

DISNEY II MAGNET  
School Handbook  
2011-2012



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BOGDANA CHKOUMBOVA – PRINCIPAL

## Disney II Staff

Mrs. Chkoumbova .....	Principal
Mrs. Stone.....	Assistant Principal
Mrs. Santiago .....	School Secretary
Ms. Clay .....	Director of After School and Enrichment Programs (ASEP)
Mrs. Cherniak (302).....	Special Education Teacher & Case Manager
Mrs. Herald (202).....	Special Education Teacher & Case Manager
Mrs. Dobbins.....	Special Education Assistant
Ms. Wang (102) .....	Pre-School For All Teacher
Mrs. Murphy (102).....	Pre-School For All Assistant
Mr. Manesis (103).....	Tuition Based Pre-School Teacher
Mr. Harnden (103) .....	Tuition Based Pre-School Assistant
Ms. Preston (103) .....	Tuition Based Pre-School Assistant
Mrs. Callaghan/Ms. Olson (201).....	Kindergarten Teacher
Mrs. Girard (203).. ..	Kindergarten Teacher
Ms. Mohiser (207).....	First Grade Teacher
Mrs. Rhodes (209) .....	First Grade Teacher
Ms. Rollings (210).. ..	Second Grade Teacher
Mr. Cercone (208).....	Second Grade Teacher
Mrs. Brown-Rivera (204).....	Third Grade Teacher
Mrs. Garrison (206).....	Third Grade Teacher
Ms. Zapata (301).....	Fourth and Fifth Grade Math Teacher
Ms. Clay (303) .....	Fourth and Fifth Grade Science Teacher
Ms. Lee (307).....	Fourth Grade Literacy and Social Studies Teacher
Mrs. Schnauer (309).....	Fifth Grade Literacy and Social Studies Teacher
Mr. Bartel (310).....	Technology Teacher
Ms. Haddad (104) .....	Art Teacher
Mr. Barnhart (110).....	Music Teacher
Mr. Murphy (Gym).....	Physical Education Teacher and Athletic Director
Mrs. Hristova (201/203).....	Teacher Assistant Kdg. & 1st Grade
Ms. McNeill (208/210/209) .....	Teacher Assistant 1st & 2nd Grade
Ms. Nguyen (208/210/204/206) .....	Teacher Assistant 3rd Grade
Mrs. Pando (301/303/307/309).....	Teacher Assistant 4th & 5th Grade
Mrs. Voyda (208/210).....	Literacy Support 2nd Grade
Ms. Colon.....	After School Support

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# WELCOME TO DISNEY II: COME GROW WITH US!

Dear Disney II Families,

The educational team, together with committed partners and supporters, has worked to develop the academic program at Disney II. We have also assembled various policies and procedures in this handbook to clarify day-to-day routines and school rules.

We strive to build strong connections between home and school and encourage parental support to harness the power of the school community. The success of our students requires consistent effort, collaboration, and genuine commitment from staff, students, and parents. Parents are welcome to call or make an appointment with teachers at any time to discuss their child's progress.

As the Principal at Disney II Magnet School, I am committed to improving teaching and learning on a daily basis. Therefore, I may not always be available to speak with you. However, I value communicating with you. If you need to speak with me, please contact Mrs. Santiago to schedule an appointment.

Thank you for your ongoing support of our school and I look forward to working with you.

*Bogdana Chkoumbova*, Principal

## VISION

Disney II will provide a rigorous and relevant curriculum in a nurturing and inclusive community whose members (parents, teachers, and students) support each other's intellectual and emotional growth. The school aims to build upon the success of the Walt Disney Magnet School, where a highly positive and disciplined school culture facilitates an empowering academic program. Through meticulous planning of a standards-based curriculum and implementation of effective instructional strategies, the school will forge its foundation with concerted community effort on four fronts: the clear articulation and persistent pursuit of high expectations, the fortifying integration of arts and technology across all subjects and activities, the consideration and celebration of diversity, and the creation of a professional learning community wherein curiosity is kindled and knowledge is sought and valued. Disney II will empower students to contribute to the future of America with a global perspective.

## MISSION

Disney II will:

- \*Provide a textured, challenging curriculum in literacy, mathematics, social studies, and science in order to prepare students for educational success in high school and college;
- \*Utilize thematic interdisciplinary units, and project-based learning, to demonstrate the relevance and applicability of knowledge;
- \*Integrate arts and technology to provide opportunities for students to discover the connectedness of concepts and knowledge, to inspire creativity, and to allow for acceleration and remediation of the learning process;
- \*Differentiate instruction to address all students' needs, including English Language Learners, students with advanced skills, and special needs students in an inclusive environment;
- \*Focus on the whole child by supporting students' social, emotional, physical, and ethical growth;
- \*Cultivate a disciplined program that demands mutual respect and champions and rewards good manners and inclusiveness;
- \*Build strong connections between home and school to encourage parental support and harness the power of the school community;
- \*Develop and sustain reciprocal partnerships with community organizations and businesses to leverage assets and engage the community in all aspects of the school;
- \*Create a professional learning community through collaboration, meaningful professional development, and a commitment to lifelong learning, leadership and innovation;
- \*Create and actively maintain an attractive, clean, and inspiring physical space for learning where student work is proudly displayed;
- \*Model the Disney maxim: "Learning is fun!"

