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Burr Elementary 2019-2020 Dress Code for Grades K-8th

Burr Elementary School strives to create an environment that is conducive to learning. Parents and teachers must help students learn to make decisions as to what is the appropriate dress for each occasion. Students should be dressed to be comfortable, safe, respectful of themselves and others, and to be prepared for events during the school day. To help everyone learn, your clothing must be modest and not distracting. Students should observe basic standards of cleanliness, modesty and good grooming and dress in a manner that neither disrupts the educational program nor poses a safety hazard.

All Burr Staff have the discretion to determine whether a student’s clothing violates this dress code.

- No clothing with inappropriate language, phrases, or designs.
- Shorts, skirts, and dresses must be a modest, school appropriate length. Clothes must be at least fingertip length when you extend your arm. This rule applies even if you are wearing tights or leggings underneath.
- Underclothing must be covered, even when bending; shirts must cover the stomach, even when stretching.
- Pants must be sufficiently loose-fitting to allow for modesty and comfort. Leggings, jeggings, and yoga pants must be worn with a top, dress, or skirt that covers the upper thigh area (front and back).
- Pants/Jeans must sit at the waist.
- Bare midriffs, see-through clothing, visible undergarments, short shorts and short skirts are not allowed for all grades.
- No spaghetti strap or halter top shirts or dresses. No tube tops.
- No writing on the seat area of pants.
- No gang related hats, clothing, body markings symbols, jewelry, or adaptations of clothing.
- Hats, hoods and other headgear may not be worn in the building.
- As a courtesy to those with allergies or asthma, no perfume, cologne, or body spray allowed.
- No flip flops, wedges or heels are allowed. Sandals must have backs/straps. Students must wear shoes that are safe for emergency evacuations and allow for physical play during recess. Consequently, fully enclosed footwear is highly encouraged. Non-supportive or loose-fitting sandals and shoes are not allowed, including but not limited to, flip-flops and shoes with heels.
- No jewelry is allowed, except for a wrist-watch. Post or small hoop earrings are permitted for girls.
- No slippers or pajama attire is permitted unless as a designated school function.
- Follow adult direction related to school-appropriate clothing.

Any clothing not specifically listed above that interrupts the educational process as seen by Burr Administration is prohibited.
**Attendance Policy**

As you know your child’s daily attendance is vital to their academic success. We can’t expect children to master key concepts if they are not in school to receive instruction. Your child’s attendance not only affects their own academic performance, but Jonathan Burr’s performance rating as a school.

*What do I do if my child is absent?*

The day your child returns to school, they must have a note signed by the parent or guardian stating the nature of the absence AND it must meet the following criteria for it to be considered an excused absence:

Under section 5/26-2a of the School Code and the Board’s Policy on Absenteeism and Truancy, the only valid causes for absence from school are the following:

1. Illness;
2. Observance of a religious holiday;
3. Death in the immediate family;
4. Family emergency;
5. Circumstances that cause reasonable concern to the parent or legal guardian for the safety or health of the student; or
6. Other situations beyond the control of the student as determined by the principal or the principal’s designee, on a case-by-case basis, including but not limited to homelessness and its attendant difficulties.

**Please note:** Teachers are not mandated to provide make-up assignments for unexcused absences, including but not limited to vacations, and may result in reduced or no credit for missing assignments.

**Daily Attendance Goal:** 97%!

**Attendance Incentive:**

☐ **Weekly**

Classrooms with 97% attendance will be announced weekly during morning announcements on Monday and will be tracked on the Bulletin Board on the 1st floor hallway. School-wide attendance percentage will be posted in the weekly staff memo.

☐ **Monthly**

Classrooms that meet the 97% attendance goal will be announced and rewarded with a classroom attendance party.

☐ **Quarterly**

□
Students who meet our 97% attendance goal will receive an attendance prize and be announced/rewarded in their classrooms by admin.

**Excessive Tardies**

*students that arrive after 9:00 a.m. are considered tardy. They must report to the security desk to receive a tardy pass to be admitted to their classroom.*

Students that arrive late to school are at a disadvantage to their classmates. They miss time to come in the classroom, get settled and enjoy breakfast if they so choose. Older students may miss vital instructions for activities and younger students miss important whole group activities like “circle time.” Arriving late to school can make many students anxious and it can affect their entire school day.

**PreK-8th Grade Students:**

If a student is tardy more than three times they may be subject to a mandatory parent/teacher/administrator conference to set up an attendance plan.

