is running a temperature, develops a rash, vomits, has lice, a bad cough, cold, and other communicable diseases. We understand sick children need to be at home to protect everyone from exposure to their illness and for the child to recover. Conditions such as pinkeye, rashes, strep throat, or headache need to be reported to the office immediately. State law requires students and families to be notified that this condition exists. Valid cause for absence include illness, observance of a religious holiday, death in the immediate family, circumstances which cause reasonable concern to the parent or legal guardian for the safety / health of the student, and other situations beyond the control of the student. Please note that vacations (i.e. trips to Disneyland, skip trips) are unexcused.

Children who become sick during school hours will remain in the office and parents will be called to pick the child up. It is most important to have a direct line to you so you will be aware of the illness and pick up your child immediately.

ATTENDANCE

Daily attendance is expected. Please see our Attendance Policy. The attendance for the school year is 176 days as follows:

- 1st Quarter – 42 days
- 2nd Quarter – 36 days
- 3rd Quarter – 52 days
- 4th Quarter – 46 days

AUXILIARY CLASSES

Art, World Languages, Gym, Media Library Technology, and Music Theater are auxiliary classes. Questions, concerns, etc. are to be handled by those teachers. Please direct comments and questions to the appropriate staff member.

BOOKS

Books must be covered and protected from damage or loss. Each student is responsible for the care and protection of books and will be required to reimburse the school for loss or damage beyond normal wear and usage of the book. Report cards and/or transfers will not be issued until all debts are paid in full.

CALENDAR

The CPS Calendar provides important dates including non-student attendance. Our school calendar is available via our website and provides school important events, fundraising, etc. Please visit our school website for more information: www.chicagoworldlanguageacademy.cps.edu.

CAR RIDER DROP-OFF & PICK-UP

Our *Entry & Dismissal Procedures* provides detailed information regarding morning drop-off and afternoon pick-up. Morning car rider drop-off is on the south side of Congress Parkway. Our Dads Club and parent volunteers assist your child as they exit your vehicle. Children should have their belongings and be ready for drop off. Please do not get out of your vehicle to assist your child with their belongings or leave your vehicle unattended or double park. This is for the safety of our children. Afternoon dismissal & car rider pick-up is on the south side of Congress Parkway east. CWLA staff is assigned to assist your child in entering your vehicle. Please use the crosswalk when picking up your child if you are parked elsewhere. **Please note that driving through the staff parking lot is not permitted.** This is for the safety of everyone. Motorists can be ticketed.

CELL PHONES

(Including Smart Watches/Apple Watches)

Students who are dropped off and picked up by parents/guardians do not need to bring a cell phone. We recognize that cell phones (and/or devices that make phone calls) have become a common tool for communication and an overall resource for acquiring information. However, they have also become a major distraction to the learning environment and are vulnerable to theft. It is our preference that you allow your student to bring a cell phone **only if necessary**. Parent permission to bring a phone and student acknowledgement of our usage policy must be on file in the school office. **Students who carry a cell phone/smart watch must adhere to the policy listed below.**

If emergencies arise during the school day, parents will be contacted by the school. If the child feels that they need to contact their parent/s during school hours, they may request permission from their teacher to do so and use a school phone to make the call. Likewise, if a parent needs to contact the school or speak with their child in the event of an emergency during school hours, parents may call the school's main line at 773-534-7000.

Students are responsible for all material on cell phones (images, pictures, video, text messages, audio messages, songs, etc.). Students may receive disciplinary action for possession of inappropriate content on cell phones or other electronic devices.

Please note that the school will not be responsible for any lost or damaged phone/smart watch. Please also note the following.

- Cell phones/smart watch must be authorized by the principal.
- The phone/smart watch must be **turned off** while on the bus or on school property.
- The phone/smart watch must be placed in a Ziploc bag with the student's name, given to the teacher at the beginning of the day to be stored in a locked cabinet and will be returned at the end of the day during dismissal.
- Parent/ guardian will be notified and disciplinary action will be taken if this policy is violated.
  - *1st infraction: Student will have cell phone/smartwatch taken away until a parent can come to school to retrieve it.*
  - *2nd infraction: Student will no longer be allowed to bring cell phone/smart watch to school.*
- The use /possession of a cell phone/smart watch contrary to school policy is a violation of the CPS Student Code of Conduct. Infractions will result in consequences according to the SCC.

COMMUNICATION

A weekly newsletter is sent out electronically by the principal. The newsletter contains important school information and school updates. Please read it carefully. You may also visit our website www.chicagoworldlanguageacademy.cps.edu for additional school information. Teacher pages with specific classroom information, events, etc. can also be found on our website.

Teachers often send out classroom letters to communicate class updates, request for special event volunteers, and inform student progress. The Local School Council, Friends of CWLA, and Room Parents and its committees often send out flyers pertaining to school events, meeting agenda, volunteering, and fundraising opportunities. All communication is authorized by the principal. Please remind your child to bring home and share all school communication.

FIRST AID

In the case of an accident on the school grounds, first aid will be administered. In the case of a serious injury or a bus accident, a parent or person designated by the parent will be contacted and the children will be taken to a hospital by ambulance. CURRENT EMERGENCY NUMBERS are necessary to properly administer this program. School staff cannot administer medication without doctor's orders and the necessary forms on file with the school nurse.

FORMS

Acknowledgement of Receipt of the Student Code of Conduct –Please review the SCC with your child and submit the first page of the booklet signed by both student and parent/guardian.

Application –Students who wish to attend CWLA must complete an application. Applications are available online at www.go.cps.edu. You may also mail applications to: Office of Access and Enrollment, ATTN: Standard Elementary School Application, 42 W. Madison Street Garden Level Chicago, IL 60602. The deadline for submission is usually in mid-December. There is no testing required and students are selected via computerized lottery.

Cell Phone (Including Smart Watches/Apple Watches) –Students who carry a cell phone must adhere to the policy listed on the CWLA Cell Phone Policy and Authorization. Cell phones may be brought to school only if the parent/s signs the acknowledgement page of this CWLA School Handbook and file the form in the office. All phones must be turned off while on the school property. Disciplinary action will be taken if the policy is violated (see cell phone policy). CWLA staff is not responsible for lost phones.

Dental/School Based Oral Health—Kindergarten students are required to have a dental examination by a dentist before entry to Kindergarten, as well as during 2nd and 6th grade.

Digital Safety – Chicago World Language Academy supports the rights of students and staff to have reasonable access, in school, to various information formats and believes it is crucial for students and staff to use this educational advantage in an appropriate and responsible manner. Students who bring and technology devices must abide by the policies set forth (see Digital Safety Policy). CWLA staff is not responsible for the safe keeping of eBook Readers. Please read student responsibilities and permission listed on the form attached. Disciplinary action will be taken if the policy is violated.

Emergency –All students must have the most current emergency form on file. These include names of parents/guardians, address, and phone number. Parents need to notify the school immediately of any changes of address, telephone numbers, medical, or domestic updates and other information. This is for your child's SAFETY!

Family Income Information - Please complete this form that you receive at the beginning of the school year. This form is used to determine the allocation of funds to our school. Each form must be signed.

Media Consent —Students must have a media consent form signed by their parent/guardian in order to be photographed, filmed, or videotaped by CPS. Media Consent forms are distributed at the beginning of each school year.

Medical Information—CPS requires students to complete the Student Medical Information form. Students in grades Kindergarten and 6th are required to submit the Health/Physical form before entry to grade level. This is also required for any student entering CPS for the first time at any grade level.

Vision Information—CPS requires students to have a vision examination before entering kindergarten or if entering CPS for the first time at any grade level

INJURIES

Students recuperating from an injury can return to school with a doctor's note. Students who are injured or on crutches, with casts, slings, wraps, etc. can request accommodations such as elevator passes, exemption from recess or gym, and other academic considerations only with a doctor's note specifying the length of recuperation and what temporary accommodations are needed.

LUNCH & RECESS

Students have a 45 minute recess and lunch period daily (K-5th grade will have an additional 10 minutes of recess). Students are supervised by a recess supervisor during recess. Students have designated outdoor and indoor recess areas. Students are required to wear gym/rubber soles daily. During inclement weather, recess is held indoors in the classroom, library, or gym. Recess rules are outlined in our Positive Behavior Intervention Supports matrix. Students are expected to follow the rules for their own safety and the safety of those around them.

"Home" lunch students should be able to open all containers by themselves. Lunch should be nutritious. Glass or breakable containers are not permitted. Note that food deliveries of any kind are not permitted. If students forget their lunch, the school lunch is available for all students at no cost. The daily lunch menu is posted in the cafeteria and on our school's website www.chicagoworldlanguageacademy.cps.edu. Menus are available at: http://cps.edu/About_CPS/Departments/Pages/MealMenu.aspx.

The recess and lunch schedule and expectations can be found below:

Lunch/Recess			
	Recess		Lunch
10:00-10:20	K/1		Lunch
10:25-10:45	5/6	10:25-10:45	K/1
10:50-11:10	2/3	10:50-11:10	5/6
11:25-11:45	7/8	11:15-11:35	2/3
11:50-12:10	4th	11:50-12:10	7/8
		12:15-12:35	4th

Teachers bring down students at their designated stairwell for lunch and recess at the assigned time. Teachers pick up their students at the assigned time. Everyone's assistance is greatly appreciated in helping with a smooth, quiet, and safe transition.

Please review and practice the expectations for lunchroom and recess as outlined in the PBIS matrix specifically:

- Students will sanitize / wash their hands prior to entering the cafeteria.
- Students will sit at their assigned tables throughout the lunch period.
- Students will not access their book bag during lunch.
- Students will not share food.
- Students will be given a 5 minute warning before the end of their lunch period.
- Students will clean up after themselves.
- Students will listen to and follow the supervisor's directions.

LUNCH FEES

CPS through the Community Eligibility Provision (CEP) program will be able to provide students with breakfast and lunch at no cost for this school year. In order to qualify for this opportunity, all parents have to complete a form. ***Please complete the Family Income Information form that you will be receiving at the beginning of the school year. Each form must be signed. If your family income exceeds listed guidelines, mark the form N.A. (not applicable), sign, and send the form to school.***

MAIN OFFICE

Office hours are 7:15 AM – 2:00 PM and 3:00-3:15 PM or by appointment (no office entry during dismissal process from 2:00-3:00 PM). The office accepts phone calls. The phone number is 773-534-7000. The clerk is available to take brief messages. It is recommended that communication to teachers be sent via note.

MEDICAL CONDITIONS

A form will be sent home with students to be filled out by parents to inform the school of any allergies or medical conditions the school should be aware of. It is very important to complete these forms or inform the school when a condition presents itself. All information is confidential. The school seeks to work with the student so that there is no interruption in their education.

MEDICATIONS

Medications may only be brought to school if you have completed the necessary paperwork with the school nurse. Medications include cough drops and lip balms.

MONEY

Children do not need money at school unless it is for a field trip or special project. When parents do send money to school: the money should be the exact amount asked for. Money needs to be in a sealed envelope with the child's name clearly marked, and purpose of money *(Example: John Smith $75 for student fee).* Money to cover other fees (lunch, library books, etc.) larger than $20 should be brought by parents. Any amount over $10 needs to be receipted by the office and should be brought to the office.

