

TABLE OF CONTENTS

Welcome Message from Principal Castelaz and School Mission	2
Staff Directory	3
Event Calendar	5
Community Partners at NTA	9
Core Instruction, Grading Policy, and Grade Monitoring	10
Parent Engagement	15
Character Education and Student Support Programs	17
Attendance and Punctuality	20
Arrival and Dismissal Procedures	22
Emergencies, Emergency Drills, Emergency Procedures	25
Healthy School Food Policy	26
Dress Code	27
Required Forms and Documents	28
Additional Policies	29

Dear NTA Families,

Working together for the betterment of our children is the key to NTA's ongoing success, growth, and improvement. This handbook has been compiled in order to give you the basic tools and information needed to engage fully in our community. We need you! Aside from staff contact information and a school events calendar, you will find detailed important policies and procedures--everything from our standards-based scoring scale to our early dismissal procedure.

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. Therefore, I encourage you to maintain regular contact with your child's teachers, make sure to attend all report card pick-up events, and attend at least one other school event this year. I am sure you will enjoy the experience.

I am here to support you and, most importantly, our children. Should you have any questions, please do not hesitate to contact me.

Yours in Education

Isaac Castelaz, Principal
773 534 9983
idcastelaz@cps.edu

OUR MISSION AND VISION

At National Teachers Academy we envision building an academic foundation for all students in a safe and supportive environment. Utilizing best practices, NTA faculty and staff will academically prepare and empower students and families to become global thinkers and advocates for self and community.

- We are committed to developing our students to become lifelong learners.
- We are committed to our work as a teacher training academy to prepare dedicated teachers for success in high need communities.
- We are data-driven.
- We believe in shared leadership.
- We offer a culturally rich curriculum.
- We offer multiple channels for student success targeting college and career readiness.
- We strive to meet the academic and social-emotional needs of all diverse learners via differentiating instruction across all curricula.
- We teach our students to build positive and lasting relationships with their peers, parents and staff.

STAFF DIRECTORY

Name	Position	E-mail
O'Neill, Aaron	Physical Education Teacher	aeoneill@cps.edu
Abello, Michelle	Grade 3-5 Teacher	mcabello2@cps.edu
Aldridge, Kenika	Pre K Teacher Assistant	klcarter1@cps.edu
Amadi, Marcia	Clinic Manager	mamadi@uic.edu
Anderson, Michelle	Grade 2-4 Teacher	mnanderson3@cps.edu
Arnold, Jeffrey	Classroom Assistant	jarnold13@cps.edu
Barber, Kara	Grade 1-2 Teacher	kebritz@cps.edu
Bergstrom, Melissa	6-8 ELA Teacher	mahausser@cps.edu
Blue, Barbara	Nurse Clinician	bkblue@uic.edu
Bobo, Toni	6-7 Math Teacher	abobo1@cps.edu
Both, Carrie	Kindergarten Teacher	cszemke@cps.edu
Braboy, Darlene	School Clerk	dbraboy@cps.edu
Brickler, Aura	Social Worker	abrickler@cps.edu
Brooks, Teneka	Assistant Principal	tjhorton@cps.edu
Brown, Sylvia	Student Advocate	stbrown1@cps.edu
Castelaz, Isaac	Principal	idcastelaz@cps.edu
Daniels, Nehemiah	Classroom Assistant	nmdaniels@cps.edu
Diaz, Marisa	Spanish Teacher	diazmari2013@gmail.com
Edgar, Shauna	Grade 4 ELA Teacher	smedgar@cps.edu
Farmand, Bridget	Case Manager	bahappeler@cps.edu
Feltes, Michelle	Counselor	mcasey2@cps.edu
Flynn, Erin	Kindergarten Teacher	eflynn2@cps.edu
Fridge, Arnetta	Music Teacher	amfridge@cps.edu
Glasbrenner, Amanda	Pre K Teacher	aglasbrenne@cps.edu
Heffner, Scott	Chief Engineer	shefner@cps.edu
Nichols, Tijuana	Facility Manager	Tijuana.Nichols@sodexomagic.com
Keating, Nora	3,5 Math Teacher	nkeating1@cps.edu
Kirwan, Brian	Grade 3 ELA Teacher	brkirwan@cps.edu
Konicek, Ryan	Grade 1 Teacher	TBD
Kreindler, Hannah	Grade 1 Teacher	hkreindler@cps.edu
Laidler, Autumn	Technology Teacher	amlaidler@cps.edu
Langston-Daniels, Courtney	7-8 ELA Teacher	crlangston@cps.edu