## **SCHOOL GOALS**

Disney II has established the following goals for the 2011-2012 school year:

- \* Maintain a student attendance rate of 96% or above and 98% for staff
- \* 95% of students in grade K-5 will make a minimum of 3 STEPs growth
- \* 90% of students will be reading at or above grade level
- \* 65% of students will exceed on the ISAT (3<sup>rd</sup> – 5<sup>th</sup> grades)
- \* 99% parent satisfaction rating on the annual Disney II Parent Survey

## **SPECIAL PROGRAMS AT DISNEY II**

### **ARTS AND TECHNOLOGY INTERGRATION**

The integration of arts and technology is a powerful force to drive student learning and to make the daily work fun. Arts and technology are integrated across the Disney II curriculum and used as tools to accommodate individual learning styles and promote creative expression. Both focuses allow for high degrees of individualization and customization for students at all levels. Arts and technology overlap to constitute the weave of a tapestry that strengthens and brightens the school's academic program. We will provide opportunities for students to discover the connectedness of concepts and knowledge, to inspire creativity, and to allow for the acceleration and remediation of the learning process. Disney II uses the arts as an instrument of reflection and expression through writing, drama, music, photography and other means of media available throughout the school. Essentially, students are engaged in creating multimedia projects and presentations that require syntheses of information from multiple sources and across core subjects such as mathematics, science, and reading.

### **LITERACY FOCUS**

To satisfy the needs of a diverse student population, Disney II has taken a balanced approach to language arts instruction. Balanced Literacy is a framework designed to help all students learn to read and write effectively. The program stands firmly on the premise that all students can learn to read and write. This approach supports students to learn to read and write at or above grade level, at a level that is not frustrating for them. Students read and write each day independently and in group settings (both large and small). We focus on four different types of reading experiences: reading aloud, shared reading, guided reading, and independent reading. Students also participate in shared and individual writing activities each day. The four types of writing experiences are: shared writing, interactive writing, writer's workshop, and independent writing. The authentic opportunities for reading and writing are arranged on a continuum based on more or less teacher support. Some reading tasks are modeled by the teachers, others are accomplished with the support of the teacher, and others are done independently by the child. The goal of our literacy program is to help students to become readers and writers who enjoy and value literacy.

### **PRE-SCHOOL FOR ALL**

This half-day instructional program, for 3 and 4 year old students, is led by a highly qualified teacher and a dedicated support staff. There are 2 sessions: AM (8:00-10:50) and PM (12:35-3:30). The preschool program is child-centered and designed to encourage cognitive, social, and emotional growth. The daily schedule and environment fosters open-ended explorations and decision making. Students also participate in weekly music and art classes. Please contact the school office for enrollment information and registration details.

### **TUITION BASED PRE-SCHOOL**

Our play-based and literacy-rich instructional program is matched with before and after care for 3 and 4 year old students. It is led by a highly qualified teacher and a committed support staff. The preschool program is child-centered and designed to encourage cognitive, social, and emotional growth. The daily schedule and environment fosters open-ended explorations and decision making. Students also participate in weekly music and art classes. Please contact the school office for additional information and registration details.

## **TUITION BASED AFTER SCHOOL**

Enrichment programs such as music instruction, recreation activities, and homework help or tutoring, is available for all Disney II students. After school programming hours are 3:30 to 6:00pm Monday thru Friday. The fee for this program is \$60 per week, snack is provided, and a discount for siblings is available. Please contact Director of After School Enrichment Programs (ASEP), Ms. Clay [caclay@cps.edu](mailto:caclay@cps.edu), for more details and registration.

## **REQUIRED FORMS**

### **EMERGENCY INFORMATION** \*must be updated every year

It is imperative that the school office has a current student emergency information form on file. Parents will be asked to complete emergency information forms at the beginning of each school year. These forms ask for address, phone numbers and names of parents or guardians. Parents must to notify the school office immediately if there are any changes that require student information to be updated (including email addresses). Please include your home phone number as well as a work number and cell phone number if they are available. Also list the names of two individuals who can be called if you cannot be reached in the event of an accident, illness or other emergency. Please complete and return forms to your child's teacher by Thursday, September 8, 2011.

### **MEDICAL INFORMATION** \*allergy information must be updated every year

Most grades require students to have a physical examination by a doctor, age appropriate immunizations, dental exam, and vision screening. Current CPS students can have their records transferred from their previous school. Students who do not comply with the medical requirements may be excluded from school. Medication may not be taken in school except under special circumstances and with approval from a doctor and the Chicago Public Schools. Contact Mrs. Cherniak or Mrs. Herald regarding any medical conditions that may require medication to be taken at school. Students with casts or crutches *must* have a note from a physician indicating that the student may attend school and list any restrictions on the child's activities. Please complete and return forms to your child's teacher by Thursday, September 8, 2011.

### **LUNCH APPLICATIONS** \*must be updated every year

It is imperative that every Disney II student submit a lunch application for free and reduced lunch (every school year). The school's eligibility for additional funding is based on the number of students applying to receive free or reduced lunch. Parents not interested in applying for free or reduced lunch must write their child's name and "not interested" on the application, sign it, and return it to school. Lunch applications need to be completed and returned to your child's teacher. Completion of the lunch application does not guarantee any student a free or reduced lunch. Please complete and return forms to your child's teacher by Thursday, September 8, 2011.