STUDENT FEES

Student fees are collected annually to cover costs of classroom consumable materials and various fees for services used by your child in his/her classroom. Click here for our Student Fee letter for the 2023-24 school year. The student fee is $75 per student with a cap of $225 per family. This helps to defray costs of consumable materials we use throughout the year. The items covered include:

- Classroom consumables
- World Language materials
- Arts materials
- Copier maintenance fee
- Technology access fee
- School Newspaper
- Assignment notebook

You can pay online via Jet Pay and click on the "Make a one-time payment" link. You will need to enter your child's name, student ID, and your name. You will then click on Student Fees and scroll down to Student Fee $75. Watch this video for more information. You can also submit cash or money orders payable to Chicago World Language Academy when dropping off your forms. Please contact Ms. Kempster mkmoradi@cps.edu if you have student fee questions or need a waiver.

STUDENT FIELD TRIPS

Money brought in for field trips should be given to the teacher in a sealed envelope upon which is written the student's name, the teacher's name, the amount, and for what the money is intended. Please do not allow students to bring money to school other than for the reasons stated above. The school cannot assume responsibility for misplaced or stolen money.

All field trips are aligned with standards and curriculum. A signed permission slip for students and parent volunteers must be returned to the teacher at the due date indicated on the form. If the form is not completed or turned in on time, students will be unable to attend the trip.

POSITIVE BEHAVIOR INTERVENTION SYSTEMS

SCHOOL-WIDE PBIS MATRIX

CWLA utilizes the school-wide behavior matrix (see below) which focuses on respectful, responsible, and safe behaviors.

	Be Respectful	**Be Responsible**	**Be Safe**
Entry	• Use kind words and greetings (Good Morning!) • Follow entry supervisors directions • Speak using a Volume Level 2	• Arrive on time • Report to your designated area • Line up at the 1st bell	• Keep hands and feet to yourself • Hold and/or pass the door • Stay in line and walk at all times

Dismissal	• Use kind words and greetings (Good Bye!) • Follow dismissal supervisors directions • Speak using a Volume Level 2	• Pack up all necessary belongings (NO RE-ENTRY) • Exit promptly when your assigned group is announced	• Keep hands and feet to yourself • Hold and/or pass the door • Stay in line and walk at all times
Bathroom	• Keep bathrooms clean (flush toilet, wash hands, dispose of paper towels in the wastebasket) • Use a Volume Level 0	• Report maintenance issues to your teacher • Leave all school materials and supplies outside of the bathroom • Leave as soon as you are done	• Keep hands and feet to yourself • Do not climb over or under stalls or on equipment • Use soap and water over the sink
Recess	• Use good sportsmanship (Good Game!, take turns, encourage participation, share the courts) • Respect and follow the rules of the game that have been put into place • Follow recess monitor's directions	• When whistle blows move into line in an orderly fashion • Report injuries to recess supervisor immediately • Return equipment to assigned equipment managers	• Keep hands and feet to yourself • Use school equipment only, and only as it is intended • Walk to and stay in designated area
Cafeteria	• Follow lunchroom supervisors directions • Speak using an indoor voice • Use kind words such as please and thank you.	• Stay seated in your assigned seat • Keep food on your trays and keep your area clean with only one trip to the garbage can • Push in your chair	• Keep hands and feet to yourself • Don't share food • Stay in line and walk at all times
Hallways	• Walk silently • Look at, but don't touch, displays and bulletin boards • Excuse oneself for accidentally bumping into someone	• Remain with your class • Take the most direct route when moving through the hallways • Move into line in an orderly fashion	• Keep hands and feet to yourself • Stay in line and walk at all times • Ascend and Descend stairs holding the railing and using soft footsteps
Assemblies	• Follow directions of teachers and presenters • Volume 0 during the performance • Eyes on the speaker	• Enter and exit on time • Sit only in assigned seats or as directed by your teachers • Participate in an appropriate manner (clapping, raising hands, listening quietly)	• Keep hands and feet to yourself • Stay in line when entering and exiting and walk at all times • Use stairs when entering and exiting the bleachers
Emergency	• Use a Volume Level 0 • Focus, look and listen to adult supervisors' directions	• Ask for help when needed • Remain in designated area • Help others when asked	• Keep hands and feet to yourself • Stay in line when entering and exiting and walk at all times • Ascend and Descend stairs holding the railing and using soft footsteps

BEHAVIOR EXPECTATIONS

CWLA utilizes the school-wide Positive Behavior Intervention Supports (PBIS) matrix which outlines respectful, responsible, and safe behaviors. Additionally, teachers create systems in the classroom to promote a positive learning environment. School rules are discussed and practiced beginning on the first day of class utilizing our Positive Behavior Intervention Supports matrix, 7 Habits, Calm Classroom, Second Step, and other social emotional learning resources.

Students are expected to be on their best behavior in school. We believe that success in the future is dependent upon social emotional learning skills such as self-management, self-awareness, social awareness, relationship skills, and responsible decision-making. Our goal is for our students to learn and practice skills so that they are able to make positive choices. We will work individually with students so that they can plan a course of action that will result in positive outcomes.

STUDENT RIGHTS AND RESPONSIBILITIES

The Student Bill of Rights was established to elevate and celebrate the fundamental freedoms and protections every CPS student has and that everyone in our schools must respect. It includes declaration of student freedoms and protections. It is to be published in CPS Student Code of Conduct and illustrates alignment of District policies with human rights documents (for example, United Nations Convention on the Rights of the Child, Universal Declaration of Human Rights) and contains language accessible to students. For more information, click here.

DISCIPLINE

If an inappropriate behavior occurs, corrective, instructive, and restorative responses are utilized by the teacher in the classroom. Teachers will contact parents if the inappropriate behaviors continue and conduct a teacher-student-parent conference. Thereafter, if the inappropriate behaviors continue, there will be a teacher-student-parent-administration conference. At CWLA, we utilize the CPS Student Code of Conduct to guide our discipline process and procedures.

The CPS Student Code of Conduct (SCC) is distributed the first week of school. The SCC outlines behavior expectations as well as disciplinary actions for inappropriate behaviors. Please review the SCC with your child. The SCC is also available online or click HERE. *If the infraction is repeated and severe (biting, swearing, hitting, fighting, bullying, etc.) students will be sent to the office and proper disciplinary action will be taken immediately per SCC.*

ENTRY AND DISMISSAL PROCEDURES

ENTRY

Everyone should review this *Entry & Dismissal Procedures* that provides policy and procedures for entry/morning drop-off and afternoon dismissal / pick-up. School doors are open at 7:30 AM. Please do not send students prior to 7:30 AM as there is no supervision. This is for the safety of your child. Breakfast is served at 7:30 AM. All students must proceed to their designated breakfast area only when first entering the school building. In order to help keep our students, staff, families and school safe and secure it is very important to adhere to the following entry rules:

We ask parents and all guests to sign in at the security desk at the Congress Parkway entrance upon entering the school building and to proceed to the office to obtain a guest name tag. Please do not enter classrooms without permission or a pass. This is for the safety of all of our children. Students who are tardy must enter through the Congress Parkway door entrance and obtain a Tardy Pass from the security desk before proceeding to their classrooms.

⇒ The Congress Parkway entrance is our security entrance. **EVERYONE enters via the Congress Parkway door.**

⇒ The Harrison Street entrance is for use by teachers, playground supervisors and their students during the regular school day from 7:30 am to 2:45 pm while being supervised and participating in school activities. Only authorized school personnel may use the Harrison Street entrance during scheduled before and after school activities.

⇒ **Student morning drop-off is on Congress Street Parkway for all students.** All bus drop offs are on Congress Parkway. Please do not stop or park along the south side of Congress Parkway and east side of Loomis Street. If you need to park your vehicle, please park on the north side of Congress Parkway and use the crosswalk.

⇒ **Students may enter the building at 7:30 AM. Entrance is at the Congress Parkway door only**. Breakfast is provided for all students from 7:30—7:41 AM. If students do not wish to eat breakfast, they may proceed directly to their designated play areas. **Kindergarten through 2nd grade students** proceed to the playground area on Harrison Street /Loomis Street, **3rd through 5th grade students** proceed to the playground area on Harrison Street/Throop Street, or the art room (K-1) and cafeteria (2-5) during inclement weather. **6th through 8th students** may proceed to the gymnasium daily.

⇒ **Please note that Loomis Street is not an entrance or exit for parents or visitors**. **Parents and visitors must always enter and exit on Congress Parkway**. Thank you to our parents for your assistance in helping supervise the playground areas for our K-5th grade students.

⇒ **Students will hear the first bell at 7:41 AM.** This is the signal for Kindergarten-8th grade students to begin lining up at their designated area ready to proceed to their classrooms.

⇒ **Students will hear the second bell at 7:45 AM.** This is the signal for teachers and students to proceed to their classrooms to begin their instructional day.

⇒ **Students will hear the third bell at 7:55 AM.** This is the signal for the beginning of the 1st period.

***Safety alert: Please note there is no supervision for students before 7:30 AM. Also note that CWLA is located near three major intersections, an expressway, and near medical districts. This is a busy neighborhood. Dropping off your child before 7:30 AM creates serious safety issues for your child. Thank you for your cooperation.*

DISMISSAL

In order to help keep our students, staff, families and school safe and secure it is very important to adhere to the following dismissal rules:

Dismissal begins at 2:35 PM in the order listed below. This will help us expedite our dismissal process and ensure safety protocols are in place. **For your safety, please use the crosswalk at all times when crossing the street.**

DISMISSAL TIME	STUDENT GROUP	DISMISSAL DOOR LOCATION
2:35 PM	Green group: Kindergarten	Congress Street -car riders, private carrier bus Harrison Street - walkers
2:40 PM	All CPS bus students	Throop Street (students exit Harrison door)
2:40 PM	Green group: 1st & 2nd grade students	Congress Street -car riders, private carrier bus Harrison Street - walkers
2:42 PM	Yellow group: 3rd, 4th, 5th grade students	Congress Street -car riders, private carrier bus Harrison Street - walkers
2:44 PM	Orange group: 6th, 7th, 8th grade students	Congress Street -car riders, private carrier bus Harrison Street - walkers
2:45	OST and Right at School students	Cafeteria - Right at School and OST students

⇒ Car riders are dismissed and picked up on Loomis Street. Please do not stop or park on Harrison Street as it is an emergency route. Each year, we have refined and made adjustments based on how best to support the safety of our students. In order to ensure the safety of our students, please follow our car pickup procedures; come at your designated pickup time, always use crosswalks when crossing the street, make sure your child can identify your car, and please be courteous to other drivers when entering the pick-up line. Vehicles that come prior to their pick-up time will be asked to drive around the block following the directions on the map below. Throop Street will run north and south for easy access. **Note that driving through the staff parking lot and making U-turns are not allowed.** It is illegal as well as very dangerous to make a U-turn. We thank you for your support.