Name	Position	E-mail
Leonard, Jamila	Kindergarten Teacher	jpleonard@cps.edu
Machnicki, Emily	4-5 Teacher	espallone@cps.edu
Malaquias, Joe	Grade 4 Math Teacher	jmalaquias@cps.edu
Manero, Miguel	ELL Teacher	jmanero@cps.edu
Mares, Cory	6-7 ELA Teacher	clmares@cps.edu
Matthews, Melissa	Physical Education Teacher	mmatthews2@cps.edu
McFeeley, Kate	6-8 Math Teacher	TBD
Moore, Marcus	Director of Culture and Climate	TBD
Morsher, Kristie	Art Teacher	ksmorsher@cps.edu
Nasta, Kristen	6-8 Math Teacher	knasta@cps.edu
Norman-Willis, Diane	Nurse	dianenw@uic.edu
Overton, Sherry	Park District Supervisor	sherry.overton@chicagoparkdistrict.com
Peterson, Katie	Mentor/Resident Coach	kpeterson@auslchicago.org
Phillips, Darnell	Lunchroom Manager	dphillips1@cps.edu
Pointer, John	Security Officer	jpointer1@cps.edu
Porter, Taree	Grade 2 Teacher	tejones@cps.edu
Pruitt, Carina	Instructional Coach	cjkearley@cps.edu
Ratcliff, Robin	Grade 3 Math Teacher	rratcliff@cps.edu
Saez, Jennifer	Grade 2 Teacher	jeabad@cps.edu
Albritton, Ashley	Grade 5 ELA Teacher	TBD
Siciliano, Lisa	Grade 3 Teacher	lmsiciliano@cps.edu
Silverglat, Kara	Grade 2 Teacher	ksilverglat1@cps.edu
Smith, Thea	Classroom Assistant	tismith@cps.edu
Snailum, Christina	Grade 4 Teacher	TBD
Voorhees, Ken	7-8 Math Teacher	kavoorhees@cps.edu
Walker, Felicha	Classroom Assistant	fbperkins@cps.edu
Weidmann, Sarah	6-8 Social Studies Teacher	saweidmann@cps.edu
Wells, Kimberly	Security Officer	kjwells@cps.edu
West, RaStar	Grade 5 Math Teacher	rhwest1@cps.edu
Wilfred, Naomi	6-8 Social Studies Teacher	ndwilfred@cps.edu
Williams, Jamar	Classroom Assistant	jcwilliams14@cps.edu
Williams, Vicki	Classroom Assistant	vwilliams8@cps.edu
Wilson, Holly	6-8 Science Teacher	hlewis3@cps.edu

EVENT CALENDAR

Event	Date	Description
Fun Fest	Saturday, October 1, 11am	Free carnival to celebrate the finish of the first month of school, complete with games, prizes and food.
Back to School Night	Wednesday, September 21, 5 - 7 PM	School leaders will review the school's performance from 2016 and outline goals for the new school year. Families will have a chance to meet teachers, learn about their child's academic goals for the new year, and meet school partners, including after school program providers.
Parent Forum: ALSC, PAC, FoNTA	September 20, 3:45-6:45	Discuss Continuous Improvement Work Plan (CIWP) and monitor school budget and related school policies.
Awareness Day: World Day of Bullying Prevention	Tuesday, October 3 (all school day)	All students will wear blue shirts (uniform or non-uniform) to show an awareness of the effects of bullying. Throughout the day, students will be exposed to activities and lessons promoting the value of forming positive relationships with peers, and the negative effects of bullying.
Math Night	Thursday, October 13, 5:00 pm - 6:30 pm	Homework Workshop. Parent will be provided the opportunity to complete a homework assignment with their child
Fall Festival	Friday, October 29, 2016	A special celebration to commemorate the season, students will learn the historical significance of the fall harvest and associated traditions around the world.
First Quarter Report Card Pick-Up	Wednesday, November 9, 11:00am - 6:30pm	This district-wide event is an opportunity for families to review their child's academic progress through the first quarter of the school year and learn from teachers how best to support their child's achievement in the future.
Middle School Awards Assembly	Thursday, November 10, 2016	This is a celebration of Middle School student's achievement for the quarter.
Parent Forum: ALSC, PAC, FoNTA	Tuesday, November 15, 3:45-6:45	ALSC: Discuss Continuous Improvement Work Plan (CIWP) and monitor school budget and related school policies. FONTA: Discuss and develop fund-raising projects to support NTA; PAC: discuss and develop parent volunteer programs, identify NTA school improvement projects.

Parent Steppers Set	Friday, November 18, 2016 6:00 pm - 8:00 pm	Parent social event. Parents are invited to enjoy music and dance.
K-8 Literacy Night	Wednesday, December 7, 2016 5:00-6:30pm	Families will have a chance to learn more about their child's strengths as a reader, NTA's plan to boost reading achievement, and how to develop in their child a love for reading. New for literacy night this year will be book fair and a book donation program!
Winter Arts Festival	Wednesday, December 14, 2016 Time :TBD	Celebration of the arts through making music and art.
Spelling Bee	Wednesday, January 11, 2017 Time :TBD	NTA will conduct spelling bee at the classroom level. Each classroom will send the spelling champions to compete at the cycle level. Parents are invited to support and encourage our spelling champions as they compete for the NTA spelling cycle champion.
Parent Forum: ALSC, PAC, FoNTA	Tuesday, January 24, 3:45-6:45	ALSC: Discuss Continuous Improvement Work Plan (CIWP) and monitor school budget and related school policies. FONTA: Discuss and develop fund-raising projects to support NTA; PAC: discuss and develop parent volunteer programs, identify NTA school improvement projects.
Tech Night	Wednesday, January 25, 2017 5:00 - 6:30pm Tech Night	NTA students and teachers will present and demonstrate how technology is used to create powerful learning experiences everyday at our school, and help family members navigate the world of technology in the twenty-first century.
Parent Forum: ALSC, PAC, FoNTA	Tuesday, January 24, 3:45-6:45	Discuss Continuous Improvement Work Plan (CIWP) and monitor school budget and related school policies.
Second Quarter Parent Teacher Conference	Wednesday, February 8, 2017 4:00-6:30pm	Rather than distribute report cards through students, NTA offers an opportunity in the second quarter for families to discuss their child's academic progress with teachers.
Middle School Awards Assembly	Friday, February 10, 2017	This is a celebration of Middle School student's achievement for the quarter.
African American	February 23, 2017, 6:00pm	African American History Month Celebration of the achievement of the African Americans through fine arts.