### **VIDEO/PHOTO RELEASE FORM**

Disney II asks parents to sign a video/photo release form for each child attending the school. This form gives your consent to have your child photographed, video taped, audio taped and/or interviewed by the Board of Education of the City of Chicago or the news media.

## **PARENT INVOLVEMENT**

### **INTERIM ADVISORY COMMITTEE (IAC)**

Disney II Interim Advisory Committee (IAC) serves in an advisory role and provides vital feedback regarding the school. The Committee holds regular monthly meetings the 3<sup>rd</sup> Wednesday of each month at 6pm. The committee consists of 2 community members, 4 parents, 2 teachers, 1 non-teaching staff, and the Principal. *Notice of meetings and agendas will be posted on our website and on a bulletin board outside the main entrance.* All staff, parents, and community members are welcome to attend the meetings. Please contact the IAC Chair, Ann McHale [amchale1@gmail.com](mailto:amchale1@gmail.com), for more information.

### **DISNEY II EDUCATIONAL FOUNDATION**

The Disney II Educational Foundation is an independent community-based organization whose mission is to preserve and promote the quality of education and the learning environment at Disney II Magnet School. The Foundation's primary role is to lead the fundraising efforts for the benefit of the school, including the Fall Fund Drive, Annual ABC Auction, and the Arts Alive Festival. Please contact the Educational Foundation president, Tiffany Owen [tiffany.owen@gmail.com](mailto:tiffany.owen@gmail.com), for more information.

## **PARENT TEACHER ASSOCIATION (PTA)**

Disney II PTA is a network of parents, teachers, administrators, and neighbors that creates partnerships between parents and teachers, offers opportunities for parents to connect with one another, and uses fundraising and volunteerism to support Disney II in furthering its educational goals. A 10-person executive board coordinates the process. General meetings are posted on the school's website. Please contact the PTA president, Caroline Bilicki [cpollicki@gmail.com](mailto:cpollicki@gmail.com), for more information.

## **VOLUNTEERS**

Disney II welcomes and encourages parents to volunteer. If you are interested in volunteering at Disney II, please fill out the application available in the main office. If you have previously filled out an application, please check with the main office to determine if your application is still valid (applications are valid for 2 years). The Chicago Board of Education requires every person working or volunteering to go through a background check and/or tuberculosis screening.

## **PARENT AND SCHOOL VISITORS**

Disney II welcomes parents and visitors in the building. For the safety of the students and staff, it is required that all visitors stop at the office for a pass before visiting any part of the building. In order to make entry and dismissal easier and less congested, Disney II asks parents to not follow their children to the classrooms at entry time and wait outside for their children at dismissal time. If there is a need for you to see your child's teacher, please utilize the school website to schedule an appointment.

## **ATTENDANCE AND PUNCTUALITY**

### **ABSENCES**

Regular attendance is a critical factor for success at school. The academic curriculum is sufficiently difficult that a student cannot afford to miss classroom instruction and meet grade level expectations for promotion. School personnel are strongly committed to achieving the goal of 96% student attendance rate school wide and will closely monitor student attendance. Parents will be notified if their child's attendance is problematic or leading toward a truancy case.

When it is necessary for a child to be absent from school, please contact the school at 773-534-3750 between 7:30 AM and 8:00 AM. Upon returning to school, all children are required to bring a note signed by a parent indicating the date(s) and reason for absence, even if the school was notified by phone. We encourage parents to make every effort to plan vacations, trips, medical, and dental appointments during our non-attendance days. Chicago Public Schools classifies four reasons as excused absences:

1. Illness
2. Death in the immediate family
3. Family emergency
4. Observance of a religious holiday

In the event of student absences, it is the student's responsibility to obtain any missing assignments, make up work, or arrange times for missed assessments. If you have questions regarding work your child may have missed, please contact your child's teacher. Generally, students will have as many days as they were absent to make up the work. Assignments submitted after this deadline will not be graded at full credit. We encourage 1st—5th grade parents to use the CPS Parent Portal to monitor students' grades and missed assignments. Please stop by the main office for information regarding parent log in accounts.

### **TARDINESS**

To maximize and respect teaching/learning time, we expect students to arrive at school accordingly. Students are expected to arrive at school by 7:55 AM when the line-up bell rings. Students who arrive after the 8:00 AM entry bell must obtain a tardy slip from the security officer. Parents of students who are experiencing difficulty with punctuality will be contacted after the third tardy to develop a plan for addressing the issue. Students who are consistently tardy will be required to meet with the school's administration to discuss the problem. We will make every effort to assist families in helping students arrive at school on time.

## **ILLNESS/ACCIDENTS**

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

## **EARLY DISMISSAL REQUESTS**

If there is a valid reason, other than illness, for your child to be dismissed before the end of the school day, we request the following:

1. Parent/guardian/or an adult must report to the office.
2. Parent/guardian/or an adult will sign for an early dismissal and explain the nature of the early departure.
3. Office staff will locate the child and have him/her report to the school office.

Under no circumstances are students permitted to leave school grounds during the school day without a parent, legal guardian, or an adult listed on the emergency form. A student's attendance is affected by an early dismissal. A student will be marked absent for a **full day** if the dismissal occurs before 11:00 AM. Dismissals after 11:00AM will result in a half-day absence.