⇒ Walkers are dismissed by their teachers at the Harrison Street Door. If parents are not able to pick up the student, the parent MUST notify the teacher or the school office in writing as to who will be picking up the child and that person MUST present current picture identification. Teachers will not release students to unknown parties. This is for the safety of your child.

⇒ Bus students will be dismissed from the classroom as their bus numbers are called. Bus students not taking the bus on a particular day must have parent notification in writing as to who will be picking up the child and that person must present current picture identification. Teachers WILL NOT release students to unknown parties. **IF THE TEACHER OR SCHOOL OFFICE DOES NOT RECEIVE A NOTE, YOUR CHILD WILL BE ON THE BUS.**

⇒ Always use crosswalks when crossing the street. There is a crossing guard at the intersection of Harrison Street and Loomis Street. Please follow their directions when walking or driving. Never walk between buses and cars. Thank you for keeping our children safe.

⇒ Students who wait on the playground for a parent or are not picked up by 2:50 PM will be directed to call their parents from the office and then wait at the Congress Parkway door Security Desk for pick-up. Parents who pick up students on the playground must stay with and supervise their children.

⇒ Please note that there is no supervision available for students afterschool unless participating in after school programming. Right At School is an aftercare program on campus for parents who work or whose schedules prevent them from student pick-up at dismissal time. Please contact Right At School for program and fee information.

⇒ The Congress Parkway door is the school entrance for all visitors. All visitors should **enter and leave the building via the Congress Street Entrance.**

⇒ Students may not join other students in after school activities unless they are signed up for that specific program; i.e. Right At School, OST, Volleyball, Track & Field, Merit Club, etc.

⇒ **ABSOLUTELY NO ITEMS ARE TO BE LEFT IN A DOORWAY TO PROP IT OPEN**. Students may NEVER open an entrance or exit door to let anyone into the building.

The after school car pick-up procedure here at Chicago World Language Academy is successful because of everyone's support. Each year, we have refined and made adjustments based on how best to support the safety of our students. In order to ensure the safety of our students, please follow our car pickup procedures; come at your designated pickup time, always use crosswalks when crossing the street, make sure your child can identify your car, and please be courteous to other drivers when entering the pick-up line. Vehicles that come prior to their pick-up time will be asked to drive around the block following the directions on the map below. Throop Street will run north and south for easy access. **Note that U-turns are not allowed.** It is illegal as well as very dangerous to make a U-turn.

All students must have a written consent if they have any changes in their transportation. Kindly notify the office in writing if there are any changes or updates to your child's transportation. If no written consent is received, students will be dismissed and will be expected to remain in their assigned pick-up location. We thank you for your support in keeping our students safe.

SAFETY, SECURITY, AND EMERGENCY

Emergency Planning and Crisis Codes
Students and staff participate in safety drills and are aware of security procedures and emergency plans. Chicago Public Schools and CWLA utilize the following language codes to alert school occupants in emergency situations: **Evacuation, Lockdown, Shelter-in-Place, and All Clear (ELSA)**. We schedule ELSA practice drills which include fire and bus evacuation, lockdown, and shelter-in-place throughout the school year. We recommend families practice safety drills at home as well. This ELSA system of plain language alert codes ensures that students, visitors, staff, and temporary guest teachers, or re-assigned personnel understand the severity of a situation and the necessary response. Our staff received the Chronic Conditions/Allergen Drill training in response to allergies. Please visit our school website for additional safety and security information.

Safety Drill Information: In compliance with the Illinois Safety Drill Act, schools must conduct seven (7) drills a year:

- Three (3) Evacuation/Fire Drill (at least one completed with the Chicago Fire Dept)
- One (1) Shelter In Place/Severe Weather
- One (1) Law Enforcement/Lockdown (Conducted with Chicago Police Dept or member of the Emergency Management Team)
- One (1) Bus Evacuation
- Two (2) Allergen Drills – This is a Chicago Public Schools Best Practice

Evacuation

- Fire Alarm Sounds or Principal Calls For Evacuation
- Students and Staff evacuate the building and proceed to their Exterior Safe Locations Pre-Designated at the beginning of the school year
- Upon evacuating, students and staff should BE ALERT and carefully assess surroundings to make sure the area is safe from harm
- Attendance should be taken at the Exterior Safe Locations to ensure that all students are accounted for
- Await further instructions from 1st Responders to see if the building is uninhabitable and if so proceed to Alternate Evacuation Site at the Network Chief's Approval

Lockdown

- No one moves unless otherwise announced by the Incident Commander/Principal. All classroom doors and windows are closed and locked. Shades are pulled down if appropriate.
- Incident Commander/Principal must:
    - *Order all exterior doors and windows closed and locked*
    - *Direct students/staff located outside the building to proceed to Alternate Evacuation Site or proceed into the building and head to the Interior Safe Location or Appropriate Classroom.*
- Incident Commander/Principal may allow for classroom movement if appropriate and **ONLY IF SPECIFICALLY ANNOUNCED.** Open campus privileges are canceled for the rest of the day.

Shelter In Place

- Appropriate for threats of tornado or immediate threat in the neighborhood
- Students and staff proceed to the Interior Safe Location pre-designated for the room they are located in at the time the Shelter-in-Place code is called.
- If situation is so dire that it is dangerous for a classroom or area of the building to move to an Interior Safe Location (i.e. gunshots outside of school), teacher/staff should direct students to drop to the floor and seek cover under tables desks counters, etc – staying away from exterior windows until the situation allows them to proceed to the Interior Safe Location

Allergen

All schools should conduct two Allergy Drills during each SY to prepare students and school personnel in the event a student suffers an allergic reaction to food, insect venom sting, medications, latex, etc. Should the need arise, Chicago World Language Academy has created the following list of **Emergency Response Team Members**:

Responsible for Staying with Child	Dr. Rebolledo, Ms. McCoy
Responsible for Calling 911 & staying near phone in case dispatcher calls back	Ms. Kempster
Responsible for Calling Parent(s)	Ms. Kempster
Responsible for Relaying Information to Appropriate Staff Members	Ms. Burger
Responsible for directing emergency responders to the child	Ms. Burger
Responsible for keeping onlookers away	Ms. Burger, Security
Responsible for Administering Epipen	Ms. McCoy
Responsible for Disposing Epipen	Ms. McCoy
Responsible for Following Students(s) to Hospital	Dr. Rebolledo, Ms. Kordas

Emergency Information

A request for an Emergency Contact Information form that contains accurate and updated information on how to contact parents, relatives, or neighbors in case of emergency must be completed the first week of school. This information must be kept up to date.

Change of Information

Parents need to notify the school immediately of any changes of address, telephone numbers, medical, or domestic updates and other information. This is for your child's SAFETY!

Emergency Communications

Parents/guardians should monitor local radio and television news outlets as well as the CPS website www.cps.edu or by calling 773-553-1000 for details related to major emergencies at school. Messages will be posted when it is safe for parents/guardians to proceed to the school to pick up children. CWLA uses the out-calling phone system to communicate with parents when there is an emergency. We also utilize the Parent Directory email database and Blackboard Connect to

communicate important information. Please ensure that your information is up to date. It is important to check your child's book bag each day for important communication from your child's teacher and the school.

Parent Child Reunification

When an emergency occurs in a school, each school follows its predetermined Emergency Plan. At times it may be necessary to move the students to another location in the vicinity of the school. In other instances, the school may go on a Lockdown or Shelter-in-Place which limits movement of people inside and outside of the school building. Most of the time, students will remain in school for the rest of the day following an emergency. This will be done only if it has been determined that the school building is safe. There are times when students may need to be dismissed early or a parent/guardian decides to pick the student up from school early. It is critical for the safety of the students that the staff and parents/guardians follow proper protocol when dismissing a student after an emergency. The guide outlining the Parent Child Reunification plan may be found on our website.

Please note that **Chicago World Language Academy's evacuation site is:**

Whitney Young High School Auditorium
211 S. Laflin
Chicago, IL 60607

Attention: Please keep your student's information up to date. It is very important that we have the correct emergency contact telephone numbers for your child. You may visit the main office to check the information we currently have on record for your child. When there is an emergency we use the out-calling phone system to send messages to you.

TRANSPORTATION

BUS TRANSPORTATION

Bus cards are mailed home indicating your child's pick-up and drop-off location and time. Bus transportation begins the first week of school for 1st-8th grade students and the second week of school for kindergarteners. Please make arrangements to drop off and pick up your child until that time. This allows routes and schedules to be worked out fully by the bus company before your child embarks upon his/her venture.

BUS DROP-OFF & PICK-UP

Bus concerns should be taken up with the office as soon as possible. Buses do not have aides or monitors. Please also note that there is no supervision at bus stop locations. Buses do not wait at the stop. You should arrive 10 minutes prior to your scheduled pick-up time. Please note that at your child's pick up and drop off location, there are other students being picked up to go to other schools. In case of emergency situations, your child needs to know the name of the bus company, his/her bus route number, and the name and address of the pick-up and drop off location. This is for the safety of your child. If you have questions, please contact the Department of Transportation at 773-553-2860. This is for the safety of your child.

BUS RULES

The following are CPS bus rules to ensure the safety of all students abroad.

- Never reach through the window to take an item from a friend.
- Do not put your head or arms out of the windows when on the bus.
- Do not eat or drink on the bus. No object is to be thrown into, out of, or inside the bus.
- Be courteous and obedient to the driver.
- Students must not use obscene language, gestures or gang signs.
- Bullying, fighting, yelling or loud talking is not permitted.
- Students will never use the rear emergency exit except upon the direction of the driver or other competent authority.
- Willful destruction or defacing of school bus or private property surrounding school bus stops is prohibited.
- Students may be dismissed from riding the bus if the bus policy is violated.

The school conducts a safe bus evacuation drill at the beginning of the school year which your child will participate in. Please visit the CPS Safety site for more information:
https://www.cps.edu/services-and-supports/student-safety-and-security/

CAR RIDER DROP-OFF & PICK-UP

Everyone should review this *Entry & Dismissal Procedures* that provides policy and procedures for entry/morning drop-off and afternoon dismissal / pick-up. Morning car rider drop-off is on the south side of Congress Parkway. We have volunteers who assist your child in exiting your vehicle. Please do not double park. Please do not stop or park along Congress Parkway and Loomis Street. If you need to park your vehicle, please park on the west side of Loomis Street or the north side of Congress Parkways and use the crosswalk. This is for the safety of our children.

Afternoon dismissal & car rider pick-up is on the south side of Congress Parkway east for K-8th grade students and their siblings. CWLA staff is assigned to assist your child in entering your vehicle. The after school car pick-up procedure here at Chicago World Language Academy has become successful because of everyone's support. Each year, we have refined and made adjustments based on how best to support the safety of our students. In order to ensure the safety of our students, please follow our car pickup procedures; come at your designated pickup time, always use crosswalks when crossing the street, never walk between busses and cars, make sure your child can identify your car, and please be courteous to other drivers when entering the pick-up line. Vehicles that come prior to their pick-up time will be asked to drive around the block following the directions on the map below. Throop Street will run north and south for easy access. Please use the crosswalk when picking up your child if you are parked elsewhere. Please note that U-turns are not permitted. This is for the safety of everyone. Motorists and jaywalkers can be ticketed.