History Month Celebration		
Family Fitness Night	Wednesday, March 15, 2017 5:30 pm - 7:30 pm	An evening of fun and fitness put on by your school consisting of activity stations designed to teach parents and students how fun and simple it can be to stay healthy.
Parent Forum: ALSC, PAC, FoNTA	Tuesday, March 21, 3:45-6:45	ALSC: Discuss Continuous Improvement Work Plan (CIWP) and monitor school budget and related school policies. FONTA: Discuss and develop fund-raising projects to support NTA; PAC: discuss and develop parent volunteer programs, identify NTA school improvement projects.
Family Dance	Wednesday, April 5, 2017 5:30 pm - 7:30 pm	Families come out for a night full of fun, laughter, dancing and treats. Light refreshments will be served. All grades are welcome!
Third Quarter Report Card Pick-Up	Tuesday, April 19, 2017 11:30am - 6:30pm	This district-wide event is an opportunity for families to review their child's academic progress through the first quarter of the school year and learn from teachers how best to support their child's achievement in the future.
Middle School Awards Assembly	Friday, April 21, 2017 2:30-3:30	This is a celebration of Middle School student's achievement for the quarter.
Poetry Cafe	Thursday, April 27, 2017 5:30 - 7:00pm	School wide celebration of Poetry Month. Students will create poetry to be displayed throughout the school. Parents are invited to enjoy the poetic expressions of students.
Awareness Day: World Day for Cultural Diversity for Dialogue and Development	Friday, May 20, 2017	Students of all grade levels will study the value of cultural diversity and explore cultural diversity at NTA.
NTA's Got Talent	Friday, May 19, 2017 5:00-7:00pm	Students showcase their talents.
Parent Forum: ALSC, PAC, FoNTA	Tuesday, May 23, 3:45-6:45	Discuss Continuous Improvement Work Plan (CIWP) and monitor school budget and related school policies.

Museum Walk	June 1-2, 2017	Students will demonstrate knowledge and understanding of a social justice theme through a school-wide performance of dance, spoken word, and song, while presenting rigorous academic content through what we call an 'informance.'
8th Grade Graduation	Friday, June 16, 2017, 10:00am	Celebrating the achievements of our graduates as they transition to high school (available only to 8th grade families).
Middle School Awards Assembly	Friday, June 19, 2017 2:15-3:30	This is a celebration of Middle School student's achievement for the quarter and the school year.

COMMUNITY PARTNERS AT NTA

NTA maintains a variety of relationships with external partners, each with a specific purpose.

Partner	Focus
University of Illinois Chicago	Physical and social-emotional wellness
After-School All Stars	After-School Enrichment
J! At School	After-School Tutoring/Enrichment
Chicago Park District	After-School Tutoring and Physical Fitness
Urban Initiatives	Grades 2-5 Soccer
SPARK	Grade 7-8 College and Career Readiness
Art Therapy Connection	Social-emotional wellness
Playworks	Recess Partners: The power of play to bring out the best in every kid.
Facing History and Ourselves	An educational and professional development organization whose mission is to engage students in social issues to promote the development of a more humane and informed citizenry.
Chicago Youth Symphony Orchestras	Endeavor to cultivate and nurture talented young musicians.
Hubbard Street Dance	Develop expression of academic content through spoken word and movement.

CORE INSTRUCTION and GRADING POLICY, & GRADE MONITORING

In both English Language Arts and Math, NTA has made the shift to the Common Core State Standard (CCSS) at all grade levels. ELA teachers at NTA ensure that the lessons and activities they develop reflect the three key shifts of the CCSS:

- Regular exposure to and practice with complex text
- Reading, writing and speaking grounded in evidence from text, literary and non-fiction
- Building knowledge through content-rich non-fiction

In grades K-2, reading teachers use a common-core aligned resources called Core Knowledge Language Arts, or CKLA. More information about CKLA can be found here:

<http://www.coreknowledge.org/ckla>

In grades 3-8, NTA ELA teachers use a resource developed by a group called Expeditionary Learning, an outgrowth from a curriculum development initiative in New York, which can be accessed here: <https://www.engageny.org/english-language-arts>

Math teachers also align core instruction to the CCSS, which means the following:

- Focus on specific mathematical skills at each grade level
- Coherence from one grade level to the next so that skills build upon one another
- A balance of rigor between procedural, application-based, and conceptual mathematical knowledge

NTA's K-8 curricular resource for Math, Eureka Math (also from New York), can be accessed here: <https://www.engageny.org/common-core-curriculum>

GRADING PHILOSOPHY

We believe every child can learn. We believe every child should leave NTA on the path to college readiness.

We will ensure the continuous academic growth of all students. Our grading practices should be fair, ethical, consistent and objective. Our grading practices should be based on student mastery of Common Core State Standards, with grading criteria differentiated to meet grade level and content needs. We will clearly define the objectives and grading criteria and effectively communicate them to both students and parents. Together, staff, students, and families will foster the academic success of students.

Gradebook Categories

NTA uses four Gradebook categories.*

Quizzes: assessments covering no more than two standards

Tests: assessments covering between two-four standards. (This category can include projects done in class.)

Class Assignments: graded learning tasks completed exclusively in class; not to completed at home in any way, shape or form.

Homework: graded learning tasks which are completed at least partially at home.

**Participation may be used as outlined in student IEPs.*

Weights

Assessments completed by students individually and in class remain more reliable indicators of student performance than class assignments done in groups or with the support of texts /additional resources or homework. Therefore, quizzes and tests should comprise **at least 65%** of the student's marking period grade. Class assignments should count **for up to 35%** of the marking period grade. Homework should count **for up to 5%** of the marking period grade.

No Zero Policy

Assigning a student a zero for an assignment he/she does not complete is a harmful grading practice that "distorts the final grade as a true indicator of mastery" according to Rick Wormeli. Additionally, writes, Wormeli, "a zero has an undeserved and devastating influence" upon a student's final letter grade. Therefore, the issuing of zeroes is strongly discouraged. Coaches can provide options to teachers who wish to find good alternatives to issuing zeroes.

