

# Stone Scholastic Academy Student and Parent Handbook



6239 North Leavitt Street  
Chicago, Illinois 60659  
773.534.2045  
773.534.2092 (fax)

[www.stoneacademy.net](http://www.stoneacademy.net)

# TABLE OF CONTENTS

---

<b>Important Names and Numbers</b>	3
<b>Welcome</b>	3
<b>About Stone Academy</b>	4
<b>General Information</b>	
Admission Procedures	5
Absences and Tardiness	6
After School Care	6
Arrival and Dismissal	6
Bullying	6
Bus Policies	7
Change of Address	7
Communication with Home	7
Celebrations	8
Desk or Locker Searches	8
Doctor and Dentist Appointments	8
Dress Code	8
Electronic Devices/Valuables	8
Emergency Information	9
E-Pay	9
Field Trips	9
Food and Drink	10
Homework	10
Grading System/Gradebook	10
Graduation	10
Immunization and Vaccinations	11
Lockers	11
Medications in School	11
Parent/Teacher Conference Day (Report Card Pick Up)	11
Student Fees	11
Study Skills	11
Telephone	12
Transfers	12
Violence Prevention	13
Visitors and Parents	13
<b>Code of Conduct</b>	<b>14</b>
<b>Code of Conduct Riding the School Bus</b>	<b>15</b>
<b>Parent Involvement</b>	<b>16</b>

# IMPORTANT NAMES and NUMBERS

---

---

James Brandon, Principal  
Kate Nestler, Assistant Principal

773.534.2045  
773.534.2045

Report Absences  
Olga Estrada

773.534.2045 OR  
[omestrada@cps.edu](mailto:omestrada@cps.edu)

Website

[www.stoneacademy.net](http://www.stoneacademy.net)

**Chicago Board of Education**  
Janice Jackson, CEO

**General Information**

**773.553.1000**

## WELCOME

---

---

We are excited to be able to offer you this *Handbook for Students and Parents*. Within these pages you will find our school rules, an explanation of the services we offer and our expectations for the education of Stone students. We hope you will find this information useful.

We look forward to serving you and your child throughout the coming year. If we may be of service, please contact us.

Sincerely,  
James Brandon  
Principal

# Stone Scholastic Academy

---

---

## Mission

Stone Scholastic Academy's mission is to create a community of lifelong learners, reflective and empathetic people prepared to make contributions to a global society in the 21st century.

## Vision

In collaboration with students, parents, and our diverse community, Stone Scholastic Academy provides a safe environment that promotes academic excellence, creativity and independence, to meet the unique learning needs of all students through:

- Spanish World Language
- Fine Arts
- Technology
- Research-based instructional strategies

## A Magnet School

---

---

Stone Scholastic Academy was implemented as a magnet school under the 1982 Student Desegregation Plan for the Chicago Public Schools. As such, Stone is required to enroll only students selected through the Options for Knowledge application and lottery process. Since Stone Scholastic Academy is not a neighborhood school, students living within the immediate area must also apply for entrance into the school.

As a magnet school, the Chicago Board of Education, through the Office of Access and Enrollment, currently funds specialized educational programs in addition to regular classroom instruction. In addition to our library-media program, Stone offers art, music, technology, gym and Spanish World Language.

Stone is a unique magnet school with students from many different racial/ethnic groups, where our diversity is celebrated. Students new to English are supported by English as a Second Language teacher and classroom teachers with backgrounds in teaching second language learners.

Special education programs are offered for students who meet specific requirements. Students staffed into these programs receive assistance from general and special education teachers as outlined in their Individual Education Plan (IEP). Questions and concerns about these services can be addressed by the school case manager.

## Admission

---

---

**Admission Procedures** - Admission to Stone Scholastic Academy is by application to the lottery. Applications are accepted October through December each year for the following school year.

Every child must be at least five years old on or before September 1 of the year they will enter Kindergarten as indicated in the Illinois State School Code to be included in the lottery. A state issued birth certificate must verify age.

As required by Illinois State Law, students must have dental, physical, vision and immunization records. Students without proper examination forms from a physician will not be allowed to attend school.