CLASSROOM INFORMATION

ASSIGNMENT NOTEBOOK

Students in 3rd – 8th grade are required to have an assignment notebook as part of their student fees. Students are responsible for making sure all assignments and special projects are written in the assignment notebook. Students are required to utilize the Assignment Notebook every day. Please check to verify that your child is indeed recording his/her daily homework / assignments in the assignment notebook.

BOOK ORDERS

Monthly orders are sent out depending on the classroom teacher. These order forms are sent out by various book Companies. Participation is voluntary. The selections are of good quality, current, and at very fair prices. Should you wish to order, you may complete the form and include the correct money in the form of a check made payable to each book club you are ordering from or order online (information on how to order online is attached with book order catalogs). Please be sure to check with your child's teacher when ordering for due dates and preferences.

CONFERENCES

We strive to teach our students self-advocacy. However, there are situations that arise when parents and teachers come together as a team and help individual students. When this occurs, parents should send a note to the teacher or call the office to set up a conference.

Conferences are set up for parents, students, and teachers on report card day. Students should participate in all report card meetings. Conferences are scheduled to meet with homeroom teachers during the 1st and 3rd quarter marking period. It is important that parents attend and come to the meeting on time to utilize the full conference time with the teacher. Teachers cannot push back other scheduled meetings/ classes for late arrivals.

GRADES & GRADING SCALE

Grades are entered on Gradebook by teachers for each subject area. Parents may access grades for 1st-8th grade students on line using CPS ASPEN Parent Portal. Please obtain a letter from the office indicating your sign-in password and instructions for online access. Students and parents are encouraged to communicate with their teacher regarding assignments and long term projects.

The grading system for kindergarten is as follows:

4	*Student exceeds expectations for this reporting period*
3	*Student meets expectations for this reporting period*
2	*Student partially meets expectations for this reporting period*
1	*Student does not meet expectations for this reporting period*
/	*Not Assessed*

The grading system for 1st – 8th grade is as follows:

90%-100%	*A – Substantially exceeding the standard*
80%-89%	*B – Exceeding the standard*
70%-79%	*C – Meeting the standard*
60%-69%	*D – Less than acceptable progress on standard*
Below 60%	*F – Does not meet the standard*

Parents and students should be aware that grading student materials takes time and therefore will not be uploaded immediately into the Parent Portal. Depending upon the assignment, work can take two minutes or up to forty minutes to grade. Teachers grade and enter materials into ASPEN Parent Portal as quickly as possible. Look for new grades in ASPEN Parent Portal approximately every two weeks. Note that Parent Portal is always done in percentages. The cumulative grade for the year is the average of the final percentages for each of the four quarters.

*Please note that the grading scale is aligned to the rigor of the curriculum. The grading scale explains the percentages and letter grade of student performance. Grades are calculated using percentages. The final end of year grade for your scholar is calculated as the cumulative grade average of all four quarters. This will be your scholar's final grade for the year.

READING LOGS

CPS requires 20 minutes of documented nightly reading with your child. There will be a "Reading Log" sent home by the classroom teacher to record the book title, number of minutes read nightly, total for the month, etc. Monthly Reading logs are part of your child's report card grade. Please check with your child's teacher for procedure and due dates. Children are much more likely to become readers if they see it is an enjoyable and useful part of their parents' lives. There is no substitute (TV and videos included) for an adult who reads good stories with their child. Read to your child 20 minutes daily. This investment will pay wonderful dividends now and later on.

ROOM PARENTS

Each grade level / classroom has a voluntary Room Parent/s. The Room Parent/s assist the teachers and administration in communicating classroom/ school-wide activities, events, and information.

SCHEDULE

Teachers review schedules with students the first week of school. Schedules are posted in the classrooms and sent home the first week of school.

SUPPLY LIST

It is the parent's responsibility to make certain a child has necessary supplies throughout the year. A supply list is sent home and is also available on our school's website www.chicagoworldlanguageacademy.cps.edu.

TEACHER PAGES

Each teacher has a Teacher Page on our school website www.chicagoworldlanguageacademy.cps.edu. Please utilize the Teacher Pages for classroom information.

TEXTBOOKS

Students are provided textbooks and consumables in their core subject areas. It is the students' responsibility to bring their books daily and to make sure books remain in good condition at the end of the school year. Students who misuse or lose books must pay associated fees.

WEBSITE

Parents and students may be able to learn additional information about our school on our website. www.chicagoworldlanguageacademy.cps.edu.

GRADEBOOK & CPS POLICIES

ASPEN PARENT PORTAL

1st through 8th grade parents may access and monitor student grades on-line using the CPS Aspen Parent Portal. You will need to obtain access through the school office. Teachers update grades biweekly. Students can log in using their CPS username and password. Please ask your child to see the graded assignments/ assessments and review them. Parents can access their child's grades via the Parent Portal link. Click **here** for a tutorial on how to create a Parent Portal account and sign-up instructions and support videos.

If a concern/problem arises regarding grades, parents should encourage students to communicate with their teacher before intervening. This helps teach student self-advocacy, a necessary skill for their future. It is also important to note that a student's grade can change significantly with one grade entry. Parents should be looking for trends among grades, especially taking notice of trends at the beginning of a marking period. For example, a positive trend would show all work completed on time and grades reflect that student's ability level. A student's quarter grade is not complete until the very end of the quarter.

Parents and students should recognize categories placed in Aspen and their weights. Some categories are weighted higher than others. For example, assessment categories will always be larger than practice categories. Practice is done in class or at home and is work that will help students excel on assessments. Assessments come in many forms. Some examples are tests taken in class, take home-tests, or long term projects. Assessments always take place after instruction and practice.

Students should always strive to get the best grades they can, including if they need to do improvement work to help them. Sometimes students and parents believe if the grade doesn't change in Aspen, students should not bother with improvement work. However, one item can change a grade in Aspen significantly. Therefore, ALL work, no matter how small it seems, should be done to the best of the student's ability. The quality and the process is important in student learning, not just the final grade.

Parents and students should be aware that grading student materials takes time and therefore will not be uploaded immediately into Aspen. Depending upon the assignment, work can take two minutes or up to forty minutes to grade. Teachers grade and enter materials into Aspen as quickly as possible. Look for new grades in Aspen approximately every two weeks. Note that Aspen is always done in percentages. The cumulative grade for the year is the average of the final percentages for each of the four quarters.

The grading system for kindergarten is as follows:

4	*Student exceeds expectations for this reporting period*
3	*Student meets expectations for this reporting period*
2	*Student partially meets expectations for this reporting period*
1	*Student does not meet expectations for this reporting period / Not Assessed*

The grading system for 1st through 8th grade is as follows:

90%-100%	*A - Substantially exceeding the standard.*
80%-89%	*B - Exceeding the standard.*
70%-79%	*C - Meeting the standard.*
60%-69%	*D - Less than acceptable progress on standard.*
Below 60%	*F -Does not meet the standard.*

REPORT CARDS

Report cards are issued four times yearly as follows:

- 1st Quarter to be issued on October 26, 2023 during Parent Teacher Conferences
- 2nd Quarter report card to be sent home with child on December 21, 2023
- 3rd Quarter report cards to be issued on April 10, 2024 during Parent Teacher Conferences
- 4th Quarter report cards to be sent home with child on June 6, 2024

***Please see ASPEN Parent Portal for more information regarding the grading system.**

PROGRESS REPORTS

Progress reports are sent home each mid quarter as listed. Teachers will also write notes and place telephone calls as necessary.

- Mid 1st quarter – September 21, 2023
- Mid 2nd quarter –November 17, 2023
- Mid 3rd quarter – February 8, 2024
- Mid 4th quarter –May 3, 2024

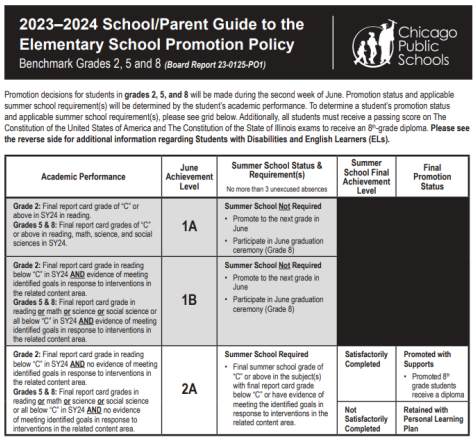
PROMOTION POLICY

The CPS Promotion Policy decision for students in **2nd, 5th, & 8th grade** are made during the last week of school. Promotion status and summer school requirement/s are determined by the student's District-Wide Assessment (DWA) scores in reading and math and a review of the student's academic in reading, math, science and social science. Per the CPS Promotion Policy listed below, students must receive a passing grade on summer school report card and have no more than 3 unexcused absences in order to satisfactorily complete summer school.

SY24

Promotion Standard	**Academic Performance**	**Promotion Status & Summer School Requirements**
Students in the **2nd grade** will be promoted to the next grade level if they possess the knowledge and skills appropriate to their grade level as demonstrated on multiple measurements by their academic performance as described to the right.	For students in ***2nd grade***, final report card grade in reading, "C" or better for the academic year. A report card grade of "C" must, at a minimum, reflect satisfactory unit test scores in reading, and consistent completion of assignments during the year.	In the event that a student does not achieve a final report card grade of "C" or better in the applicable content area for the current academic year, student will be promoted to the next grade level if there is evidence of intervention implementation and the student is meeting identified goals in response to interventions.
Students in the **5th and 8th grade** will be promoted to the next grade level if they possess the knowledge and skills appropriate to their grade levels as demonstrated on multiple measurements by their academic performance as described	For students in ***5th or 8th Grade***, final report card grade in reading, math, science and social studies "C" or better for the academic year. A report card grade of "C" must, at a minimum, reflect satisfactory unit test scores in reading, math, science and social studies and consistent completion of assignments during the year.	In the event that a student does not achieve a final report card grade of "C" or better in the applicable content area for the current academic year, student will be promoted to the next grade level if there is evidence of intervention implementation and the student is meeting identified goals in response to interventions.