In extreme and limited cases where students do not complete a graded assignment even after documented (SILS) completion of the grade level cycle intervention, the instructor should work with the cycle lead, coach, or administrator to resolve the matter appropriately.

Grade Entry

Student grades will be updated every two weeks in Gradebook. Progress reports will be sent home with students in the middle of each quarter, but parents should monitor student progress using Parent Portal at least every two weeks.

Standards-Based Scoring Scale

In an effort to become more standards-based, the Standards-Based Scoring Scale below is used to grade any work sample that will be included in the final grade. Therefore, students will no longer receive percentages, but rather, a score of 1-4 on every piece of work which will count as a grade. These scores (1-5) correspond with percentages which will be entered in Gradebook.

Using this scoring scale will accomplish five things:

- More closely calibrate scoring and grading practices across grades so that letter grades from one grade level to the next mean approximately the same thing.
- Increasingly connect letter grades to standards, so that rather than discussing with family members which assignments need to be completed to improve a student's grade, this conversation will focus more on content the student has learned / not learned.
- Ensure that students who are far below standards are not penalized unfairly as they attempt to demonstrate mastery throughout the grading period.

- Allow teachers to define mastery based on the breadth of the standard, the amount of practice given, and time of year. By considering these things and looking at the assessment and assigning mastery levels first, rather than assigning an arbitrary percentage to all assessments (70% always equals meeting standards, for example).
- Align NTA expectations more closely with college readiness expectations.

Score Definitions	Score
Exceeded Standards: You applied knowledge, skills and critical thinking <i>beyond what is necessary</i> to meet the standard.	5
Met Standards: You applied <i>all of the</i> knowledge and skills needed to meet the standard.	4
Partially Met Standards: You applied <i>a lot, but not all of</i> the knowledge and skills needed to meet the standard.	3
Below Standards: You applied <i>a little bit of</i> the knowledge and skills needed to meet the standard.	2
Far Below Standards: You <i>did not apply any of</i> the knowledge and skills needed to meet the standard.	1

LETTER GRADE SCALE

Teachers will assign every score (1-5) to a percentage which will appear in Gradebook. These percentages will be averaged into a percentage which results in a letter grade. The following table outlines the relationship between percentages, letter grades, and letter grade definition.

Percent Range	Letter Grade	Definition
90-100	A	Exceeding Standards
80-89	B	Meeting Standards
70-79	C	Approaching Standards
60-69	D	Below Standards
0-59	F	Far Below Standards/Academic Warning

Of special import is that NTA's definition of the letter grade 'B' is meeting standards.

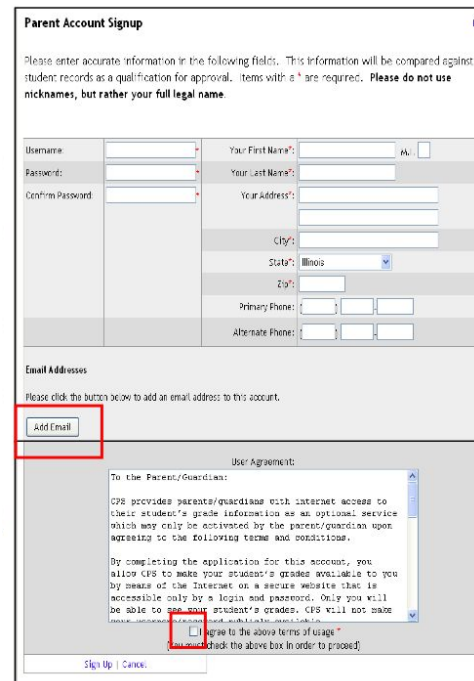
PARENT PORTAL

The Parent Portal is a unique web-based tool that allows you to securely view your child's grades and attendance online. You can register to receive e-mail or text notifications when your child is absent or when his or her grades drop below a point you identify. Additionally, you will be able to communicate directly with your child's teachers, enhancing the opportunity for parent-teacher interaction.

The following details provide step-by-step instructions for establishing an account on the CPS Parent Portal.

Step One: Establishing an Account

1. From an Internet accessible computer, access <https://parent.cps.k12.il.us>. You will be presented with the login screen to the right.
2. Ignore the Username and Password fields and click on the link labeled Click here to sign up.
3. This will result in the Parent Account Signup Page. Please follow the instructions on screen by completing all required fields marked by an asterisk (*). It is of vital importance to complete all fields and to use your full legal name.
4. We recommend provision of your e-mail address (if applicable) by clicking the *Add Email* button. This address will be used as a notification mechanism for attendance and grading alerts and for assistance in the case you have forgotten your password.
5. Next, please read the User Agreement and click the terms of usage.
6. To complete the initial registration process click *Sign Up* at the bottom of the screen.



This will log you into the Parent Portal, but you need to complete the next step in order to associate your account with one or more CPS students. To complete this process and link to your student's record, you must procure a student PIN personal identification number (PIN) from the school.

HOMEWORK

Homework is important because it provides:

- 1) important opportunities for students to practice academic content.
- 2) parents/guardians with opportunities to engage children in their learning. Research shows that children with parents who take an interest in their academic progress are more likely to achieve at high levels.

Conversely, NTA staff also recognize the importance of extracurricular experiences which may occur after school and family time spent on more social and recreational subjects. Therefore, NTA has reduced the amount of time spent on homework and regulated the value of homework at all grade levels so that it counts for no more than 5% of the final grade.