## General Responsibilities

---

---

Parents of students enrolled at Stone Scholastic Academy are expected to cooperate and support the educational program, the teachers and staff by carrying out the following general responsibilities:

- Work with the school on disciplinary matters.
- Make an appointment with the classroom teacher to visit the school.
- Obtain a visitor's pass in the Main Office upon entering the school.
- Plan the time and place for homework assignments to be completed.
- Provide the necessary supervision to ensure homework completion.
- Talk with your child about school activities and expected behavior.
- Recognize the authority of the teacher in the classroom.
- Instill in your child respect for the law and rights of others.
- Participate and become involved in school events, classroom activities, P.T.A. (Parent Teacher Association), FOSA (Friends of Stone Academy), and LSC (Local School Council) meetings.
- Attend required parent-teacher conferences at Parent-Teacher Conference Day and other conferences as requested by the teacher.

## General Information

---

---

**Absence and Tardiness** - If a student will be absent from school, please call **534-2045** or email Olga Estrada at [omestrada@cps.edu](mailto:omestrada@cps.edu). You may call in the evening and leave a message. The parent/guardian is required to email or send a note with the student upon return to school. This procedure helps in monitoring the safety of your child as well as document excused absences. The computer contacts parents the day of

the child's absence. Please provide current and accurate daytime phone numbers. **If your contact information changes during the year, please provide new information to the office immediately.**

There are only four acceptable causes of absences:

1. Illness
2. Family Emergency
3. Death in Immediate Family
4. Observation of Religious Holiday

Truant is defined as a child who is absent without a valid cause. Chronic Truant is defined as a child who is absent without a valid cause for 10% or more. Poor attendance affects student learning hinders grade promotion.

Students are expected to be at school by 8:00 a.m., or they are considered tardy. Late students receive a tardy slip, and then they are admitted to class. Arrival after 9:00 a.m. or early dismissal before 2:00 p.m. is considered a ½ day absence. Early dismissal before 11:30 is a full day absence.

**After School Care-** For the convenience of Stone parents, Stone offers tuition day care until 6 p.m. for grades K-8. See Office for more details.

**Arrival and Dismissal** - The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students remain in the building for breakfast and lunch. During recess, students are supervised by school personnel and are not permitted to leave the property. Once they arrive, students must remain on school grounds until the end of the school day. Students are granted an early dismissal for emergency purposes, and are released only to an authorized adult. These dismissals are through the main office.

On inclement weather days, students will be allowed to enter the building at 7:30 a.m. and directed to the auditorium. Inclement weather is defined as days in which it is raining, heavily snowing, excessively windy or the temperature **with wind chill falls below 25 degrees Fahrenheit.** Please be sure to dress your child appropriately for the various weather conditions we experience.

**Bullying-** Bullying, the repeated physical or psychological intimidation of one person on another is a serious form of violence that can hurt a person in a permanent way and affect the rest of their life. Bullying actions create a pattern of harassment and abuse. Efforts to stop bullying must involve the entire school community. CPS policy states clearly that bullying is not acceptable and will not be tolerated by anyone regardless of age, gender or race. Acts of bullying will not be ignored; adults will implement the Student Code of Conduct to confront bullying actions.

Children cannot "handle" acts of bullying on their own. They need the

support of adults, with procedures and practices in place for responding to bullying behavior in a fair, age appropriate and consistent manner. Children are encouraged to tell an adult if they see or experience bullying.

**Bus Policy** – The Board of Education provides bus transportation to qualified students living more than 1½ miles and less than 6 miles from school. A computer system establishes bus routes, not the school. Specific conduct for riding the bus is outlined in the CPS Student Code of Conduct. All transported students are expected to follow these guidelines. The principal has the authority to remove a student from bus transportation for repeated infractions. Parent/guardian then becomes responsible for providing private transportation.

Bus students should ride the bus daily. In the event a student does not ride the bus, for safety concerns, **a note signed by the parent/guardian must be given to the office in the morning.** Verbal communication will not be honored.

**Change of Address** - It is very important for emergency and administrative reasons, that an up-to-date student record including address, phone number, and emergency numbers be maintained for every student. **Notify the school immediately of any changes.**

**Communication** - COMMUNICATION is the key to a successful school year for your child. Here are some ways to connect home and school:

Fall Curriculum Nights: Classroom teacher’s instructional program for the year is presented and the State of the School Address by Mr. Brandon.