Students with disabilities (including English Language Learners with a disability) receiving special education and related services under an Individual Education Program (IEP) are expected to meet the same promotion criteria as their non-disabled peers. For standardized testing, students with disabilities must be provided the accommodations/modifications outlined on their IEP. The designated criteria used to determine promotion as described in this policy shall apply to students with disabilities unless the IEP modifies the promotion criteria in whole or in part. Promotion decisions that are based on standardized test scores can only be made if the student was afforded the accommodations/modifications that are delineated on the student's IEP. Students that are English Language Learners are expected to meet the same promotion criteria as their peers. For questions regarding promotion criteria for ELLs, please call the *Office of Language and Cultural Education* at (773) 553-1930. The information listed is taken directly from the CPS Promotion Policy guide. For questions regarding the Elementary School Promotion Policy (*Board Policy 23-0125-PO1*), please call 773-553-4500 or click on the CPS Promotion Policy website: https://www.cps.edu/academics/getting-to-the-next-grade/#a_elementary-school-promotion-policy



2023–2024 School/Parent Guide to the Elementary School Promotion Policy
Benchmark Grades 2, 5 and 8 *(Board Report 23-0125-PO1)*

Chicago Public Schools

Promotion decisions for students in **grades 2, 5, and 8** will be made during the second week of June. Promotion status and applicable summer school requirement(s) will be determined by the student's academic performance. To determine a student's promotion status and applicable summer school requirement(s), please see grid below. Additionally, all students must receive a passing score on The Constitution of the United States of America and The Constitution of the State of Illinois exams to receive an 8th-grade diploma. **Please see the reverse side for additional information regarding Students with Disabilities and English Learners (ELs).**

Academic Performance	June Achievement Level	Summer School Status & Requirement(s) (No more than 3 unexcused absences)	Summer School Final Achievement Level	Final Promotion Status
Grade 2: Final report card grade of "C" or above in SY24 in reading. **Grades 5 & 8:** Final report card grades of "C" or above in reading, math, science, and social sciences in SY24.	1A	**Summer School Not Required** • Promote to the next grade in June • Participate in June graduation ceremony (Grade 8)		
Grade 2: Final report card grade in reading below "C" in SY24 AND evidence of meeting identified goals in response to interventions in the related content area. **Grades 5 & 8:** Final report card grade in reading or math or science or social science or all below "C" in SY24 AND evidence of meeting identified goals in response to interventions in the related content area.	1B	**Summer School Not Required** • Promote to the next grade in June • Participate in June graduation ceremony (Grade 8)		
Grade 2: Final report card grade in reading below "C" in SY24 AND no evidence of meeting identified goals in response to interventions in the related content area. **Grades 5 & 8:** Final report card grades in reading or math or science or social science or all below "C" in SY24 AND no evidence of meeting identified goals in response to interventions in the related content area.	2A	**Summer School Required** • Final summer school grade of "C" or above in the subject(s) with final report card grade below "C" or have evidence of meeting the identified goals in response to interventions in the related content area.	**Satisfactorily Completed**	**Promoted with Supports** • Promoted 8th grade students receive a diploma
			Not Satisfactorily Completed	**Retained with Personal Learning Plan**

Promotion Criteria: A student's promotion status is determined by the following measures: 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 each of the four reporting periods

ASSESSMENT

DISTRICT WIDE ASSESSMENTS

District Wide Assessments (DWA) are administered throughout the year. Visit the CPS Assessment website for details on the assessments listed below: https://www.cps.edu/academics/student-assessments/#a_assessment-fact-sheets The assessments include written work, observations, and class participation. A parent report is sent home indicating your child's performance and ways to support learning at home. The schedule of DWA are as follows (pending return to in school instruction:

DISTRICT WIDE ASSESSMENT	GRADE LEVEL	SCHEDULE
Kdgn Individual Dev Survey (KIDS)	Kindergarten	September - October
REACH Performance Tasks	Kindergarten - 8th grade	September - October & May - June
i-Ready	Kindergarten, 1st grade, and 2nd grade	BOY - September MOY - January EOY - May-June
Star 360	3rd - 8th grade (ELA & Math)	BOY - September MOY - January EOY - May-June
IL Science Assessment (ISA)	5th & 8th grade only	March - April
IL Assessment of Readiness (IAR)	3rd - 8th grade	March -April
ACCESS for ELLs	K-8th grade ELL students	January - February
Algebra Exit Exam	8th grade for HS placement	May/June

i-Ready assessment is a computer-based testing system for grades K-2nd. ***Star 360 Universal Screener*** is a computer-based testing system for grades 3rd through 8th. The assessment is adaptive and is based on the student's responses. ***IAR*** (Illinois Assessment of Readiness) for grades 3rd through 8th has two components. The Performance Based and End of the Year components measure student progress toward the new IL Common Core learning standards. ***ACCESS*** is an assessment that measures English proficiency for English Language Learners. ***Algebra Exit Exam*** is for 8th grade algebra students and high school placement. ***Illinois Science Assessment*** is a district-wide assessment that will be administered to 5th and 8th grade students.

HOMEWORK/ PRACTICE WORK

Students are expected to complete their practice assignments independently. While in some cases collaboration may be acceptable, in others it may be unacceptable. Helping friends is acceptable only if the teacher has indicated that it is appropriate for the particular assignment/activity. Copying another's homework is not acceptable, but helping someone understand how to do the work is appropriate. Allowing someone to copy homework or information on assessments is considered cheating. Students should be working independently on their own work.

You are cheating if you:

- Copy the work of others
- Allow someone to copy your work
- Share information during assessments
- Possess unauthorized materials during an assessment
- Communicate the contents of an assessment to another student

You are plagiarizing if you:

- Present ideas as your own without citing the source
- Paraphrase without crediting the source
- Use direct quotes with no quotation marks, footnotes, or citation of the source
- Submit an assignment for which you have had so much help that the writing is different from your own

IMPROVEMENT WORK

(4th-8th grade)

We also recognize some students may need opportunities to improve work. Improvement work can be done on some assignments if given permission from that teacher to do so. Each teacher has his/her own protocol for the improvement work. Students should check with the individual teacher if the student sees a need for improvement work on a given graded assignment. This will help students with self-advocacy which is one of the goals in middle school that we are striving to guide them to. However, improvement work will not be approved if the practice work was not complete or not done prior to an assessment. If the improvement work is approved, students would then take the steps outlined in the Improvement Request Form. Parents, students, and teachers have a part in completing this request form. Teachers have these forms available in their classrooms. Improvement work is to be completed within one week of having received the original, graded work, and the original work along with any rubric, grading sheet, etc. must also accompany the improved work. We believe that this gives all students the opportunity to take responsibility for their learning and gives all students the means to succeed.

CURRICULUM

ART

Students attend art class depending on the semester schedule. Students use various media to create their ideas.

LIBRARY MEDIA

Library Media is an integration of library and technology classes which supports and enhances student learning, reading, writing, research, and use of technology. Through collaborative partnerships, we provide resources, services, and expertise to support innovative teaching and impact student learning. Our flexible thinkers will be able to transfer and apply their knowledge to ever-changing environments. By employing best practice educational technologies, resources and pedagogies, students will achieve academically and develop strong informational and digital literacies for life in the 21st century.

MATH

CWLA will be using Stepping Stones Origo Math as our math curriculum for K-5 and Savvas Learning Company enVision for 6th-8th eighth grade to develop students' mathematical problem solving, reasoning, and communication skills. In eighth grade, students will take algebra or pre-algebra. Students leave CWLA prepared for the rigorous mathematics they will encounter in high-school.

MUSIC THEATER

Students attend music theater class depending on the semester schedule. Students practice and engage in movement, voice, and various media.

PHYSICAL EDUCATION

Students attend Physical Education twice a week. Students are engaged in sportsmanship activities, athletic games, and health/wellness. Students need to wear gym shoes on Gym days or they will not be able to participate. Shorts, slacks, tee shirts, or sweatshirts are acceptable gym wear. Proper gym attire and gym shoes (rubber bottoms, shoe laces or Velcro) are required on gym days. Shoes not allowed include sandals, crocks, boots, and dress shoes of any kind, cleats, and costume footwear. CWLA Spirit wear is usually available for sale should you be interested in ordering. The Parents Council sponsors the sales.

READING/ENGLISH LANGUAGE ARTS

CWLA aims for every student to develop excellent reading skills and to leave with a life-long appreciation for reading. Students may experience whole group, small group, and individualized instruction during any given reading class. CWLA utilizes Fundations, Fountas & Pinnel, and CPS Skyline to provide students with high-interest grade level texts and high-quality assessments. The Common Core State Standards align and inform teachers' planning. Many other school-wide and classroom resources support students' reading development. Students leave CWLA prepared for the wide-variety of rigorous texts they will encounter in high-school, college, and beyond.

TECHNOLOGY

Students advocate and practice digital citizenship. Through the use of mobile devices, students demonstrate a sound understanding of technology concepts, systems, operations, and coding. As the learner at the center, students exhibit leadership in 21st century learning skills. Our computers are used strictly for school purposes. Disciplinary action will be taken for students who violate the CPS Acceptable Use Policy.

WRITING

In Kindergarten through eighth grade teachers develop writing units to continue to prepare students for the writing they will need to do in high school and beyond. The Common Core State Standards align and inform teachers' planning. Students learn writing skills during writing class, but write extensively in every subject. Students leave CWLA as excellent and clear communicators.

WORLD LANGUAGE

Students in Kindergarten and 1st grade will attend World Language. World Languages include Chinese (Mandarin), French, Japanese, and Spanish. Concerns or questions in these classes should be directed to your child’s World Language teacher.

SPECIAL EDUCATION

SPECIAL NEEDS EDUCATION

Special education or **special needs education** is the education of students with special needs in a way that addresses the students' individual differences and needs. Ideally, this process involves the individually planned and systematically monitored arrangement of teaching procedures, adapted equipment and materials, accessible settings, and other interventions designed to help learners with special needs achieve a higher level of personal self-sufficiency and success in school and community than would be available if the student were only given access to a typical classroom education.
Common special needs include challenges with learning, communication challenges, emotional and behavioral disorders, physical disabilities, and developmental disorders. Students with these kinds of special needs are likely to benefit from additional educational services such as different approaches to teaching, use of technology, a specifically adapted teaching area, or resource room.

IDENTIFICATION

Some children are easily identified as candidates for special services from their medical history. They may have been diagnosed with a genetic condition that is associated with academic disabilities, may have various forms of brain damage, may have a developmental disorder, may have visual or hearing disabilities, or other disabilities.
Among students whose identification is less obvious, such as students with situational learning difficulties, CWLA implements the **Multi -Tier Systems of Support (MTSS) model.**

Students that are having difficulty in the classroom are not necessarily exhibiting a learning disability. The MTSS identifies children who are having difficulties in school for a variety of reasons. When identified by the teacher or parent, they receive additional assistance in order to reach the targeted academic level of a grade. MTSS is a step by step process, with each step lasting several weeks to ensure sufficient time for success. The support that our students are provided may include:

- Assessing student performance using classroom-based materials and data driven testing
- Establishing and delivering student centered classroom interventions
- Translating effective teaching strategies into the regular instruction program
- Involving teachers, parents, and key personnel in collaborative decision-making

The response of the children to specific interventions then determines whether they are designated as having a learning disability. Those few who still have trouble may then receive designation and further assistance from our Special Education Team. Research shows that early remediation can greatly reduce the number of children meeting diagnostic criteria for learning disabilities.

INDIVIDUALIZED EDUCATION PLAN

The Individualized Education Plan (IEP) is a special education program customized to address each individual student's unique needs. Special educators provide a continuum of services, in which students with special needs receive services in varying degrees based on their individual needs. Special education programs need to be individualized so that they address the unique combination of needs in a given student. The initials **IEP** are used when referring to a student’s individualized education plan.

Students with special needs are assessed to determine their specific strengths and weaknesses. Placement, resources, and goals are determined on the basis of the student's needs. Accommodations and Modifications to the regular program may include changes in curriculum, supplementary aides or equipment, and the provision of specialized physical adaptations that allow students to participate in the educational environment to the fullest extent possible. Students may need this help to access subject matter, to physically gain access to the school, or to meet their social/emotional needs. Individualized education plans are updated annually and a re-evaluation takes place every three years.