K: 5-10 minutes	5: 30-35
1: 10-15	6: 35-40
2: 15-20	7: 40-45
3: 20-25	8: 45
4: 25-30	

**Families of students enrolled in the regional gifted center program should consult the next grade level up*

Parents should provide space and a quiet time for their child to complete the homework each night and monitor that the homework is being completed. Finally, parents should contact the teacher if there are any problems with homework.

TECHNOLOGY INTEGRATION

This is the fourth year of iPad implementation at National Teachers Academy. iPads are currently implemented in kindergarten, first grade, third grade, fourth grade, sixth grade, and special education. Chromebooks are currently implemented in fifth, sixth, seventh, and eighth grade. Seventy percent of our students have access to 1:1 devices during the school day. Our goal would be for one hundred percent of our students to have access to 1:1 devices. We hope to redefine the teaching and learning in the classroom based on the SAMR model developed by Ruben Puentendura. SAMR stands for Substitution, Augmentation, Modification, and Redefinition. The highest level of implementation takes place when learning is redefined. The iPads and Chromebooks allow us to create opportunities to transform teaching and learning. Students have been transformed from consumers of content and ideas to creators of content and curators of resources. Students have collaborated to use multimedia both for learning and presenting learning to other and taking understanding of concepts to a deeper level through analysis and the tools provided through applications on their iPads and Chromebooks.

PARENT ENGAGEMENT

Parent and community support is essential to the success of our school. Only through your support, guidance and partnership can NTA effectively serve our children. While NTA has three well-organized parent groups through which all parents/guardians can become involved, all are welcome to contact their child's teachers to get involved. Be it through chaperoning a field trip, making photocopies, reading to students or working with a small group, your help is most appreciated!

For more information about how to become a volunteer please visit:

<http://cps.edu/Pages/GetInvolved.aspx>

APPOINTED LOCAL SCHOOL COUNCIL

The ALSC meets bi-monthly to discuss the Continuous Improvement Work Plan (CIWP), monitor the budget and consider other school improvement topics. This year, the ALSC is focusing on engagement with community partners and elected officials. To learn more about the ALDC, email: ntalsc@gmail.com

PARENT ADVISORY COUNCIL

The PAC focuses on parent volunteerism and parent training. Aside from organizing parent workshops, the PAC currently maintains of Grounds Cleanliness Committee, a Garden Committee a School Events Committee (Steppers Set, NTA's Got Talent). To learn more about the PAC, email: Ntaparentcouncil@gmail.com

FRIENDS OF NTA

The FONTA is comprised of NTA families with the aim of raising funds for ket school needs such as technology, sports equipment and more. In 2016 the FONT raised approximately \$20,000. The FONT wants to expand to include more parents this year and raise even more money! To learn more about the FONTA, email: friendsofnta@gmail.com

VOLUNTEER POLICY

If you are interested in volunteering at NTA, 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). Chicago Public Schools require every person working or volunteering to go through a background check and/or tuberculosis screening.

VISITORS POLICY

School safety is a top priority. In order to provide a safe environment for our students and staff we must closely monitor movement within our school each and every day. We must protect instructional time in order to maximize quality instruction. The following key policies have been put in place to ensure the safety of your child as well as, provide quality

instruction to all students, and provide effective communication opportunities for our parents, teachers and students.

- All parents/visitors must enter and exit the building through the main entrance.
- All parent/visitors must go through the metal detector.
- All parents/visitors must report to the security desk.
- All parents/visitors must sign in and wear a current visitor's sticker provided by the security desk.
- All parents/visitors must be escorted while in the building during instructional hours.

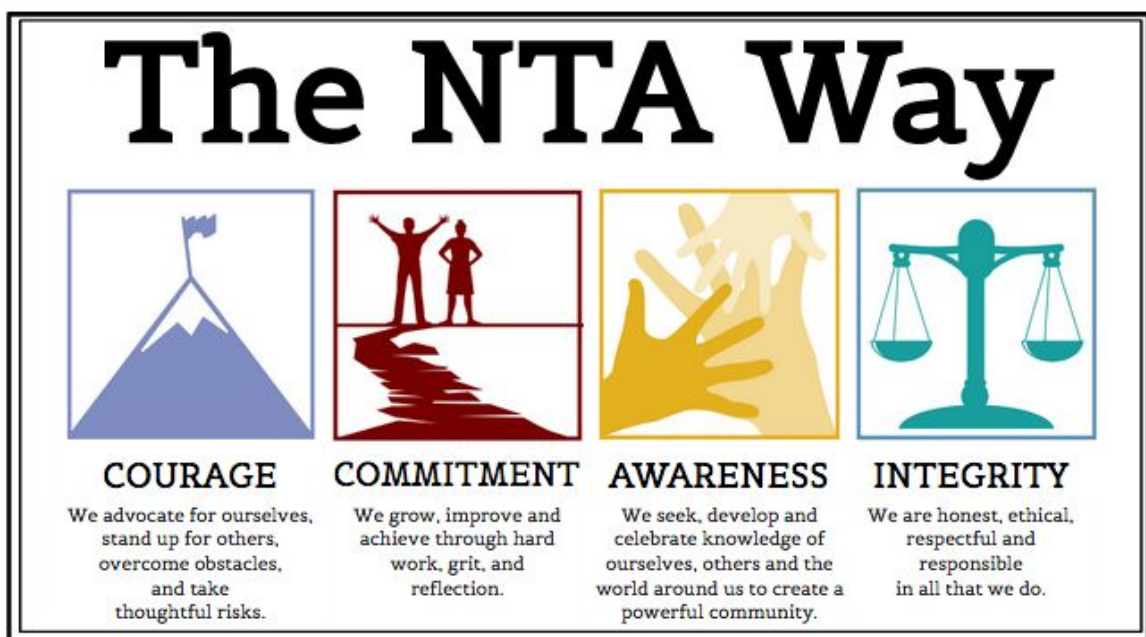
Parents are welcome to observe their children in the classroom if the observation has been previously scheduled and approved by administration and classroom teacher.