## **EMERGENCY SITUATIONS**

### **FIRE DRILLS & DISASTER DRILLS**

Orderly procedures help students and teachers cope with emergencies. Please ask your child if he/she knows the school procedure for fire drills and disaster drills. Fire drills are conducted every month by the Chicago Fire Department. Tornado drill procedures will be posted in each classroom and will be rehearsed during the school year.

### **SAFETY/EMERGENCY PLANS**

Every classroom in the school has emergency procedures posted by the door.

### **INJURIES OR MEDICAL EMERGENCIES**

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

## **ENTRY AND EXIT PROCEDURES**

### ***MONDAY—FRIDAY* BELL SCHEDULE**

7:55 AM Student Line Up Bell  
8:00 AM Student Entry  
3:30 PM Student Dismissal

### **ENTRY AND EXIT PROCEDURES FOR PRE-K Tuition Based**

All students who are arriving and being dismissed, must be signed in/out from the classroom. Parents will escort students to and from class, through the main entrance.

### **ENTRY AND EXIT PROCEDURES FOR Pre-School for All**

All students who are arriving and being dismissed, must be signed in/out at the security desk. Parents will escort students through the main entrance and remain with their child in the foyer until it is time to enter the classroom.

## **ENTRY AND EXIT PROCEDURES FOR GRADES Kindergarten through 5th grade**

### **Entry for students eating school lunch:**

\*Each child must go to the lunchroom between the hours of 7:50 AM and 8:00 AM to make arrangements for eating school lunch on that day. After picking up their ticket, students will proceed to their designated entry location.

**Kindergarten:** All kindergarteners will be dropped off or picked up from the enclosed area located on North Kedvale Avenue between the teacher parking lot and the school gymnasium.

**1st Grade – 5th grade:** All students will be dropped off at the “kiss-n-fly” stations located on: *West Grace Street between the school building and the play lot OR North Kedvale near the parking lot.* Students will be dismissed from the courtyard outside the main entrance. Students in grades K-3 will be dismissed by their classroom teacher and released to a parent, guardian, or responsible adult. Students in grades 4 and 5 will be dismissed independently and not permitted to reenter the building.

**Students must be picked up promptly at 3:30. School personnel IS NOT available to monitor students after dismissal. If you can not pick up your child on time, please make arrangements for a responsible adult to pickup your child.**

**After-school programs:** Those students who are attending after school programs in grade K-5 will be dismissed outside the main office area.

Parents please be advised that the school playground will not be supervised before and after school. In addition, please do not leave your vehicle unattended or doubled park while dropping off or picking up your child. The traffic around the school building is managed by traffic volunteers. Your cooperation and respect is welcomed and expected.

### **INCLEMENT WEATHER**

Drop Off/Pick-up procedures for all grade levels will remain the same. Students will enter the building through the north door (Kedvale & parking lot) and south door (Kedvale & Grace) and will be housed in the hallway outside their classroom. The earliest drop off time is 7:50 AM.

### **BREAKFAST**

Universal breakfast is a program which gives each student the opportunity to eat a well-balanced, nutritious breakfast everyday free of charge. When students come to school in the morning, Universal Breakfast will be available to them in the classroom. Breakfast will include an entrée, two side items, and milk. The students eat during the first few minutes of their first period. Students can choose what to eat. The breakfast eliminates the need for providing snacks during the school day.

### **LUNCH**

Each child must go to the lunchroom between the hours of 7:50 AM and 8:00 AM to make arrangements for eating school lunch on that day. Students will pull their lunch ticket from the designated blue pocket chart regardless of the lunch status (free, reduced, or paid). Each child will then put their lunch ticket in their designated classroom lunch ticket box. Prices for 2011-2012: \$2.25 full price; 40¢ reduced; 35¢ milk.

#### *Payment options:*

All payments, including full price, reduced price, and milk purchases will be collected in the morning between 7:50 AM and 8:00 AM by Mrs. Key. Parents are strongly encouraged to pay weekly or monthly.

### **PLAYGROUND RULES**

Families are welcome to use our playground; however, there will be no adult supervision before or after school hours. Disney II will be using the playground for recess between the hours of 10:00 AM-1:10 PM and afterschool activities between 3:30 and 6:00 PM.

## QUARTERLY ACTIVITIES

### **FIVE-WEEK PROGRESS REPORTS**

Students in Kindergarten through 5th grade receive a progress report during the fifth week of each quarter of the academic school year. The progress report is given to students to take home. Students who are in danger of failing to meet the promotion/grade level criteria will be provided a remediation plan. This procedure includes a parent conference to create a mutual agreement regarding intervention strategies that will be used at home and at school to prevent failure at the end of the quarter. Progress Reports will be sent home on October 12, 2011; December 21, 2011; March 7, 2012; and May 23, 2012 in the "BLUE COMMUNICATION FOLDER."

### **REPORT CARDS**

Students receive report cards at the end of each quarter. Parents or legal guardians are required to pick up the report card for the first and third quarters. These days are set aside (report card pick-up days) when classes are canceled and parents have the opportunity to review their child's progress with teachers and other school staff. Report cards for the second and fourth quarters are sent home with the students. Report card pickup days are November 16, 2011 and April 18, 2012. Report card distribution days (report cards sent home) are February 1, 2012 and June 15, 2012.

### **AWARDS**

Students are recognized for their academic success, perfect attendance, and other accomplishments at the end of each quarter. Students' names in each category of recognition are featured on the Disney II Achievers' bulletin board outside of the main office.