**Healthy Snack Food Policy**

The Jonathan Burr Elementary School Healthy Snack Policy supports a healthy school food environment through the establishment of nutritional standards for food served on school grounds, outside of the National School Breakfast and Lunch program. Burr’s policy is aligned with Chicago Public Schools Healthy Snack and Beverage Policy 12-1114-PO1 beginning with the 2013-2014 school year.

All snacks including, but not limited to birthday celebration treats must meet the following nutritional criteria:

- No more than 35% of total calories from fat per serving
- Zero trans fat
- 10% or less of total calories from saturated fat
- Total sugar must be at or below 35% by weight
- Less than 230 mg of sodium for snacks
- Snack portion size: 150 calories
- Dried fruit must have no added sweetener
- Dried fruit and nut snacks are exempt from the less than 35% of total calories of fat but must meet all other requirements
- 100% fruit or vegetable juice only

**Any snack (birthday or other) brought into Burr Elementary School must be approved by the classroom teacher at least 24 hours in advance.**

**Any snack brought into Burr that does not meet the criteria and/or was not approved by the classroom teacher will be returned home with the student at the end of the school day.**
Lunches From Home:

Did you know that the school lunch program meets the GOLD Healthier US School Certification Standards???

If you choose to send your child with a lunch from home, please follow these recommendations:

- Balanced Meal (Protein/Grain/Fruit/Vegetable/Snack/Drink)
- No Soda (will be returned home with your child)
- No Candy (will be returned home with your child)
- No more than a single serving snack item

What is wrong with food rewards?
Although rewards and incentives can be an effective way for teachers to encourage positive behavior, health experts recommend using an alternative reward. Below are some reasons why:

➢ Today’s kids are already overwhelmed with unhealthy food choices. They face high risks of being overweight and having serious health problems in the future.
➢ Bribing with any food encourages children to eat when they are not hungry. They learn to reward themselves through eating, a habit that may continue into adulthood.
➢ When treats are offered as a reward for daily activities, children quickly learn to prefer “junk food” over healthier foods.
➢ Giving food (or treats) as a reward contradicts the healthy eating messages taught in school.

Do’s and Don’ts of Snacks at Burr

<table>
<thead>
<tr>
<th>Suggestions</th>
<th>Don’ts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruits/Vegetables</td>
<td>Cupcakes/Cakes</td>
</tr>
<tr>
<td>Jello/Pudding</td>
<td>Cookies</td>
</tr>
<tr>
<td>Fruit Leather</td>
<td>Soda</td>
</tr>
<tr>
<td>Popcorn</td>
<td>Candy/Chocolate</td>
</tr>
<tr>
<td>Whole Grain Tortilla Chips/Crackers</td>
<td>Chips/Cheetos etc.</td>
</tr>
<tr>
<td>Mini deli sandwiches</td>
<td>Pizza</td>
</tr>
<tr>
<td>Yogurt</td>
<td></td>
</tr>
<tr>
<td>String Cheese</td>
<td></td>
</tr>
<tr>
<td>Smoothies</td>
<td></td>
</tr>
<tr>
<td>Applesauce</td>
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</tr>
</tbody>
</table>
If you are unsure if a snack meets the nutrition criteria, please inquire with the homeroom teacher.

**FOOD ALTERNATIVE SUGGESTIONS**

<table>
<thead>
<tr>
<th>Suggestion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Marks (make them or buy them for the class)</td>
</tr>
<tr>
<td>Donate your child’s favorite book for the classroom</td>
</tr>
<tr>
<td>Donate a recess item for the class (i.e., a new jump rope or ball)</td>
</tr>
<tr>
<td>Temporary tattoos</td>
</tr>
</tbody>
</table>

### Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
</tr>
</tbody>
</table>

**Parent and Student Responsibilities for Grades:**

Parents and students are encouraged to check student progress on a regular basis through Aspen Parent Portal. Log-in information for Aspen Parent Portal can be obtained through contacting, Ms. Romero, cromero1@cps.edu.

Clarification of grades can be obtained through the teacher of record.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Academic Grading Weight Expectations:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classwork 50%</td>
</tr>
<tr>
<td></td>
<td>Assessments 40%</td>
</tr>
<tr>
<td></td>
<td>Projects 10%</td>
</tr>
</tbody>
</table>

Letter grades are given in reading, writing, math, science, and social studies by the classroom teacher. Listening, speaking, and research grades will be embedded within classwork in reading, social studies, math, and science.