LEAST RESTRICTIVE ENVIRONMENT

"Least restrictive environment" (LRE) means that a student who has a disability should have the opportunity to be educated with non-disabled peers, to the greatest extent appropriate. They should have access to the general education curriculum, or any other program that non-disabled peers would be able to access. The student should be provided with supplementary aids and services necessary to achieve educational goals if placed in a setting with non-disabled peers.

Schools use different methods in approaching the least restrictive environment. Chicago World has adopted the Inclusion Model.

INCLUSION

In this approach, students with special educational needs spend all, or at least more than half of the school day with students who do not have special educational needs. Because inclusion can require substantial modification of the general curriculum, most schools use it only for selected students with mild to moderate special needs, which is accepted as a best practice. Specialized services may be provided inside or outside the regular classroom, depending on the type of service. Students may occasionally leave the regular classroom to attend smaller, more intensive instructional sessions in a resource room, or to receive other related services that might require specialized equipment or might be disruptive to the rest of the class, such as speech and language therapy, occupational therapy, physical therapy, rehabilitation counseling, or might require greater privacy, such as counseling sessions with a social worker.

SECTION 504 OF THE REHABILITATION ACT

For students with a physical or mental impairment who do not meet the more stringent requirements for special education services, a 504 Plan may be an alternative if the disability is substantial. A 504 Plan has accommodations, is developed by a 504 committee, and must be implemented by school staff. Schools are required to provide appropriate, reasonable adaptations and modifications for individuals who have these types of disabilities, have a record of, or are regarded as having disabilities that substantially affect a major life function such as physical or mental functioning. Consequently, this law covers a very broad range of potential disabilities. Learning disabled students who receive specially designed instruction (IEP) are automatically covered under Section 504.

504 plans are updated annually.

RESOURCES

For more information about the special education process and resources throughout our city please visit the Office of Special Education and Supports at: http://www.cpsspecialeducation.org/

ACADEMIC PARTNERSHIPS

During the 2023-24 school year, the school will be working with the following external partners or organizations:

CHICAGO BULLS EDUCATIONAL ORGANIZATION: The Chicago Bulls Educational Organization offers enrichment programs for our students through community partnership activities.

CHICAGO POSITIVE IMPACT: This mentoring program provides students an outlet and opportunities to grow as leaders and critical thinkers through leadership training and life skills development programs to achieve their personal goals.

CHINESE CULTURAL CENTER: The Chicago Chinese Cultural Center promotes language culture through hands-on activities. Guests work with CWLA students on a variety of projects throughout the year.

CREATIVE SCHOOLS FUND: This is an arts education grant that we apply for annually. Students participate in various arts related activities.

FIELD MUSEUM: The Field Museum provides classroom materials and artifacts for students through their lending library. Teachers in various grades plan field trips to the museum.

FRANKLIN COVEY: In November 2012, CWLA launched The Leader in Me, a leadership model created by Stephen Covey. The Leader in Me focuses on the 7 Habits of Happy Kids and the principles of working independently, working together, and doing well when no one is looking.

FRENCH ALLIANCE: The French Alliance provides resources and promotes French language culture through hands-on activities.

JAPAN CHAMBER OF COMMERCE AND INDUSTRY IN CHICAGO (JCCC): The JCCC grant provides for an authentic cultural experience for students in the Japanese class. Through our partnership with the JCCC, our students have the opportunity to visit Japanese super markets and participate in the traditional Japanese Tea Ceremony.

JAPAN CONSULATE GENERAL OF CHICAGO: The Japan Information Center (JIC) is the Cultural and Education Outreach office of the Consulate General of Japan. JIC provides academic and cultural activities for our students. JIC's focus is to promote knowledge of Japan by providing free cultural resources. Through this partnership, our students have additional resources and an opportunity to attend and participate in the traditional Japanese Tea Ceremony.

MERIT SCHOOL MUSIC: This after school program provides choir instruction for 3rd through 8th grade students.

STEVE & KATE'S CAMP: This West Loop location summer program is on-site at CWLA June through August (DTBD) from 7:00 AM until 6:00 PM. The program is available for all children ages 4 and up. Registration and fees are available usually in April.

RIGHT AT SCHOOL: We are excited to partner with Right At School after school program! Watch this PRERECORDED PARENT FORUM VIDEO that has information on who and what Right At School is. Please note that registration for our after school program Right At School is now open. Click HERE to register online. Financial assistance is also available for those who qualify. For more information or questions, please email Area Manager Chantial Sims via email at chantial.sims@rightatschool.com or by calling 224-933-4937.

RUSH UNIVERSITY: The REACH program (formerly SAME) is an enrichment program sponsored by Rush University for middle school students. The program offers experiences in STEM related activities and awareness of careers in the healthcare field. Applications will be shared with interested students.

SCHOOL EVENTS

Here is our CWL A Event Calendar for the SY23-24 school year. *The event date is subject to change so please make sure to visit our school website close to the event date: www.chicagoworldlanguageacademy.cps.edu

MEETINGS

LSC Meetings ***all meetings at 4:30 PM**	**Friends of CWLA Meetings** ***4:30 PM**	**Principal Coffee Day**
August 28	September 6	August 21 - at 8:00 AM
September 18	October 4	September 15 - at 8:00 AM
October 16	November 1	October 13
November 27	December 6	November 17
January 22	January 10	December 15
February 26	February 7	January 19
March 18	March 6	February 23
April 22	April 3	March 15
May 20	May 1	April 19
		May 17

MONTHLY EVENTS

August	8/16 - Kdgn Orientation & Curriculum Night 5:00 PM 8/17 – Supply Drop-off 1:00-2:30 PM 8/21 – 1st Day of School & Principal Coffee Day at 8:00 AM 8/25 – Back to School Bash 4-6 PM TBD - Grade Level Curriculum Night –
September	9/4 - Labor Day (School closed) 9/7 - Dads Club Pizza Night 5:30-6:30 PM 9/12 - GoCPS Presentation for 8th grade families 8 AM 9/13 - GoCPS applications open at 10 AM 9/15 – Principal Coffee Day at 8:00 AM 9/21 - Q1 Progress Reports Distribution, K-8th Grade International Dinner 5:00-6:30 PM
October	10/6 – Hispanic Heritage Celebration 10/9 - Indigenous Peoples Day (School closed) 10/10 - Fall Pledge Drive Kick-off 10/12 - Dads Club Bowling Night 6-8 PM 10/13 - Principal Coffee Day at 8:00 AM 10/14 - Fall Festival 12:00-2:00 PM 10/19 - Picture Day 10/20 - Volleyball FUNdraiser 5:30 - 7:00 PM 10/23-10/26 - Scholastic Book Fair 10/26 - Restaurant Fundraiser, 1st Quarter Report Card Pick-up and Conferences 10/27 - Professional Development Day (no student attendance)

November	11/9 - GoCPS application closes at 5 PM 11/10 – Fall Pledge Drive Ends, Veterans Day (School closed) 11/16 – Family Reading Night 5:00 -6:00 PM, 5th Grade Diversity Luncheon during lunch 11/17 - Q2 Progress Reports Distribution, Principal Coffee Day at 8:00 AM 11/20- 11/24 - Thanksgiving Break
December	12/15 - Principal Coffee Day at 8:00 AM 12/18– Bus Driver Appreciation Breakfast 8:00 AM 12/20 - Classroom Holiday Parties 12/21 – Holiday Performance 9:00 AM, Q2 Report Card Distribution 12/22 - Professional Development Day (no student attendance) 12/25-12/29 -Winter Break
January	1/1-1/5-Winter Break 1/15 - MLK Day (School closed) 1/19 - Principal Coffee Day at 8:00 AM, Dads Basketball FUNdraiser 5:30- 7:00 PM 1/26 - Restaurant Fundraiser
February	2/5 Read-A-Thon Begins 2/8 – Daughter's Dance 6:00 – 7:30 PM, Q3 Progress Reports Distribution 2/9 - Professional Development Day (no student attendance) 2/23 – Black History Month/ AA Heritage Month Celebration, Principal Coffee Day at 8:00 AM
March	3/9 – 5th/6th Grade Bowling Party 12-2 PM 3/15 - Principal Coffee Day at 8:00 AM 3/25- 3/29 - Spring Break
April	4/1-Professional Development Day (no student attendance) 4/6 - Spring Community Event 4/10- Q3 Report Card Pick-up & Conferences 4/8 - 4/12 – Scholastic Book Fair 4/19- European Heritage Month Celebration, Principal Coffee Day at 8:00 AM 4/26 - Art Showcase
May	5/12 – Mother & Son Night 5:00 PM 5/17 - Principal Coffee Day at 8:00 AM TBD - 7/8 Grade Dance 5:30- 7:00PM 5/25 – Taste of CWLA at 5:30-6:30 PM 5/26 – 8th Grade vs. Staff Volleyball Game 1:30 -2:30 PM Week of 5/15 – Asian Heritage Celebration 5/31 – 8th Grade Graduation at 10:30 AM
June	6/7 – School-wide Carnival - 9 AM - 1 PM

BIRTHDAYS

Birthdays are special days for our children. **In lieu of an edible treat, children may celebrate their birthday at school by donating a book or educational games for the classroom. Individual grade levels or teachers may have their own policy, so please ask them prior to making plans**. Private party invitations can be handed out by the student ONLY IF EVERY CHILD in the classroom are invited or if all the boys or all the girls are invited. This prevents many hurt feelings and promotes community.

CAREER FAIR

As part of preparing our students for college and career, the 6th grade students participate in an annual Career Fair. Volunteer career participants include parents and community members who share information about their careers. Students are given an opportunity to interview participants regarding educational requirements, salary, etc.

CLASSROOM PARTIES

Classroom parties and celebrations are planned and carried out by the parents. We enjoyed wonderful events in past years to celebrate our American heritage and culture. Parties include Fall/Halloween, Holiday, etc. Parent volunteers are the ones who make it happen and we do enjoy it! Notes are sent home by the teacher for specific dates. Please inform the teacher if you are interested in spearheading the party. Please note the CPS Health Food Policy must be followed and all party food and drinks must be store purchased and wrapped. This is a firm CPS Policy. Click on this CPS Healthy Celebrations, Fundraisers, and Rewards Policy for more information.

DRAMA CLUB

This yearly event provides our students with an opportunity to share their talent. Students sing, dance, do an act, etc. for all to enjoy. The staff provides a surprise performance at the conclusion of the performance.

EXTRA CURRICULAR SPORTS

Students in 5th—8th grade have the opportunity to try out and join Cross Country, Volleyball, Basketball, and Track & Field. Teams compete with district and city-wide games. This program is dependent on volunteers and coaches for each extracurricular sport and will operate when volunteers to run these programs are identified.

FAMILY READING NIGHT

This after school event takes place in late November. Kindergarten-2nd grade students and their families are invited to participate. Highlights for this event include a script by Merit Club students followed by the introduction of guest readers, read aloud by guest readers, hands-on craft activities and light snacks in the cafeteria, and finally a raffle for a chance to win books, ham, and turkey.