### PRINCIPAL'S HONOR ROLL

The Principal's Honor Roll award will be given to students in grades K-5. These students (and 2 guests) will be invited for breakfast with the Principal each quarter.

#### *1st—5th Requirements for Principal's Honor Roll*

- A's in ALL subjects
- No checkmarks under "Growth in Habits and Attitudes"
- No unexcused absences

#### *Kdg. Requirements for Principal's Honor Roll*

- No checkmarks under "Work/Study Habits or Social Growth"
- No unexcused absences
- Exceeds STEP level, quarterly goals for Kindergarten:  
1st Quarter goal: P                      Exceeds = 3 and beyond  
2nd quarter goal: 1                      Exceeds = 4 and beyond  
3rd quarter goal: 2                      Exceeds = 5 and beyond  
4th quarter goal: 3                      Exceeds = 6 and beyond
- Students must exceed quarterly math requirements 93% or above on interim math assessment
- Students must exceed in the writing genre for the quarter

### HIGH TEA WITH THE PRINCIPAL

Students in grades K-5 who show outstanding academic progress, increased effort, overall school spirit/sportsmanship/team unity, and community service will be eligible for awards and a special recognition event with the Principal. 4 students will be selected for this honor by their classroom or homeroom teacher (1 per category). This celebration will be a quarterly activity.

### HONOR ROLL

This award is given to students with a minimum of two A's in the major subjects (reading, writing, math, science, or social studies), no grades lower than a B, no checkmarks under "Growth in Habits and Attitude", and no unexcused absences. Honor Roll awards will be given to students in grades 1-5.

### SPECIAL RECOGNITION

This award is given to students who have shown extraordinary effort in improving their grades and/or who have demonstrated outstanding citizenship within their classroom. This award is given to a maximum of 2 students per class and is given to students in grades 1-5. The students are selected for this honor by their classroom teachers.

*Special Recognitions for Pre-K & Kindergarten*

Most Improved: 2 child per quarter

Good Citizen: 2 children per quarter

PERFECT ATTENDANCE

This award is given to students who have no absences and are not tardy for the entire quarter. Early dismissals and/or late arrivals count as partial absences. (Note: Medical exclusions and out-of-school suspensions count as absences, but religious holidays are not counted as absences.) Perfect Attendance awards will be given to students in grades PK-5.

**STUDENT RECOGNITION**

In addition to academic awards, students are recognized for a variety of accomplishments throughout the school year. Students will be recognized for accomplishments such as: highest monthly classroom attendance; Green Achievers; Enrichment Activities; Young Author's; Art, Music, Technology, Physical Education Awards; Book It Reading Program; Read to Succeed 6-flags incentive program; Battle of the Books; Sports Programs; and more!

**GRADING SCALE**

The recommended Chicago Public School grading scale will be used by Disney II teachers to grade tests and student assignments. The scale is based on the following rubric:

A	90%-100%	EXCEEDS Standards
B	80%-89%	ABOVE Standards
C	70%-79%	MEETS Standards
D	60%-69%	BELOW Standards
F	59% or BELOW	DOES NOT MEET Standards

**HOMEWORK**

Students will receive daily homework assignments. Homework consists of meaningful assignments for completion during out-of-class time. Homework reflects the objectives of the instructional program of Disney II Magnet School. Assignments for homework are based on classroom instructional activities, and serve as motivation for further learning. The specific amount and frequency of assigned homework is generally based on students' needs, interests, and the content of the instructional program. Students will be given long-term assignments, projects, and research. Homework will be sent home in the "RED HOMEWORK FOLDER" Following are minimum time allocations for homework assignments:

Kindergarten— *minimum* 15 minutes per day

Grades 1-3— *minimum* 30 minutes per day

Grades 4-8— *minimum* 45 minutes per day \*see Junior Middle Team Appendix

We expect all students to spend additional time daily reading at home. Students will have Guided Reading/ Literature Circle books sent home daily.

**TEXTBOOKS**

All textbooks and guided reading books supplied by Disney II School become the responsibility of each student during the school year. If a book is damaged or lost, the student is charged a replacement fee. Textbook and Guided Reading books' prices range from \$5.00 to \$30.00 each.

**SCHOOL SUPPLIES**

All students will receive a list of required materials and supplies from the school. Each child is responsible for ensuring that he/she has adequate "tools" for school each day. All required materials are "community" supplies and will be shared by the entire classroom community. Parents can use the online payment option on the school's website to pay fees. ([www.disneyiimagnet.org](http://www.disneyiimagnet.org))

**STUDENT FEES**

Disney II will be collecting a \$60.00 book fee for the 2011-2012 school year. This fee will be used to purchase consumables for the following programs: Everyday Math; classroom subscriptions; art technology, and music supplies/subscriptions; guided reading books; and classroom libraries. The book fee should be paid prior to September 15, 2011. Parents can use the online payment option on the school's website to pay fees. ([www](http://www)).

disneyimagnet.org).

### SCHOOL WAIVER FEE

The school has established the following process for submitting a Student Fee Waiver (includes field trips):

1. Obtain/complete a Fee Waiver form from the main office.
2. Submit the completed form to the Principal.
3. Parents will receive the Principal's decision in writing.
3. Parents have the right to appeal the Principal's decision.