Students will also receive letter grades in Art, Japanese, Music, and PE from the content area teacher.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Academic Grading Weight Expectations:</th>
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</thead>
<tbody>
<tr>
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<td>Assessments 30%</td>
</tr>
<tr>
<td></td>
<td>Projects 20%</td>
</tr>
</tbody>
</table>

Retakes/revisions: Students are allowed to revise work at school that was originally completed in school to earn partial extra points if they scored below a C.
Teacher Support/Student Independence: If a student needs a lot of teacher help they receive a point reduction, if they needed some teacher support, they receive less point reduction and if they needed minimal teacher assistance they lose 0 or small points.

### Third Grade

**Academic Grading Weight Expectations:**

- **Classwork:** 50%
- **Assessments:** 30%
- **Projects:** 20%

**Revisions/Retakes:**
Grade less than a C/Meeting: teacher requires students to revise/complete work.
Grade above a C/Meeting: students may choose to revise work with teacher approval.

**Missing/Late Work:**
Typically, students may submit work after the due date with a discussion with the teacher and at teacher discretion (no later than 7 school days before grades are due).
Work that is late or incomplete will be marked as “Missing” or “Incomplete” in gradebook which has a value of 0. Students who have Missing/Incomplete work will complete the work during Support Block. When a student turns in late/incomplete work, their grade will be updated in gradebook within a few school days. When a student has not completed/submitted work by the time quarterly grades are due, they will earn a 50% on the assignment.

**Homework:**
Students are required to read for 30 minutes every school night. Sometimes, students may have to work on: Dreambox and/or Lexia minutes; unfinished classwork; and/or projects at home.

### Fourth Grade

**Academic Grading Weight Expectations:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summative Assessments</td>
<td>40%</td>
</tr>
<tr>
<td>- Performance Assessments</td>
<td></td>
</tr>
<tr>
<td>Formative Assessments</td>
<td>60%</td>
</tr>
<tr>
<td>- Quizzes, classwork, learning pathways</td>
<td></td>
</tr>
</tbody>
</table>

Late Work will be accepted for full credit up until the week before grades are due for each quarter.

Students who earn a "D" or "F" on an assignment/assessment will be required to redo/revise the work. Students who earn an “A”, “B”, “C” will have the opportunity to revise/redo their assessment to improve their grade.

### Fifth Grade

**Academic Grading Weight Expectations:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summative Assessments</td>
<td>40%</td>
</tr>
<tr>
<td>- Performance Assessments</td>
<td></td>
</tr>
<tr>
<td>Formative Assessments</td>
<td>60%</td>
</tr>
<tr>
<td>- Quizzes, classwork, learning pathways</td>
<td></td>
</tr>
</tbody>
</table>
Late Work will be accepted for full credit up until the week before grades are due for each quarter.

Students who earn a "D" or "F" on an assignment/assessment will be required to redo/revise the work. Students who earn an “A”, “B”, “C” will have the opportunity to revise/redo their assessment to improve their grade.

Middle School Grading Policy  
2019-2020

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

Weights of Categories  
Classwork - 50%  
Assessments - 40%  
Projects - 10%

No Zero Policy  
- The lowest grade a student can score on an assignment or assessment is 50%.

Late/Missing Work  
- When students do not complete an assignment on time, they will be given MSG until they complete the assignment. Students who are missing assignments will be required to attend the Academic Center after school.

Retakes, Revisions  
- Students will have the option of retaking assessments to improve their scores. Individual classes will have their own specifics on how and when retakes will occur.  
- Students will receive the highest grade from the retake/revision

Homework  
- Students will be expected to read every single night at home. Readings will either be related to material being studied in class or in their independent reading books.  
- 6th grade is required to do 90 minutes of ALEKs per week and both 7th and 8th are required to do 120 minutes per week.  
- Assignments that are not completed in the class are expected to be completed at home

**Homework Policy**

Please see your child's teacher for their specific grade level homework policy.
**Academic Center**

In order to support our students who are missing work we will have a new support system in place. Students with missing assignments will attend the Academic Center (open T, W, TH) from 4:00-5:00 to support with their work completion.

Your child will be expected to attend the Academic Center if they have missing or incomplete assignments. You will receive a letter and email letting you know when/if your child has not handed in an assignment and their required attendance dates for the Academic Center. If your child is assigned a date to attend the Academic Center, their attendance is required. If your child completes and submits the missing assignment before their assigned Academic Center date, they are still required to attend the Academic Center as a study hall period.

The goal of this is to provide students ample opportunities to complete work and have the support they need to ensure academic success. This is a school-wide initiative and the expectation is all 4-8th grade students participate when the extra support is necessary for assignment and work completion.