Parents are allowed to go to a teacher's room if a meeting time has been previously scheduled with the teacher and it is during non-instructional time.

All teacher-parent conferences will be scheduled for non-instructional times agreed upon by both parties. This allows for a quality meeting to address any questions that a parent has. All phone calls to a teacher will be sent to voicemail. In case of an emergency contact the office. Calls will be returned during non-instructional time.

CHARACTER EDUCATION & STUDENT SUPPORT PROGRAMS

School is not simply about learning. Even more than academic content, school should teach children how to become good people. To this end, the NTA Way serves as our guide:



NTA staff and students use the NTA Way everyday, starting each morning when our children recite the following creed:

*I am a student seeking to become a scholar.
The standard is excellence today and tomorrow.
I follow the NTA Way everyday:
I have courage. I demonstrate commitment.
I possess awareness. I show integrity.
As I grow, I elevate myself, my community and humanity.*

Additionally, classroom teachers use the NTA Way to recognize students who make good choices and even to talk through a poor choice. Administrators and other staff do the same.

NTA celebrates students who exude the NTA in quarterly awards ceremonies through the following awards:

- Courage Award: Standing up for others, making a brave choice
- Commitment Award: Making the honor roll, maintaining perfect attendance, showing academic improvement
- Awareness Award: Collaborating with peers, understanding differences
- Integrity: Showing honesty, making good choices (no behavior referrals)

Students who demonstrate the NTA Way at a very high level over the course of an academic quarter become members of the Eagle Club. The criteria and benefits of the Eagle Club are as follows:

- Demonstrating : earning at least Bs in all subjects with no more than one absence (no unexcused) and two tardies
- Showing : making good choices with no referrals
- Possessing and/or : receiving a recognition award

Eagle Club members receive the following:

- Special certificate and recognition
- Book of choice
- Long-sleeve Eagle Club shirt
- Special celebration
- Exclusive prizes

CHARACTER EDUCATION PROGRAM

NTA staff uses Second Step, character education curriculum, to teach the NTA Way. For more information on Second Step, visit: <http://www.cfchildren.org/second-step/elementary>

RESTORATIVE PRACTICES

NTA is moving towards a restorative model for school discipline and away from punitive, exclusionary practices. (For more information on restorative practices, visit: <http://www.iirp.edu/>) As the International Institute for Restorative Practices states, restorative practices can be defined as follows:

Restorative practices, which evolved from restorative justice, is a new field of study that has the potential to positively influence human behavior and strengthen civil society around the world.

The fundamental premise of restorative practices is that people are happier, more cooperative and productive, and more likely to make positive changes when those in positions of authority do things with them, rather than to them or for them.

Below are descriptions of the practices NTA has developed to act in a more restorative way:

Restorative Conversation: Student support staff will talk to the student about his/her behavior. Prompts include, but are not limited to:

- “What happened?”
- “Let’s talk about it…”
- “What were you thinking about at the time?”
- “Who do you think was affected by your actions?”
- “What can you do to make things right?”

Upon a successful conversation, the student will return to class. When the student is returned to class, a brief “reintegration” conversation will take place between student and teacher (30-90 seconds) while support staff steps in to oversee the classroom. A reintegration conversation between student/teacher consists of:

- Welcoming student back into the learning environment
- If needed, setting up a time to further discuss incident that took place
- Closure to the incident

Restorative Conference

A member of the support staff will facilitate a discussion with/between:

- Students having a conflict with each other
- Student and staff member having a conflict
- Student along with a parent about a conflict involving another student or a staff member

Using restorative prompts, the facilitator will help participants identify the harm that was done and ensure that an agreement is reached in which all can identify behaviors that need to change and how to change them.

Restorative Circle

Using circle rules and regulations, a support team member will facilitate a discussion, between a group of students, staff and or parents about an ongoing conflict. A formal agreement is developed and documented with signatures, and logged in Student Logger.

Bridge Program

Students referred to the Bridge program will reflect upon their actions and the impact they have had on the learning community. Students will engage in social emotional learning which will teach replacement behaviors. During School-Day Bridge, students will complete core classwork provided by teachers. Bridge (School Day and After School) will be held on Tuesdays and Thursdays.

STUDENT CODE OF CONDUCT

A copy of the Student Code of Conduct is available on the Chicago Public Schools website:
<http://cps.edu/Pages/StudentCodeofConduct.aspx>

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 96.8% 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 773-534-9970 between 7:30 AM-8:00 AM. **Upon returning to school all children are required to bring a note signed by a parent/guardian indicating the student’s name, room number, 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 School classified 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. We encourage 1st-8th grade parents to use the CPS Parent Portal to monitor students’ grade and missed assignments.

Absences Support Policy

Description	Intervention
Student misses one full school day	Robo-Call, or teacher can place a personal phone call to family
Student misses one full school day w/out valid excuse	Teacher contacts family (above). Attendance Clerk contacts family to A) offer support in getting child to school, B) excused absence if possible, and C) clarify NTA attendance policy.
Student misses two consecutive school days w/out valid excuse	Attendance Clerk places a personal phone call to family to A) offer support in getting child to school, B) excusing absence, and C) clarifying NTA attendance policy.
Student misses three or more consecutive days w/out valid excuse	Attendance Coordinator conducts home visit to A) offer support in getting the child to school, B) referring the family to school counselor or outside service provider.