### CHICAGO PUBLIC SCHOOLS STUDENT CODE OF CONDUCT

It is our commitment to maintain a positive, safe, and secure learning environment. However, when there are repeated occurrences of minor infractions or when a serious misbehavior occurs, students are referred to the school's administration for consequences as detailed in the Student Code of Conduct. In such cases, a misconduct report is prepared. A copy of this report is provided to the parent/guardian. Consequences range from a student-parent conference to suspension and/or expulsion. A copy of the Student Code of Conduct is provided to parents annually and is also available on the Chicago Public Schools' website ([www.cps.edu](http://www.cps.edu)).

### DISNEY II WAY

Disney II students are expected to maintain an atmosphere of respect and cooperation with a serious attitude toward academic work. Disney II students are expected to follow the Student Code of Conduct approved by the Board of Education. In addition to these guidelines, Disney II students are expected to:

1. Respect everyone in the school community in both actions and words.
2. Respect school and community property.
3. Comply with the School Dress Code.
4. Follow established entry and exit procedures.
5. Demonstrate responsible behavior in the halls.
6. Obtain permission to leave your class or assigned area and carry a hall pass.
7. No gum chewing is allowed at school. Other food items are to be eaten in the school cafeteria.
8. Personal games, toys, and electronic devices are not to be seen in use during school hours. The school is not responsible if these items are lost or stolen.
- 9. CELL PHONES**— Students will not be allowed to use cell phones during school hours for phone calls, text messages, or photographs. If a child must carry a cell phone, students should keep their cell phones in their backpacks and turn cell phones off and/or vibrate. If a phone is used during school hours, for any reason, school staff will collect the phone and submit them to the main office. Phones will only be returned to a parent or guardian.

### DRESS CODE

Students, parents and staff recognize the importance of appropriate dress and its effect on the learning environment. Disney II school staff has set an acceptable standard for appropriateness, safety, cleanliness and modesty. School uniforms are not required at this time. During physical education class, students are required to wear gym shoes and are **highly encouraged** to purchase a gym uniform. Disney II gym clothes and shirts are appropriate for general school attire and physical education class.

Students who fail to comply with the School Dress Code will be in violation of the Chicago Public Schools Student Code of Conduct.

Disney II Dress Code excludes:

1. Clothing which exposes underwear, midriffs or stomachs (including, but not limited to: transparent blouses, crop tops, spaghetti straps, or halter tops) are not allowed. Tank tops for students must have straps that are at least 1 inch wide.
2. Blouses that have low necklines or open backs are not allowed.
3. Shorts must be at least as long as a student's fingertips when arms are hung down on sides.
4. Skirts may be no higher than 2 inches above the knee.

5. Hats are not allowed inside the building (except on spirit days and for religious/cultural reasons).
6. Appropriate shoes must be worn (i.e. no flip flops, wheelies, or shoes that could be considered difficult to run/climb).
7. Clothing that is too baggy or too tight is not allowed.
8. Anything else that the administration deems to cause a safety concern or a distraction from the educational process.

Parents will be contacted to bring appropriate clothing or pick up the student when a violation of the dress code occurs.

### **FIELD TRIPS**

Out-of-the-classroom experiences are provided for students throughout the year to enrich their experiences and learning. These field trips are an integral part of the curriculum and have a specific educational purpose.

Students need to submit a permission slip signed by a parent or legal guardian before they are allowed to leave the building for the field trip. Verbal permission in person or by telephone is not allowed. Parent volunteers are needed to chaperone field trips. The classroom/homeroom teachers and room parents will follow an established protocol for selection of volunteers. The goal is to provide an opportunity for participation to all parents during the course of the school year. Your child's teacher will communicate information and any applicable costs for field trips to parents. Most field trips will require payment for transportation and/or admissions. Each class plans approximately 4 field trips per school year with costs ranging from \$0 to \$15.00.

Fee waivers are submitted at the beginning of the school year. The school has established the following process for submitting a Student Fee Waiver (including field trips):

1. Obtain/complete a Fee Waiver form from the main office.
2. Submit the completed form to the Principal.
3. Parents will receive the Principal's decision in writing.
3. Parents have the right to appeal the Principal's decision.

### **NUTRITION**

Developing good eating habits is essential for children. Candy, soda, and junk foods brought for lunch are not healthy for children and often make it difficult for them to focus on their learning activities for the remainder of the school day. Students are encouraged to bring a healthy and nutritious lunch or to purchase a school lunch. Disney II's food services provide daily breakfast and hot lunch.

Peanut/Tree nut free breakfast and hot lunches are served daily at Disney II School. The full price of lunch is \$2.25. Reduced price 40¢ or free meals are provided for families who complete a lunch form and meet Federal guidelines. Milk can be purchase for 35¢. Universal Breakfast is served the first few minutes of the first period. Classrooms are scheduled for lunch between 10:50 a.m. and 1:10.

### **TELEPHONE**

Students may use the school telephones for emergency calls during the school day when necessary. If you need to contact your child, please call the school's main office at (773)534-3750 and leave a message. Students will not be called to the office for phone calls during instructional time.

### **PERSONAL PROPERTY OF STUDENTS**

Students should only bring items that are needed for the school program. Students are not allowed to bring toys, games, electronic games (Gameboy, Sega, Nintendo, etc.), radios, iPods, CD players, MP3 players, alarm watches, trading cards, balls, athletic equipment (basketballs, footballs, etc.), purses, and other such personal items that can result in disruption of student learning or that could present concerns regarding breakage or loss. If there is an item that a student feels may be appropriate to bring to school, he or she should ask for permission from their classroom teacher or the Principal before bringing it to school.