GRADUATION

All 8th grade students who have completed K-8th grade and meet graduation requirements participate in an 8th grade graduation ceremony held in June. Please see the promotion policy for further graduation requirements.

HIGH SCHOOL FAIR

CWLA hosts a High School Fair the first week of October. This is a great opportunity to listen to HS representatives, gather information from both private and public high schools in Chicago, and ask questions regarding programming. All 6th—8th grade students and their families are invited to attend.

HOLIDAY PERFORMANCE

CWLA hosts a winter performance the week before winter vacation. Each grade level performs various holiday songs directed by our music teacher. All families are invited to attend the performance.

INTERNATIONAL DINNER

This annual event takes place in September for Kindergarten-4th grade students and their families. Each family brings a dish to share. Students usually sing a song lead by the World Language teachers.

MERIT CLUB/ JUNIOR HONOR SOCIETY INDUCTION

The CWLA Merit Club is composed of 7th and 8th grade students who are committed to perform various service activities throughout our great school and community. Membership is earned through the continual demonstration of five essential qualities held in high esteem by the Society. The qualities are Scholarship, Leadership, Character, Service, and Citizenship. In order to be inducted into the Junior Honor Society, students fulfill Merit Club requirements. In addition, students must

write a Letter of Intent, provide 8 hours of community service by the end of April, and must be in Honor Roll 2 out of 3 quarters. The culminating Induction Ceremony is usually held in June.

MULTI-CULTURAL CELEBRATIONS
We celebrate many of the cultures represented in our school throughout the year. There are several committees that spearhead cultural events which include Hispanic Heritage (September), Black History Month (February), European Awareness Day (April), and Asian Heritage (May). Information is sent out closer to event dates. Volunteers are welcome and needed.

OPEN HOUSE
CWLA hosts an Open House for all students and their families at the beginning of the school year. This is a great opportunity to tour the school, meet your child's teachers, complete CPS forms, register for report card conferences, pay school fees, and sign-up to volunteer in school.

An Open House for prospective students is held the first week of October. This is a great opportunity to tour the school, meet with administration, and gather magnet school application and lottery process information.

PARENT WORKSHOPS/ CURRICULUM NIGHT
Workshops are provided for our families on a monthly basis. The topics include Communication, Homework Organization, Assessments, Peer Advocacy, and many more.

PRINCIPAL COFFEE DAY
This monthly event provides our parents and the community an opportunity to have coffee, meet, and talk with the administration team in an informal setting. Dates are posted on the school calendar.

SCHOOL WIDE PICNIC
To celebrate the end of the school year, students in kindergarten through 7th grade participate in a school-wide picnic sponsored by our Parents Council. Students enjoy a picnic setting, lunch outside with friends, and games.

SCIENCE FAIR
The CWLA Science School Science Fair takes place in early December. All students from grades 6-8 complete a science fair project individually. They begin instruction and preparation for the fair through research at home during the summer months the year prior to entrance into grades 6-8. A Family Science Night is open to families before the School Science Fair to share our wonderful scientists with our families.

WORLD LANGUAGE EVENTS
The World Language Committee organizes quarterly events and fundraisers to support our World Language Department. Events include Family Movie Night, Craft Night, and the Taste of CWLA. Look out for flyers sent home.

VOLUNTEER OPPORTUNITIES AND PROTOCOLS

CPS PARENT VOLUNTEERS

Parents are needed and welcome in our classrooms, parties, special projects, or on field trips. With your assistance, we are able to do many activities. Teachers will be sending home a form so you can inform them on how you would like to assist. Volunteers usually begin in late September. We use classroom volunteers as well as volunteers who cut, trace, and help at home.

Per CPS, it is important that **ALL** adults working with students clear today's rigorous standards. Before the start of school, all employees, all vendors, all regular volunteers, and all coaches are required to be re-checked through the CPS background check process. **Anyone who does not complete the process WILL NOT be allowed to enter a CPS school until he/she complies**.

Please see volunteer policy and step by step guidance link below. Please note the following protocol:

- All Level 1 school volunteers (working with students one on one basis or volunteer more than 5 hours) must complete a volunteer application through the FACE2website https://www.cps.edu/services-and-supports/parent-engagement/volunteer-programs/ and must pass a CPS background check and TB exam before working with students.
- All Level 2 school volunteers (all other volunteers who are not level 1) must also complete a volunteer application through the FACE2website https://www.cps.edu/services-and-supports/parent-engagement/volunteer-programs/ and must pass a CPS background check.
- Volunteers must receive an approval notice prior to volunteering in the school. When a volunteer completes the approval process, the volunteer and the Volunteer Coordinator will receive an affirmative notice in writing.
- For more information on the CPS Volunteer Program, please call 773-553-1544 or send an email to volunteer@cps.edu.
- Volunteer sign-up is available during Open House, First Day of School, and Grade Level Orientation. Volunteer sign-up is located in the atrium. Thank you in advance for supporting our school and our students.

SCHOOL COMMITTEES

The following is a list of committees at Chicago World Language Academy. Parent participation is encouraged. Please contact the school office if you are interested in participating.

- Bilingual Advisory Committee
- CIWP Committee
- Cultural Celebrations: Hispanic Heritage, Native American, Black History, European, Asian Heritage
- Dad's Club
- 5th & 6th Grade Bowling Committee
- 8th Grade Graduation Committee
- Fall Festival Committee
- Fundraising Committee
- International Dinner Committee
- Diversity Committee
- Professional Learning Communities
- Scholastic Book Fair Committee
- World Language Committee

FUNDRAISING

Our school has several fundraising events such as Fall Fundraiser, Scholastic Book Fair, Annual Spring Benefit, Taste of CWLA, etc. Details are given near the time of the event. All parents are encouraged to participate. Proceeds benefit resources for our students. Our school has several fundraising events including:

· Fall fundraiser
· Scholastic Book Fair
· Annual Spring Benefit
· Read-A-Thon
· Merit Club Fundraisers
· Spirit Wear
· Scrip Program
· Box Tops
· Target 5% Back
· World Language Fundraisers

HEALTH & WEALTHNESS

At CWLA, we utilize the four CPS indicators to demonstrate our goal to a safe and healthy learning environment. These indicators focus on chronic disease, health services, health instruction (sexual, physical, and nutritional health education), and wellness.

The CPS Wellness Policy requires all schools to provide Physical Education, daily recess, and nutrition education. The CPS Healthy Snack and Beverage Policy requires all schools to meet nutritional standards for food sold and served as well as to promote healthy school fundraisers and celebrations. The standards are as follows:

· No more than 35 percent of total calories from fat per serving, and zero Trans fat
· Less than 230 mg of sodium for a snack or side dish
· Milk must be either low-fat or no fat, and limited to 8 fluid ounces
· Juice serving sizes are restricted to 6 ounces in elementary schools and 8 ounces in high schools.
· Healthy snack choices include: fresh fruit, vegetables, yogurt, animal crackers, baked chips, granola bars, soft pretzels, pudding, string cheese, cereal bars, bottled water.

CWLA has many special events and celebrations that occur throughout the school year. Below is a list of CWLA celebrations and option recommendations. Click on this CPS Healthy Celebrations, Fundraisers, and Rewards Policy for more information.

Celebrations	**Recommendations**
Birthdays	Celebrate your child's birthday by reading a book to class, making crafts with class, healthy goody bag snack to take home, or goody bags with school related supplies (i.e. pencils, erasers).
Cultural Celebrations	Cultural performances and crafts from countries celebrated.
Fall Party	Lead a craft activity such as decorating a pumpkin, create poetry, healthy snacks.
Friendship/ Valentines	Write messages / letters / cards to classmates, decorate mailboxes.
Fundraisers	Gift wrapping paper, pumpkins, taffy apples, gift cards, books, sports tournaments, flowers.
Holiday Party	Lead a craft activity, sing a song, healthy goody bag snack, or goody bag with holiday related school supplies (i.e. pencils, erasers).
International Dinner	Families bring a dish that represents their culture.
School-wide Picnic	Picnic food is served along with food and healthy snacks provided by parents.

HOME SCHOOL CONNECTION

CALENDAR

The CWLA school calendar can also be accessed through the school website. The calendar contains important dates and special events. Please post and use as reference. Below is a list of holidays, professional development days, and other non-student attendance days for students. The CPS calendar provides important district wide dates and information. Click HERE to access the CPS calendar.

The following is a list of important dates including **student non-attendance.** We hope this helps you coordinate your schedule along with your children's school schedule. Please refer to this as you plan your family's vacations. **Remember the first day of school is Monday, August 21, 2023. This is a full day of attendance. Please note our bell time: 7:45 AM—2:45 PM.**

September 4	Labor Day Holiday
September 22	School Professional Development Day - No student attendance
October 9	Indigenous People's Day Holiday
October 26	Parent-Teacher Conference Day - No student attendance
October 27	School Professional Development Day - No student attendance
November 10	No School - Veteran's Day Holiday
November 20-25	No School —Thanksgiving Holiday
December 22	School Improvement Day—No student attendance
Dec. 25– Jan. 5	Winter Vacation— School resumes January 8, 2024
January 15	Dr. Martin Luther King Holiday
January 28	School Improvement Day—No student attendance
February 9	School Professional Development Day - No student attendance
February 19	Presidents' Day Holiday
March 25-29	Spring Vacation - School resumes April 2
April 1	School Improvement Day—No student attendance
April 10	Elementary Report Card Pick Up /Parent-Teacher Conferences - No student attendance
May 27	Memorial Day Holiday
June 6	Last day of School—Full day of attendance

COMMUNICATION

CWLA Updates are sent out bi-weekly by the principal. Families that would like to receive weekly school updates must opt in and sign up. Click **HERE** to sign up to receive our school updates directly to your inbox. Don't miss out on important school information. The newsletter contains important school information and school updates. Please read it carefully. You may also visit our website www.chicagoworldlanguageacademy.cps.edu for additional school information.

Blackboard Connect is the new CPS out call system. Please make sure that the information you provide on the Emergency Form is current and correct. All emergency numbers noted on your Emergency Form will be synced to Blackboard Connect.

Teachers often send out classroom letters to communicate class updates, request for special event volunteers, and inform student progress. The Parents Council and its committees often send out flyers pertaining to school events, meeting agenda, volunteering, and fundraising opportunities. Please note that all communication is authorized by the principal. Please remind your child to bring home and share all school communication.

SCHOOL POLICY FORMS

CELL PHONE/SMART WATCH POLICY

We recognize that cell phones (and /or devices that make phone calls) have become a common tool for communication and an overall resource for acquiring information. However, they have also become a major distraction to the learning environment and are vulnerable to theft. It is our preference that you allow your child to bring a cell phone only if absolutely necessary. Parent permission to bring a phone and student acknowledgement of our usage policy must be on file in the school office.

If emergencies arise during the school day, parents will be contacted by the school. If the child feels that they need to contact their parent/s during school hours, they may request permission from their teacher to do so and use a school phone to make the call. Likewise, if a parent needs to contact the school or speak with their child in the event of an emergency during school hours, parent/s may call the school's main line at 773-534-7000.