**Awards Assembly Criteria**

The Awards Ceremony will take place at the end of the year and will be 9:15-10:30 am.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Principal’s Award</td>
<td>ALL A’s on the report card and no check marks in Growth in Habits and Attitudes</td>
</tr>
<tr>
<td>Honor Roll</td>
<td>All A’s and B’s on the report card</td>
</tr>
<tr>
<td>Growth Award</td>
<td>Students who demonstrated the most growth in reading/math on the NWEA</td>
</tr>
<tr>
<td>Perfect Attendance</td>
<td>No absences and no tardies</td>
</tr>
<tr>
<td>Special Awards</td>
<td>Student Council, Color Guard, Science Fair, Spelling Bee</td>
</tr>
</tbody>
</table>

**Electronic Device Acceptable Use Policy**

**Device Types**
For the purpose of this policy, the word “device” will include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, and eReaders. Please note that Nintendo DS (and/or other gaming devices with internet access) is not permissible.
Guidelines

- Students and parents/guardians must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- **Devices are only to be used for instructional purposes defined by school staff.**
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be off (Not silenced or in any other mode) while on the school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Use of personal devices for instructional purposes is entirely optional, and is never required through school curriculum. Students and families are in no way obligated to supply any technological resource for students.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom lesson.

**Students and Parents/Guardians acknowledge that:**

- The school’s network filters will be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited.
- Burr is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
  - Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
  - Processing or accessing information on school property related to “hacking.” Altering or bypassing network security policies.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a student code of conduct violation. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will not be possible at school.

**Lost, Stolen, or Damaged Devices**

Each user is responsible for his/her own device and should use it responsibly and appropriately. Burr is not responsible for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

**Usage Charges**

Burr is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

**Network Considerations**
Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “CPS Guest” wireless network to access the internet. Burr does not guarantee connectivity or the quality of the connection with personal devices. CPS Technology department is not responsible for maintaining or troubleshooting student tech devices.

Violations:

1st Violation: The first time a student violates our Electronic Device Acceptable Use Policy, the device will be confiscated and stored in the main office. The family will be notified and the student will be able to pick it up in the main office at the end of the school day.

2nd Violation: If a second violation occurs, the device will be confiscated and the parent must pick it up in the main office along with a parent/student/administrative conference.

3rd Violation: If a third violation occurs, the device will be confiscated, returned to the parent, and the student’s privilege to have a device on school grounds will be revoked by the principal.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

Student Code of Conduct

In a safe, respectful, and productive learning environment, all students know what behaviors are expected of them and understand how to demonstrate good behavior at school. If a student behaves inappropriately, school staff members intervene to correct the student’s behavior. The SCC is used at Burr to (1) guide students towards positive behavior, and (2) respond quickly and consistently to correct any inappropriate behavior.

School Hours/Entry/Dismissal

Children are expected in school every day from 8:45 a.m.-3:45 p.m. Please have your children here no later than 8:35 a.m. daily. Students will be supervised beginning at 8:15 a.m.

Kindergarten-Second Grade:

Students will line up on the playground. This is where they will be dismissed. During inclement weather they will be dismissed from the auditorium.

Third-Eighth Grade:

Students will line up on their room number outside of Door #3 by the field for entry and this is also their dismissal door.

Outdoor Recess
Students engage in a minimum of 25 minutes of recess daily. This occurs outside every day that there is not inclement weather. Inclement weather includes temperatures below 20 degrees. Please dress your children appropriately for outdoor play in colder temperatures.

**Emergency Contact Information**

Communication is a vital component of a successful school. If your contact information changes at any time, please notify your child’s teacher and the main office so we can maintain accurate communication information especially in the case of an emergency involving your child.

**Emergency Days and Early Closing**

Should an emergency arise necessitating calling off school for the day, radio and TV stations will announce emergency closing news.

In the event that an early dismissal of school has been authorized, students will be dismissed provided they have a safe place to go (home, relative, caregiver). Children who are unable to go home are to remain at the school until regular dismissal or be picked up early by a parent or a parent’s designee.

**Emergency Drills**

Precautions are taken for the safety and protection of every child during the school day. We conduct the following drills throughout the school year:

- Fire
- Tornado
- Bus Evacuation
- Allergen
- Lock Down

**School/Classroom Visits**

All visitors must sign-in at the security desk. All classroom visits must be pre-approved by the classroom teacher and/or administration based on the nature of the visit.

**Fine Art/Technology Fee**
As part of Jonathan Burr’s commitment to fine arts programming we are asking parents to pay a $20 newly instituted fine arts fee. The money will be used to hire vendors to expand our current fine arts programming. We will be including a 25$ technology fee which will be a part of the classroom fees to support our Ed Tech platforms (ALEKS, Dreambox, Lexia, NewsELA). Without full school support of the fine arts/tech fees, our students access to fine arts and technology programming will be limited.