Students should not bring candy or money to school, except for special events when the classroom teacher has granted permission, e.g. book fair, a party, or a field trip.

## **STUDENT & CLASS PORTRAITS**

Students are photographed twice a year at Disney II School. The photographs are taken in the fall and spring:

Fall: October 18, 2011 & and October 19, 2011

Make-ups: November 30, 2011

Spring: May 1, 2012

Parents/guardians will be reminded of the dates through school wide communications (backpack mail & email) and the school calendar located on the school's website. [www.disneyiimagnet.org](http://www.disneyiimagnet.org).

## **LOST AND FOUND**

Please make sure students are responsible for their personal property. Encourage your child to keep valuables at home and label ALL items your child brings to school (lunchbox, backpack, sweater, jacket, etc.). Lost and found items will be located next to the security desk. Please check periodically for missing items. Unclaimed lost and found items will be donated to charity at the end of each quarter.

## **EMERGENCY SCHOOL CLOSING**

The Chief Executive Officer may decide that an emergency closing of the school system is necessary. Once the decision has been made to close schools, the information will be given to various radio and television stations. Parents are asked to tune in to the radio, television, or the Chicago Public School's website ([www.cps.edu](http://www.cps.edu)) for updated information. Parents should monitor media outlets whenever the weather is threatening to determine if schools are closed.

Please register with Disney II's Twitter account to receive any emergency updates:

Twitter Account: <http://twitter.com/DisneyIIMagnet>

## **HOW TO BEST COMMUNICATE WITH US?**

Disney II Magnet School is committed to making communications between parents and the school easy and accessible for all. We keep information updated and current on our website and utilize current online tools, daily take-home folders, weekly backpack mail, school wide email sent from the office ([disneyiimagnetschool@cps.k12.il.us](mailto:disneyiimagnetschool@cps.k12.il.us)) and an out-bound phone messaging system to help keep you informed.

When you do have questions, here are some simple steps to take:

ONLINE:

- Check our website for the most comprehensive and up-to-date information, including school calendar of events, classroom news, classroom newsletters and more at: [www.disneyiimagnetschool.org](http://www.disneyiimagnetschool.org)
- Check your email for important messages - please provide the office and your child's teacher with any changes to your address!
- Register and review the Grade Book Parent Portal - see website or Technology Coordinator for more info.
- Register on Twitter for any last minute news and event changes right to your phone - search for Disney II Magnet on the site and make sure to turn on your SMS notifications!

AT HOME:

- Check school folders **daily** for classroom homework (RED) and school communications (BLUE) (PK-3)
- Check Disney II Academic Planners **daily** for homework, notes, important dates, etc. (4th—5th)
- Read your weekly newsletter and Back-Pack Mail every Friday
- Listen to your home voicemail for call updates - including daily attendance notices and more!

AT SCHOOL:

- Check the bulletin board outside the main office for school information including: meetings, lunch menus, special events, and school calendar.
- Attend Quarterly Saturday Parent Academies – see website calendar for dates
- Join our active Parent-Teacher Association (PTA) – see website calendar for meeting dates

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**Communication Policy**

Disney II is committed to open and ongoing communication with its stakeholders and recognizes that maintaining a "two-way" conversation with the school community is a vital component of our students' success. To do so, we have established a clear, effective communication policy to help provide understanding and awareness of learning opportunities and expectations.

**Academic Planners**

All students in the Junior Middle Team will be provided with a Disney II Academic Planner. This planner will be the primary source of information regarding class projects, homework assignments, assessments, quizzes, and important due dates.

**Binders**

All students in Jr. Middle Team will be expected to purchase and maintain an "assignment binder" (standard binder size with a zipper all the way around). This binder will house all assignment and homework materials for each class. It should travel from classroom to classroom AND be brought home each night. Within this binder, students will keep: 3 hole punched pencil case with necessary supplies, the planner, and content area folders (provided by the school): communication folder (blue), math (red), science (yellow), and language arts (green).

**Weekly newsletters**

Weekly newsletters will continue for all Jr. Middle students. One newsletter will be sent home for Jr. Middle classrooms in the blue communication folder on Fridays. In addition, the newsletter will be posted to the Jr. Middle webpage.

**Webpage**

The Jr. Middle Team will have a joint classroom website. This website will be your primary source of information for all students in 4<sup>th</sup> and 5<sup>th</sup> grade. Each content area teacher will have a section within this webpage. To access this page, visit the school's website at [www.disneyiimagnet.org](http://www.disneyiimagnet.org).

**Email/Phone Communication**

The Jr. Middle Team is attempting to go green! When trying to contact a teacher, the preferred method of communication is email. This will help cut down on "lost notes", small pieces of paper, and lapse in response time. If email is unavailable or inconvenient, please utilize the student planner.