Parent-Teacher Conference Days: Twice a year parent-teacher conferences to discuss the child’s progress.

Newsletters: eNewsletters are sent out via email and posted on the website. An additional newsletter is sent with PTA, LSC, and school event news. Parents may request a hard copy of the school newsletter and they are available in the main office.

School Directory: PTA publishes a directory of Stone families contact information.

Telephone/E-mail: Available for communication during non-instructional times.

Homework Agenda Gr. 2-8: Students use an agenda book to write daily assignments which can be used for parent/teacher communication.

**www.stoneacademy.net** School website includes a calendar of important dates and other information. Teacher pages are updated regarding class information every two weeks.

PTA Meetings: Regularly scheduled for parents to discuss concerns and activities. Consult the school calendar on the website.

Local School Council Monthly Meetings: Regularly scheduled principal’s monthly report and discussion related to the school improvement plan.

My School, My Voice: Survey provides an opportunity for parents, students and teachers to evaluate the current year and help the school plan for the following year.

**Celebration of Birthday or Special Occasions-** To promote good nutrition and healthy eating habits, cupcakes/candy and the like will not be accepted. Sugary treats may pose a health risk to children. Instead of food, parents may also choose an option for your child to share a pencil, sticker or other such item with their classmates.

**Desk or Locker Searches** – School officials have the right to inspect and search all school property (i.e., lockers and desks) if there is cause or reasonable suspicion.

**Doctor and Dentist Appointments** - Parents are to avoid scheduling doctor and dentist appointments during school hours. However, when this is not possible, you must notify the office. A child will not be released from the classroom until the parent is in the office to sign the child out.

**Dress Code** - Teachers will review and clarify expectations with students at the beginning of the year and provide reminders throughout the year. Students are required to wear SOLID dark blue or black pants or skirts and a SOLID white or blue shirt (any shade), blouse or top. Students may wear any official Stone Academy gear. Jeans can be worn but are not permitted in Gym class. Any sweater or sweatshirt must be solid white, blue or black. All apparel items should be free of decoration.

The following items will not be permitted at school:

- Skirts and shorts shorter than 2 inches above the knee.
- Tight fitting clothing, t-strap tops and bare midriff blouses.
- Baggy, tight or torn pants or shorts.
- Pants worn below the waist level (undergarments should not show).
- Shirts with inappropriate slogans or advertising.
- Outside garments such as jackets in the classrooms, (sweaters are acceptable).
- Head covering/hats for reasons other than medical/religious.
- Purses.
- Flip-flops.

**Electronic Devices/Valuables** - Students are not to bring toys or valuables to school. Confiscated items will be turned into the office in an envelope with the student name and room number. Item will be released to parent/guardian on Fridays between 3:00-6 p.m.

Students will be required to leave all cell phones and other electronic devices in lockers during the school day. Any phone communication while on school property will have to take place on school telephones and only with permission from school personnel. Parents should continue to call the school for any emergency situation. Since the school is requiring that cell phones be stored in lockers, students in 4th-8th grade can purchase locks in order to ensure phones are safely secured. Locks are available through the office at a cost \$7.00. Arrangements will be made if a family is unable to afford that cost. Students in lower grades may ask a teacher to store these devices in a secured cabinet.

Parents must retrieve any confiscated item by the end of the school year or it will be disposed. **Stone Scholastic Academy is not responsible for any items that are lost or stolen.**

**Emergency Information-** Each student is required to have current information:

1. Parent(s)/guardian(s) names.
2. Complete current address and e-mail address.
3. Parent(s)/guardian(s) home and work phone numbers.
4. Emergency phone number of two (2) friends and/or relatives.
5. A physician's name and phone number.
6. Physician's report of a Medical alert or food allergy.
7. Any court document prohibiting individuals contact with your child.

If your child becomes ill at school, we will contact you at home or work. The Board of Education requires that you or an authorized adult (over 18 years of age) come to pick up your child. Students are not allowed to leave the building alone. If emergency medical treatment is necessary and the parents cannot be contacted, 911 will be notified.