Students are responsible for all material on cell phones (images, pictures, video, text messages, audio messages, songs, etc.). Students may receive disciplinary action for possession of inappropriate content on cell phones or other electronic devices.

Please note that the school will not be responsible for lost or damaged phone/watch. **By submitting the acknowledgement form attached to this school handbook**, I give permission for my child to carry a cell phone/smart watch to school. I will be notified and disciplinary action will be taken if this policy is violated per the Student Code of Conduct. I fully understand the following:

- Cell phones/smart watch must be authorized by the principal.
- The phone/watch must be **turned off** while on the **bus or on school property**.
- The phone/watch must be placed in a Ziploc bag with the student's name, given to the teacher at the beginning of the day to be stored in a locked cabinet and will be returned at the end of the day during dismissal.
- I will be notified and disciplinary action will be taken if this policy is violated.

  1st infraction: Student will have cell phone/smart watch taken away until a parent can come to school to retrieve it.

  2nd infraction: Student will no longer be allowed to bring cellphone/smart watch to school.

The use /possession of a cell phone contrary to school policy is a violation of the CPS Student Code of Conduct. Infractions will result in consequences according to the SCC.

DIGITAL SAFETY CONTRACT K-3rd GRADE

Chicago World Language Academy supports the rights of students and staff to have reasonable access, in school, to various information formats and believes it is crucial for students and staff to use this educational advantage in an appropriate and responsible manner.

1. I will only use the Internet when there is an adult in the room with me.
2. I will not give out any information about myself, my family, or my friends on the Internet.
3. I will not communicate with strangers on the Internet without my teachers' permission.
4. I will tell my teachers and parents if anyone on the Internet asks personal questions about me.
5. I will only use appropriate language when using the Internet.
6. I will tell my teacher if I see anything on the Internet that makes me uncomfortable.
7. I will not copy anything from the Internet and claim it is my work.
8. I will handle all technology devices and equipment with care (adapted from Medford Public School District http://www.medfordpublicschools.org/for-students/acceptable-use-policy)

By submitting the acknowledgement form attached to this school handbook, I have read and understand the above rules. I understand that if I break any of these rules, I may lose the privilege of using the Internet and/or device(s) and may have face other consequences. This user agreement will be renewed each academic year. I will be notified and disciplinary action will be taken if this policy is violated per the Student Code of Conduct.

For Parents/Guardians:

By submitting the acknowledgement form attached to this school handbook, I have read the Chicago World Language Academy Contract for technology use with my child. I understand that access is for educational purposes. I accept responsibility for my child's use of Internet & technology device(s).

DIGITAL SAFETY CONTRACT 4th-8th GRADE

Chicago World Language Academy supports the rights of students and staff to have reasonable access, in school, to various information formats and believes it is crucial for students and staff to use this educational advantage in an appropriate and responsible manner.

Acceptable Use Policy Agreement

- I accept that using computers and accessing the Internet is an educational advantage afforded me by Chicago Public Schools (CPS) & Chicago World Language Academy (CWLA) and that inappropriate use of computers may result in my loss of their utilization and other possible disciplinary action.
- I accept that the primary use of computer resources. Internet is to support research and education.
- I will follow all copyright regulations and will not copy programs or pirate software. I will not take hardware, software or computer supplies provided by CPS.
- I will not invade the privacy of others or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.
- I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail and that all Internet activity can be monitored.
- I will not access information that is considered dangerous or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms or activities.
- I will not conduct business transactions, commercial activities or political lobbying.
- I understand that for my safety I will not give out my full name, home address or telephone number, or school information to strangers that I meet online. I agree not to meet with any stranger that I have met online. I will not publish personal information about other users or pretend to be someone else when sending or receiving information.
- I will be polite and use appropriate language. I will not swear, use vulgarities, harass others, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or transmit or view obscene or offensive material.
- I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.
- I will not degrade or disrupt school or Internet network services or equipment, as such activity is considered a crime under state and federal law; this includes but is not limited to tampering with computer hardware and software, vandalizing data, invoking computer viruses or attempting to gain access to restricted or unauthorized network services.
- I will promptly disclose to my teacher or other school employee any message or information that I receive that is inappropriate or makes me feel uncomfortable.
- I understand that Principals, or their designees, will be responsible for disseminating and enforcing policies and enforcing procedures in the buildings under their control and will ensure that all users complete and sign an agreement to abide by the policies and procedures. All such agreements are to be maintained at the building level.
- I understand and agree with this contract for computer use at school and that Chicago World Language Academy will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the CPS District's system or network.
- I understand that should I break this contract my access to computers will be restricted/revoked and disciplinary actions taken.
- This user agreement will be renewed each academic year. (adapted from Medford Public School District http://www.medfordpublicschools.org/for-students/acceptable-use-policy)

For Parents/Guardians:

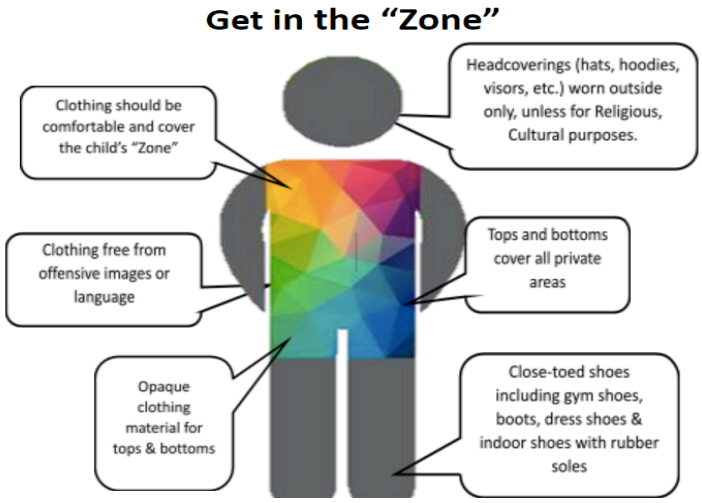
By submitting the acknowledgement form attached to this school handbook, I am communicating that I have read and understand the above rules pertaining to the Chicago World Language Academy Contract for computer use with my child. I understand that access is for educational purposes. I accept responsibility for my child's use of Internet & technology device(s). I understand that if my child is to break any of these rules, he/she may lose the privilege of using the Internet and/or device(s) and may have to face other consequences. This user agreement will be renewed each academic year. I will be notified and disciplinary action will be taken if this policy is violated per the Student Code of Conduct.

DRESS CODE POLICY

Chicago World Language Academy Student Dress Code

Goals of CWLA's Dress code:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body.
- Type/size, religion, and personal style.



Dress Code Enforcement

- School staff shall enforce the dress code consistently using the requirements below. School administrators and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement
- Students will only be removed from spaces, hallways, or classrooms as a result of the dress code violations as outlined in sections 1 and 3 above.
- Students in violation of Section 1 and/or 3 will be provided three (3) options to be dressed more to code during the school day
    - (1) Student will be asked to put on their own alternate clothing, if already available at the school, to the dress more to code for the remainder of the day
    - (2) Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day
    - (3) If necessary, students' parents may be called during the school day to bring alternate clothing for the student to wear for the remainder of the day
- No student should be affected by dress code enforcement because of racial identity, disability, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students

*This Student Dress Code was adapted from Oregon NOW (National Organization for Women) Model Student Dress Code.

MEDICAL COMPLIANCE POLICY

In accordance with state and federal law, all students must be medically compliant. The following are examination and immunization requirements. For more information regarding health requirements, please contact our School Nurse, Ms. McCoy.

EXAMINATION REQUIREMENTS

Physical Examination requirements due upon enrollment, or by October 15th of current school year. Physical Examination must be completed within one year prior to entry to:

- Preschool and kindergarten (physical exam and lead screening through age 6)
- 6th grade and 9th grade (ages 5, 11, 15 for ungraded programs)
- Any student entering CPS for the first time

Vision Examination requirements due upon enrollment, no later than October 15th of current school year.

- Entering the State of Illinois for the first time at any grade level.
- Entering kindergarten

Dental/School Based Oral Health are due for all Kindergarten, 2nd grade, and 6th grade students. Students are required to have a dental examination by a dentist before entry to Kindergarten.

IMMUNIZATION REQUIREMENTS

Diphtheria, Pertussis (Whooping Cough), Tetanus (DTP, DTaP & Tdap)

- Four (4) or more doses. The first 3 doses with intervals of 4 weeks apart. The interval between the 3rd and 4th dose is at least 6 months.
- The last dose qualifying as a booster and received on or after the 4th birthday.
- One (1) dose of the Tdap vaccine for 6th to 12th grades.

Polio

- Four (4) or more doses. The first 3 doses with intervals of 4 weeks apart. The interval between the 3rd and 4th dose is at least 6 months.
- The last dose qualifying as a booster and received on or after the 4th birthday.
- A 4th dose is not needed if the 3rd dose was administered at age 4 or older and 6 months after the previous dose

Measles, Mumps, and Rubella (MMR)

- One (1) dose required for preschool, and a second dose required for all students kindergarten to 12th grade.
- 1st dose received at 12 months or later.
- 2nd dose must be administered at least four weeks (28 days) after 1st dose.

Hepatitis B

- Three (3) doses required for all students.
- 1st dose at birth.
- 2nd dose received no less than 28 days or 4 weeks after 1st dose.
- 3rd dose received no less than 2 months after the 2nd dose and 4 months after the 1st dose.

Varicella (Chicken Pox)

- Two (2) doses of varicella are required for kindergarten, 1st, 2nd, 3rd, 6th, 7th, 8th, 9th, 10th,11h, & 12th grades. The first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose.
- One (1) dose required on or after the first birthday for Prek, 3rd, 4th, 5th, grades.

Haemophilus Influenzae, Type B (HIB)

- Three (3) doses required for primary series.
- If none received before age 15 months, only one (1) dose required from age 15 months to 59 months of age. Not required age 5 years or older.

Pneumococcal Conjugate (PCV)

- Four (4) doses required for primary series.

- If none received before age 24 months, only one (1) dose required from age 24 to 59 months of age. Not required age 5 years or older.

Meningitis Conjugate (MCV4)

- One (1) dose of the meningococcal vaccine for 6th, 7th and 8th grades.
- Two (2) doses of the meningococcal vaccine for 12th grade.
- 2nd dose must be administered at least 8 weeks after 1st dose.
- If the 1st dose was given at age 16 or older; only one (1) dose will be required for 12th grade.

HANDBOOK ACKNOWLEDGEMENT FORM

***Please return this signed form to your child's homeroom teacher.**

Chicago World Language Academy

School Handbook

Acknowledgement Form

I, _____, (parent/guardian name) and

I, _____ , (student's name) have received and read the 2023-2024 Chicago World Language Academy School Handbook and the policies/procedures outlined.

_____ _____

Signature (parent): Date:

_____ _____

Signature (student): Date:

Please note: Parents will receive communication from CWLA via School Updates on a weekly basis. Contact the office if you are not receiving weekly school updates electronically. Also, please set-up a system with your child to ensure that you are receiving the correspondence sent home. Please contact the office if you are not receiving or unable to receive electronic communication.