<b>Teacher</b>	<b>Role/Responsibility</b>	<b>Email address</b>
Ms. Cicely Clay	4 <sup>th</sup> /5 <sup>th</sup> Science	<a href="mailto:caclay@cps.edu">caclay@cps.edu</a>
Mrs. Maria Schnauffer	5 <sup>th</sup> Language Arts/Social Studies	<a href="mailto:mbobolos@cps.edu">mbobolos@cps.edu</a>
Ms. Jessica Zapata	4 <sup>th</sup> /5 <sup>th</sup> Mathematics	<a href="mailto:jzapata@cps.edu">jzapata@cps.edu</a>
Ms. Euna Lee	4 <sup>th</sup> Language Arts/Social Studies	<a href="mailto:elee2@cps.edu">elee2@cps.edu</a>
Ms. Stacy Pando	Junior Middle Assistant	<a href="mailto:slpando@cps.edu">slpando@cps.edu</a>

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If a teacher needs to contact you regarding your child, their primary means of communication will be through email as well. Again, if immediate contact is necessary or email is unavailable, teachers will utilize student planners. To ensure constant communication, please update any changes to email or phone numbers through the classroom teacher.

For your reference, please see the table below regarding roles and responsibilities and whom to contact when searching for an answer:

Content Area Teacher	Curriculum, homework, subject specific questions, etc.
Homeroom teacher	Field trips, school policies, forms, school wide events, attendance notes, tardy slips, attendance questions, etc.

**Homework Policy**

Students will be responsible for recording their daily homework assignments in the Disney II Academic Planner. Teachers will allot time at the beginning of each content area class (math, science, language arts, social studies, and writing) to ensure all students are recording the necessary information into their planner. Parents are required to “initial” in the designated box of the agenda, ***daily***. Students without parent’s signature will receive a reminder stamp in their planner.

Students with incomplete homework or missing assignments will receive a “frown face” stamp next to the incomplete assignment. Students will receive credit for homework completion, which will count towards their overall content area grade. A homework grade will be entered every 5 weeks.

All class work and homework will be organized into the student assignment binder. The binder should travel with students at ALL TIMES (to and from school, between each subject areas).

**Policy concerning missed work (classroom assignments and/or homework) due to absences:**

Students must request make up work from each teacher upon their return to school. This responsibility lies solely on the student who must take the initiative to ask for any missed work. The students will have as many days as he/she was absent to make up the work.

<i>Tentative</i> Homework Schedule	
<b>Math</b> - daily	
<b>Science</b> – 3 days per week	Key Terms Quiz – 1 time per week
<b>Language Arts</b> – daily reading, written assignments 3 days a week	
<b>Social Studies</b> – 2 days a week	

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Junior Middle Team **Appendix B**

The Junior Middle Team is committed to building strong classroom environments and encouraging positive group interactions. The team has developed a feedback system that motivates students to support their peers in a community effort which reinforces rules and classroom norms.

“**Team Titans**” is the Jr. Middle Team’s Mantra to promote the following traits:

- Team Work
- Empathy
- Accountability
- Management
  
- Trustworthiness
- Independence
- Thoughtfulness
- Active Learning
- Nobility
- Safety

The Team Titans model will consist of a positive plan that will allow our students to work as a team to achieve success within the Disney II community and beyond. It will be utilized as a positive weekly reinforcement system which rewards outstanding behavior. Through this mantra each classroom will be able to display the qualities that we expect from a Disney II Titan Team. Weekly points will contribute to a monthly recognition with a classroom trophy.

### **The Demerit System**

The primary purpose of the demerit system is to aid in positive behavioral changes and express concern for students’ inappropriate behavior. Each child will be responsible for a “demerit card”. Each student will house their demerit card inside of their zipper binder. If a student's behavior is such that a faculty/staff member deems it necessary to give a demerit, students will be informed of their inappropriate behavior, issued a verbal warning, and have the opportunity to correct their behavior. If a student accumulates a total of 3 demerits a Saturday/After school detention will be issued.

A Demerit will be issued for any student who displays the following behaviors:

- Bullying
- Dress code violation
- Destruction of school property
- Inappropriate Language
- 3 or more tardies
- Losing or destroying a demerit card

\*In some cases the Jr. Middle Team Teachers and Disney II Administration may issue demerits for instances that are not listed above. Please refer to your Disney II Student Handbook and CPS Code of Conduct to be informed of appropriate school behaviors.



## CALENDAR OF HOLIDAYS AND VACATION SCHEDULE

### **HOLIDAYS 2011-2012**

September 5 .....	Labor Day
October 10.....	Columbus Day
November 11 .....	Veteran's Day
November 24 & 25.....	Thanksgiving Holiday
January 16 .....	Martin Luther King's Birthday
February 13.....	Lincoln's Birthday
February 20.....	Presidents' Day
March 5.....	Casmir Pulaski Day
May 28.....	Memorial Day
July 4.....	Independence Day

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### **VACATION SCHEDULE 2011-2012**

December 26 to January 6 .....	Winter Break
April 1 to April 6 .....	Spring Break

### **DAYS OF NON-ATTENDANCE FOR STUDENTS**

On the following days, students are not to report to school.

Friday, September 24, 2011	Staff Development Days for School Improvement Planning
Friday, October 28, 2011	Staff Development Days for School Improvement Planning
Thursday, November 10, 2011	Professional Development Day
Friday, November 18, 2011	Staff Development Days for School Improvement Planning
Wednesday, November 16, 2011	Report Card Pick-up Day
Friday, January 27, 2012	Professional Development Day
Friday, February 3, 2012	Staff Development Days for School Improvement Planning
Friday, April 13, 2012	Professional Development Day
Wednesday, April 18, 2012	Report Card Pick-up Day