**E-Pay** Illinois E-Pay is an online electronic payment option available through the Stone Academy website. Parents have the opportunity to make certain school purchases online. The purchases can be made in block amounts online. This will reduce the amount of change or money students would normally bring to school, and reduce the chance of money being lost or stolen.

**Field Trips** - Field trips within the city and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement the classroom curriculum and introduce students to the resources of the community. **Based upon classroom behavior, the principal/teacher has the discretion to withhold field trip participation for any student.** Parents will receive notices of scheduled field trips and be asked to sign field trip permission forms. Occasionally, money is requested from each student to help with

transportation or facility use costs. We always encourage parents to attend field trips with their children, assuming there is space. **It is your child's responsibility to return field trip permission slips to their teacher.** Students who forget their trip slip will not be allowed to call home for permission. They will remain in the building for the day in another classroom.

**Food and Drink - Glass** containers and **pop** are **not** allowed in school. Lunches from home are to be stored in the classroom. Storage containers have been provided to each room.

**Hallway and Stairs** – There is no talking in the hallways from 8:10- 3:00 and teachers must enforce with their own class and others. A few minutes will be allocated at the start of each period for students to converse prior to instruction.

**Homework** - Homework is important and required. It is an extension of learning that takes place in school. Homework can provide practice and drill to reinforce classroom learning and provide opportunities for independent study, research and creative thinking. Teachers base homework assignments on needs presented in class, and often cannot be predicted before the fact. Your assistance and support are essential. If you have any questions, please contact your child's teacher.

Parent Portal is available for grades 1-8. Using the Internet, parents are able to check on their child's progress at any time. To receive access to the portal, please contact the school office.

Parents who have concerns regarding children's literature are asked to preview material for appropriate content before prohibiting their child access to aspects of life contained in children's literature. However, in an effort to broaden a child's perspective of the societal challenges that confront students, the school must also ensure that every child be allowed access to multiple viewpoints and perspectives. If you have any concerns, please contact your child's teacher who will work with you.

**Grading System** - Report cards are issued every 10 weeks, in November, February, April and June. The Board of Education requires parents to pick up the report cards in November and April. Progress Reports are sent home during the 5th, 15th, 25th and 35th week of school. Parents with students in grades 1-8 will be able to check student progress at any time using the Internet. Grading System: A=90%-100%; B=80%-89%; C=70%-79%; D=60%-69%; F=59% or below.

**Graduation** - Student participation in the graduation ceremony and other graduation activities is a privilege. Students will earn this privilege by meeting the basic academic and behavioral expectations for all Stone Scholastic Academy students. Eighth grade students are required to:

1. Pass the United States Constitution Test
2. Meet required minimum scores on standardized testing.
3. Meet grade requirements for the final report card.

Students risk losing the privilege of participating in graduation activities due to poor or unacceptable behavior; these activities include but are not limited to: graduation luncheon or picnic, end of year softball game, end of year dance, graduation trip, and the graduation ceremony. A parent/guardian will be contacted regarding the loss of graduation privileges by administrative staff.

**Immunizations and Vaccinations** - The Illinois State Law requires that every child admitted to public school have evidence of an up to date immunization report. Physicals, dental and immunization reports are required at specific grade levels. Failure to comply will result in the students' exclusion from school until required health forms are submitted.

**Locker Locks – Fourth through eighth grade students must purchase locks from Stone. This is not included in the student fee.** Other locks will be cut off. Contact Ms. Estrada (clerk) for a lock.

**Medication in School-** If at any time it becomes necessary for your child to take medication at school, a medical form (504) must be on file at our school. Please speak to the school nurse.

**Metal Detector Searches** – All students entering the building may be subject to metal detector screenings. Any person entering the school may be subject to search.

**Parent/Teacher Conferences (Report Card Pick up)** – The Board of Education requires parents to pick up student report cards and confer with teachers in November and April. These conferences are valuable to the overall educational program. Teachers gain a better understanding of the child when they speak directly with parents. **Waiting for a conference time is not necessary if you have a special concern.** You can always request an appointment with the teacher to discuss your concerns.