TARDIES

To maximize and respect teaching and learning time, we expect students to arrive at school on time. Students are expected to arrive at school by **8:25 AM** when the lineup bell rings. Students who arrive after the **8:30 AM** entry bell must obtain a tardy slip from the security officer. Parents of students who are experiencing difficulty with punctuality will be contacted 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.

Quarterly On-Time Arrival Intervention Plan

Tardy Quantity	Intervention	Description
1-2	Form note sent home with child	Half-slip red note to parent stating that the child was late, the importance of being on time, and email/phone contact info of attendance clerk to request support from school
3	(In addition to above....) Attendance clerk phone call	Phone call is placed investigating cause of tardiness, asking if support from school is needed
4	(In addition to above....) Form letter sent home	Full-length letter sent home providing detailed information about what the child is missing as a result of tardiness (details provided by cycle leads), as well as a summary of instruction time missed extrapolated over a full school year.
5	(In addition to above....) Administrator phone call	Administrator restates above information, re-offers support from school
6	(In addition to above....) Administrator conference	Administrator restates above information, outlines total instructional time missed to date & extrapolated over school year, reviews student progress to date (academics, attendance, behavior), re-offers school support
7+	(In addition to above....) Referral to another school site	After restating the above, principal offers a new school placement to the family, or suggests a new school for families outside of the boundary

ARRIVAL AND DISMISSAL PROCEDURES

Effective arrival and dismissal procedures can significantly help create a safe, secure learning environment. NTA maintains high expectations for staff, students and parents during arrival and dismissal to insure students enjoy an outlet through which to be active and channel physical energy in a positive way, therefore making it easy to focus on academic learning at the appropriate times.

Bell Schedule

8:25 AM Student Lineup Bell

8:30 AM Student Entry

3:30 PM Student Dismissal

The below table shows where each homeroom should line up on Federal. The code (B9, for example) next to each homeroom number can be found stenciled onto Federal near the corresponding entrance (B or Bridge).

C Door	B Door	Bridge Door
<i>Students enter autonomously</i>	B9 -- 209 Kirwan	Br1 -- 213 Silverglat
	B8 -- 210 Ratcliff	Br2 -- 211 Saez
	B7 -- 203 Siciliano	Br3 --208 Porter
	B6 -- 310 Albritton	Br4 -- 112 Leonard
	B5 -- 311 Snailum	Br5 -- 113 Konicek
	B4 -- 309 Edgar	Br6 -- 110 Both
	B3 -- 308 West	Br7 -- 106 Connor
	B2 -- 313 Malaquias	Br8 -- 108 Flynn
		Br9 -- 111 Kreindler

The following table shows where students enter and exit the building, including during severe weather.

Floor Team	Arrival Door	Inclement Arrival Door	Dismissal Door	Inclement Dismissal Door
K-1	Bridge	Bridge	Bridge Door	Bridge (entry allowed)
2-3	B	B	Main Ent.	Main Ent
4-5	B	B	B	B
6-8	C	C	C	C

PICK-UP GUIDELINES

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

Late Pick-Up Support & Intervention Plan

Tardy Quantity	Intervention	Description
1-2	Phone Call	Call 1: Teacher contacts parent to ascertain proximity Call 2: Teacher to inform parent that per school policy, admin will be notified and follow up if lateness continues
3	Attendance clerk conference/call	Phone call is placed investigating cause of late pick-up, asking if support from school is needed
4	Administrator clerk conference/call	Full-length letter sent home providing detailed information about CPS late pickup policy as well as a summary of late pick ups, (provided my teacher/office).
5	Admin conference & formal warning letter	Formal conference re-offering school support; delivery of formal letter stating school pick-up policy and informing parent that police pick-up will occur upon next late pick-up
6	Police Pick-Up	Per CPS policy, police pickup and transport to precinct office; administrator notifies parent

ILLNESS/ACCIDENTS

If a student becomes ill at school and is signed up at the UIC Clinic, the student will be sent to the clinic for further treatment/diagnosis. If student is not signed up at the Clinic or the Clinic is closed, 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

Early dismissal is permitted before 3:00 pm only. 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 Early Pick Up form and/or emergency form. A student's attendance is affected by an early dismissal.

IMPORTANT DISMISSAL REMINDERS

- Parents may pick up their children from after school programs at the main entrance.
- Parents are advised that the school playground will not be supervised after school hours.

EMERGENCIES, EMERGENCY DRILLS, EMERGENCY PROCEDURES

NTA is prepared in the event of any emergency. To maintain preparedness, drills will be conducted throughout the year, most without warning. Please discuss the reason for emergency drills with your child at the beginning of the school year.

FIRE DRILLS, DISASTER DRILLS & INTRUDER 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. Intruder drills are practiced during the school year.

SAFETY/EMERGENCY PLANS

Emergency and safety procedures are mounted on the walls throughout the school building. 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 UIC Clinic and then taken to the nearest hospital via ambulance.

HEALTHY SCHOOL FOOD POLICY

Maintaining a healthy diet is crucial to the success of our students. When our children consume vegetables, fruits and healthy snacks, in addition to balanced meals, they are more able to focus and concentrate on learning during the school day. Therefore, all sweets, including gum, soda, artificial drinks (anything less than 100% juice), candy and chips (excepting baked versions) are prohibited.

NTA is a peanut/nut free school for the safety of students and staff with allergies. All nut and peanut products are prohibited from NTA before, during and after school hours. The residue of nut/peanut products can cause allergic reactions of students.

Permitted (And Encouraged)	Permitted (But Discouraged)	Prohibited (Confiscated if Seen)
100% Juice Low-fat / Baked Chips Fruits & Vegetables Water	Artificially-Flavored Drinks Fried Food Fast Food Fun-Size Candy as part of a 'Lunchable' High-Fat / Calorie Chips -Fat: 8g/oz -Calories: 140+	<ul style="list-style-type: none"> • Lunchtime Fast Food Drop-Off • Soda • Candy & Chips / no sandwich or entree (Chocolate included) • Peanut / Tree Nut (ingredients included)

Food is not permitted in the classroom except during staff-organized events. No food (cupcakes, cakes, etc.) can be brought to school to celebrate student birthdays.

Students are permitted to bring lunches to school so long as the lunch is consistent with school policy, but they must be kept in a locker until recess/lunch time.

When students are found with food / snacks prohibited by school policy, staff will confiscate the item. The incident will be treated as an act of misconduct. The food item should be given to main office staff and labeled with student name. Parents / guardian can retrieve the food from the main office within five school days, at which point the item will be disposed. However, if the item is in need of refrigeration or contains nut products it will be thrown away immediately.

Note: Snacks to be consumed after school or during after school park district programming specifically, should not be seen during the school day. All snacks prohibited by NTA policy will be confiscated, regardless of intended use.

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 entrée, a side item and milk. The students eat during the first 15 minutes of the day. Students can choose a hot or cold breakfast.

NTA DRESS CODE

Students, parents and staff recognize the importance of appropriate dress and its effect on the learning environment. Parents will be contacted to bring uniform clothing if students are in violation of the dress code. Below are the requirements for the dress code:

	Meets Standards	Not Permitted
Head / Face / Neck	Hijab Non-descript earrings Non-athletic headbands	Hats Skull caps Scarves Athletic headbands Bandanas Bonnets Earrings displaying inappropriate, offensive designs or symbols
Shirts / Tops	Navy short sleeve polo shirt (plain or with NTA logo) Navy long sleeve polo shirt (plain or with NTA logo) Navy sweater, no hood Navy sweatshirt (plain or with NTA logo)	Hoodies of any kind Shirts of any kind with writing / designs (other than NTA) Colorful undershirts that are visible
Pants / Legs	Khaki skirt with white, black or navy leggings Brown Khakis Brown Khaki Knee-Length skirt (within 3 inches of knee) One-Tone Navy or Black Leggings (no design) Plain Navy or NTA joggers (on gym day only) Khaki skirt with white, black, or navy socks only	Shorts Jeans Short Skirts Rolled up pants Capris Loose / Sagging khakis worn below waist or which exposes undergarments Navy sweatpants with logos or writing Navy sweatpants worn on non gym days
Footwear	Gym shoes, dress shoes or boots (winter only)	Sandals Shoes that expose heel Flip--Flops
Other	Khaki jumper	Any clothing that is distracting to the eye or can be found offensive

When students arrive to school out of uniform, families will be contacted with a request to provide uniform clothing. If circumstances arise which result in a child arriving to school out of uniform, parents are urged to contact the main office.

REQUIRED FORMS & DOCUMENTS

EMERGENCY INFORMATION

It is imperative that the school 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 notify the school office immediately if there are any changes that require student information to be updated. 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 at least two individuals who can be called if you cannot be reached in the event of an accident, illness or other emergency.

MEDICAL COMPLIANCE

Most grades require students to have a physical examination by a doctor, age appropriate immunizations, dental exam and vision screening. Students who do not comply with the medical requirements may be excluded from school. Medication may not be taken to school except under special circumstances and with approval from a doctor and school. Parents must submit a completed "Parent Request for Administration of Medication to a Student" form. 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. The clinic, located in NTA, can assist with completing medical requirements.

FAMILY INCOME INFORMATION FORM

The Community Eligibility Provision (CEP) of the Healthy, Hunger-Free Kids Act of 2010 allows CPS to offer free breakfast and lunch to all students. As such, Free and Reduced Meal (FRM) applications will not be collected from parent/guardians of CPS students. All schools will now collect the Family Income Information Form (FIIF) in order to determine the appropriate allocation of the Title I, SGSA and E-Rate funds, as well as student eligibility to waive other fees such as book, testing fees, etc. It is imperative that every NTA student submits a Fee Waiver Form every school year.

ADDITIONAL POLICIES

HEADSTART PRESCHOOL

This full-day instructional program, for 3 and 4 year old students, is led by a highly qualified teacher and 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. Please contact the school office for enrollment information and registration details or visit: <http://www.cps.edu/Schools/EarlyChildhood/>

TEXTBOOKS

All textbooks and guided reading books supplied by NTA become the responsibility of each student during the school year. If a book is damaged or lost, the student is charged a replacement fee. All fees are due by the end of the year.

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 should submit a permission slip signed by a parent or legal guardian before they are allowed to leave the building for the field trip. Parent volunteers are needed to chaperone field trips. The goal is to provide an opportunity for participation to all parents during the course of the school year. Teachers will communicate information to parents about any applicable costs for field trips. Most field trips will require payment for transportation and/or admissions with costs ranging from \$0-\$15.

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, 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 an administrator before bringing to school.

Students should not bring candy, gum, junk food or money to school, except for special events when the classroom teacher has granted permission, e.g. field trip.

CELLULAR PHONES, ELECTRONIC DEVICES

Students may bring cellular phones and devices to school. However, they must be turned off by 8:30am and stored in a locker or a location designated by a staff member. NTA is not responsible for lost, stolen or damaged electronic devices. Devices which are seen, used or heard during the school day (8:30-3:30)

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 outside the main office. 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 into the radio, television, or the Chicago Public School's website (www.cps.edu) for updated information. Parents should monitor media outlets whenever the weather is threatening to determine if schools are closed.