**Student Fees** –A \$100.00 student fee will be collected at the beginning of each school year. This fee is used to cover the expense of consumable material, copying, and classroom subscriptions. It does not cover the cost of field trips, literature circle novels, lost/damaged books or graduation fees. Transfers or final report cards will not be issued until all fees are paid.

**Study Skills** - A parent or guardian can help his or her child be aware of skills and techniques which make learning easier. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary material.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions if you do not understand.
4. Schedule a regular time for homework.
5. Use what is learned and connect it to new situations.
6. Keep trying and strive to do your very best....always!

**Telephone** - The school office telephone is a business phone and is not to be used by students to make personal calls (such as requesting permission to go to another child's home after school). This is a disruption of classroom instruction time. **Incoming calls for students are not accepted except in the case of a family emergency.** Parents are to make sure all after-school plans are clear to their child before the child arrives at school. **Messages to students will not be forwarded to students after 2:00pm.**

Parents who wish to speak to a teacher should contact the school office to leave a message. It is recommended that you contact staff via e-mail.

**Transfers** - Requests for a student transfer is issued only to the parent/legal guardian. Notify the teacher and office as soon as you intend to transfer your child. This will allow time for completion of records and to check the return of school materials and any unpaid fees.

**Violence Prevention** – Stone Scholastic Academy uses a multifaceted approach to violence prevention. Security measures such as the hiring of a security officer and close monitoring of visitors have been taken. Metal detector screenings and/or locker searches may be conducted randomly or as needed. **When leaving the building, do not hold door open for others to enter.**

Students are not allowed to carry book bags or PURSES into the classroom to prevent concealment of inappropriate items that may disrupt the educational process. All book bags, purses, etc., must be left in the locker. Only school locks may be used. All other locks may be cut.

**Visitors and Parents** - **ALL** visitors are to report to the school office upon entering the building. Parents are always welcome to visit the school after receiving a pass from the office. Please remember that classrooms and teachers cannot be disturbed during class time. You may call the school and make an appointment to visit your child's classroom during the day and depending on the schedule of instruction, we may arrange it with the classroom teachers(s).

# CODE OF CONDUCT

---

Where students and adults live and work together on a daily basis, having clear rules about expected behavior is important. We strive to provide a positive environment for our students' personal, social, emotional and intellectual development.

All student behavior is to be based upon respect and consideration for the rights of others for a safe, secure educational experience. Students have the responsibility to know and follow school rules and regulations.

## Students are expected to:

- Come prepared and on time to school every day.
- Respect school property.
- Show respect when following requests and directions of teachers and supervisors.
- **Have a PASS from the teacher if you are out of your regular classroom.**
- Move in a quiet and orderly manner.
- Complete assigned homework every night.
- Avoid damage and theft of other student's personal property.
- Help keep our school clean and neat. Littering, writing on walls, desks, or lockers is unacceptable. Have pride in yourself and in your school.
- Respect self and other students. Verbal threats and "put-downs," sexual harassment, or physical assault of another person (or fighting), are unacceptable.
- Use appropriate language.
- Practice good citizenship.
- **ABSOLUTELY NO GUM CHEWING, CANDY OR POP is allowed.**
- Leave personal equipment at home, such as cell phones, iPods, games, toys, and valuables. The school will not be responsible for their loss and they will be confiscated.

The Student Code of Conduct of CPS is the school's guide to student discipline. In the case of student misbehavior, Ms. Nestler, the assistant principal, will notify the parent of the discipline action to be taken.

# **CODE OF CONDUCT Riding the School Bus**

---

The privilege of any student to ride a school bus every day or on a field trip is conditional upon his/her behavior and observance of the following rules and regulations. Bus rules are for the safety of all children.

1. As the school bus is an extension of the school program, the bus driver is in full charge of the bus and the students.
2. Students are to take the seats assigned to them by the driver. Students may NOT change seats and must wear seat belts properly.
3. Students are to show respect and courtesy at all times.
4. There is no eating, drinking or exchanging of food on the bus.
5. All items, including book bags are to be placed under the seat or on your lap. Aisles are not to be blocked with anything, including feet.
6. Students are to use a quiet normal voice when talking.
7. Windows are opened to the designated line with the driver's permission; nothing should be placed into or out of the bus window.
8. Bus property is to be respected at all times. Parents will be liable for any damages.

In addition to the safety rules above, students arrive at the bus stop:

1. 5 minutes before your pick up time. The bus is not allowed to wait for students.
2. Stand on the curb or sidewalk, not in the street, while waiting for the bus.
3. Board the bus immediately moving in an orderly manner.
4. Remain on school property after the bus arrives at school.

Students are assigned to a bus. Students exit and enter only at their designated bus stop.

The Student Code of Conduct is the guide to student behavior. Riding privileges may be revoked for violation of bus safety policy.

## **Misconduct Report**

- 1<sup>st</sup> Will result in parent/student conference with Ms. Nestler.
- 2<sup>nd</sup> May result in loss of transportation privilege for 1 - 5 days.
- 3<sup>rd</sup> Will result in parent/student conference and may result in the permanent loss of transportation privilege (No reimbursement for car fare).

# PTA WELCOME

---

---

Welcome to Stone Academy! We are glad your family has chosen Stone and would like to encourage your involvement in the Stone Academy Parent Teacher Association. The mission of the Stone PTA is to build strong, successful partnerships between school, home, and the community. Our active PTA will provide you with opportunities to meet other parents and staff through many events and programs sponsored throughout the year. Please join us! We look forward to seeing you!

Wintre Keller and Jennifer Yee  
Co-Presidents, Stone Academy PTA

## Parent Involvement

---

---

You are the first and most important teacher your child will ever have. It is a tremendous responsibility, but as a team working together, we will be successful. If there are any suggestions for how we could make your child's school experience better, please come and share those ideas.

Your involvement in the classroom and school activities is very important to your child's success at Stone. We encourage you to participate in organized field trips and serve on the PTA and/or FOSA, attend LSC meetings and assemblies and volunteer at school activities and events.

**Parent Volunteers** – Parents interested in volunteering their time and talents on a regular basis complete the volunteer application process. After the applicant's background check is completed and approved by CPS, the principal may approve him or her to begin volunteering.

**Your Local School Council** - Members of the Local School Council are charged with the responsibility of working cooperatively with the principal, teachers, and parents of Stone Scholastic Academy to establish an educational environment that provides an enriched curriculum that fosters and promotes increased student performance and that meets the needs and interests of the students enrolled. As such, the members of the Council meet the third Monday of every month following the opening of school to make recommendations regarding school policies, spending of school funds, and allocation of resources and implementation of special programs (alternative dates are identified in case of school holidays). Your interest and attendance at the meetings is important and you are encouraged become involved.

**Your Parent Teacher Association** - The Stone Scholastic Academy PTA is dedicated to offering enriching experiences for parents, teachers and students. We urge all parents and teachers to become members and active participants. The PTA sponsors social events and activities such as family parties, student dances and school celebrations. We prepare and provide the Student Directory for all families and facilitate classroom volunteering through our room parents. We work closely with FOSA.

Involvement in the PTA is a really great way to meet other parents and teachers. Our effectiveness is directly related to our membership, and we need YOU. PTA meetings will be posted on the school website, along with other social events. Please see the calendar for various events that have been scheduled, sign up to volunteer, and come to meetings to get involved. We ask every parent to volunteer his/her time as they are able. Your children love to have you at school helping out and you'll enjoy it too - we promise!

Please check out our website for events and information:  
[www.stoneacademy.net](http://www.stoneacademy.net) and feel free to contact any of us with questions.

General PTA information- [stone.pta.info@gmail.com](mailto:stone.pta.info@gmail.com)

**Friends of Stone Academy (FOSA)**- The Friends of Stone Academy is an organization made up of parents and representatives from Stone's faculty, administration, LSC, and PTA. If you are a parent of a Stone student, you are automatically a member. The primary activity is raising funds to support the school. The FOSA Board meets once a month to discuss and implement fund-raising initiatives that help cover the costs of a variety of educational programs. Meeting dates are posted on the school website. These initiatives are tailored to the needs and requirements of the students and faculty, the administration, the LSC and the PTA.

The Friends of Stone Academy relies completely on parent involvement. We welcome help and input from everyone and invite you to be part of our efforts.