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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 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/children's teachers, attend all report card pick-up events, and attend at least one additional school event this year. I am sure you will enjoy the experience.

Of special note in the handbook this year:

- Updated core value
- Updated character education policy
- "Acceleration for All" model

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

Office and Administration		
Castelaz, Isaac	Principal	idcastelaz@cps.edu
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Grade 1-2 Teachers		
Hayden, Sara	1	skhayden@cps.edu
Houk, Morgan	1	mhouk1@cps.edu
Connor, Kelsey	1	kmconner@cps.edu
Flynn, Erin	2	eflynn2@cps.edu
Sullivan, Elizabeth	2	esullivan2@cps.edu
Kreindler, Hannah	1-2	hkreindler@cps.edu
Silverglat, Kara	1-2	ksilverglat1@cps.edu
Anderson, Michelle	Diverse Learners	mnanderson3@cps.edu

Grade 3-4 Teachers		
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Grade 7-8 Teachers		
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STUDENT AND FAMILY EVENTS

Event	Date	Descriptions
Family Palooza	Friday, August 30, 2019	Registration, uniforms, meet and greet teachers
International Day of Peace	Friday, September 20, 2019	<i>Peace Day provides a globally shared date for all humanity to commit to Peace above all differences and to contribute to building a Culture of Peace.</i>
Homecoming Week	Monday, September 30th-October 4th, 2019	<i>Out-of-uniform days and other floor celebrations designed to celebrate our amazing school!</i>
Friends of NTA Jog-a-thon	Thursday, October 3 (back-up day October 4)	<i>Family fundraising event to support small class size teaching positions.</i>
Parent Forum: ALSC, FoNTA	Tuesday, October 8, 2019	<i>Discuss Continuous Improvement Work Plan (CIWP) and monitor school budget and related school policies. Schedule: 3:45-4:45 Meeting 1; 4:45-5:00 Dinner; 5:00-5:45 Meeting 2</i>
Student Showcase	Wednesday, October 2, 2019	<i>School leaders will review the school's performance from 2019 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.</i>
Fun Fest/Homecoming Football Game	Saturday, October 5, 2019	<i>Carnival to celebrate our school community and fall sports teams.</i>
High School Fair	Tuesday, October 29, 2019 10:00-12:00	<i>Students in grades 6-8 will visit with representatives from citywide high schools.</i>
Unity Day: World Day of Bullying Prevention	Wednesday, October 23, 2019 (all school day)	<i>All students will wear Orange 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.</i>

Fall Festival Parade	Thursday, October 31, 2019	<i>Grades K-3 will have a fall festival parade in which students dress in a costumes of their choice. Snacks will be provided.</i>
First Quarter Report Card Pick-Up	Wednesday, November 13, 2019 11:00am - 6:30pm	<i>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.</i>
2nd Floor Awards Assembly	Friday, November 15, 2019 2:30-3:30	<i>This is a celebration of the 2nd floor students' achievement for the quarter.</i>
3rd Floor Awards Assembly	Tuesday, November 19, 2019 2:30-3:30	<i>This is a celebration of the 3rd floor students' achievement for the quarter.</i>
Middle School Awards Assembly	Wednesday November 20, 2019 2:30 - 3:30	<i>This is a celebration of Middle School students' achievement for the quarter.</i>
Parent Forum: ALSC, FoNTA, Equity Team	December 17, 2019	<i>Discuss Continuous Improvement Work Plan (CIWP) and monitor school budget and related school policies. Schedule: 3:45-4:45 Meeting 1; 4:45-5:00 Dinner; 5:00-5:45 Meeting 2; 5:45-6:30 Meeting 3</i>
Winter Arts Festival	Wednesday, December 20, 2019 Time TBD	Celebration of the arts through making music and art.
Spelling Bee	Wednesday, January 8, 2020 Time: 9:00	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.
3rd Floor Awards Assembly	Monday, February 3, 2020 2:30-3:30	<i>This is a celebration of 3rd floor students' achievement for the quarter.</i>
Second Quarter Parent Teacher Conference	Wednesday, February 5, 2020 4:00-6:30 pm	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.

Parent Forum: ALSC, FoNTA, Equity Team	Wednesday, February 5, 2020	<i>Discuss Continuous Improvement Work Plan (CIWP) and monitor school budget and related school policies. Schedule: 3:45-4:45 Meeting 1; 4:45-5:00 Dinner; 5:00-5:45 Meeting 2; 5:45-6:30 Meeting 3</i>
2nd Floor Awards Assembly	Friday, February 14, 2020 2:30-3:30	<i>This is a celebration of 2nd floor students' achievement for the quarter.</i>
Middle School Awards Assembly	Wednesday, February 12, 2020 2:30 - 3:30	<i>This is a celebration of Middle School students' achievement for the quarter.</i>
World Kindness Day/Random Acts of Kindness	February 17th-21st, 2020	<i>Students will participate in activities centered around kindness.</i>
Family Fitness Night	Wednesday, February 19, 2020 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.
Black History Night	Thursday, February 27, 2020 6:00-7:30	
Tech Night	Wednesday, March 18, 2020 5:00 - 6:30 pm Tech Night	<i>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.</i>
Parent Forum: ALSC, FoNTA	Wednesday, April 1, 2020	<i>Discuss Continuous Improvement Work Plan (CIWP) and monitor school budget and related school policies. Schedule: 3:45-4:45 Meeting 1; 4:45-5:00 Dinner; 5:00-5:45 Meeting 2; 5:45-6:30 Meeting 3</i>
NTA's Got Talent	Friday, April 3, 2020 5:00pm -7:00pm	<i>Students showcase their talents.</i>

Third Quarter Report Card Pick-Up	Wednesday, April 15, 2020 11:30am - 6:30pm	<i>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.</i>
Middle School Awards Assembly	Wednesday, April 24, 2020 2:30-3:30	<i>This is a celebration of Middle School students' achievement for the quarter.</i>
2nd Floor Awards Assembly	Wednesday, April 29, 2020 2:30-3:30	<i>This is a celebration of 2nd floor students' achievement for the quarter.</i>
3rd Floor Awards Assembly	Thursday, April 30, 2020 2:30-3:30	<i>This is a celebration of 3rd floor student's achievement for the quarter.</i>
Poetry Cafe	Wednesday, April 29, 2020 5:30 - 7:00 pm	<i>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.</i>
Staff Appreciation Week	May 4th- May 8th, 2020	<i>A celebration of NTA's amazing staff--teachers, recess and lunch supervisors, clerks, security officers, custodians--everyone!</i>
Spring Awareness Day	Thursday, May 21, 2020	<i>NTA participates in the United Nations World Day for Cultural Diversity for Dialogue and Development 2020, which includes school day activities and an evening potluck for families.</i>
NTA Creative Expressions	May	<i>A showcase of student musical and artistic talents.</i>
AUSL Festival of the Arts	May	<i>A showcase of the musical and artistic talents of students within the AUSL network of 31 schools.</i>
Parent Forum: ALSC, FoNTA	Wednesday, June 3, 2020	<i>Discuss Continuous Improvement Work Plan (CIWP) and monitor school budget and related school policies. Schedule: 3:45-4:45 Meeting 1; 4:45-5:00 Dinner; 5:00-5:45 Meeting 2; 5:45-6:30 Meeting 3</i>
Museum Walk & Parent Appreciation Week	June 1st-June 5th 2020	<i>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.'</i>

Middle School Awards Assembly	TBD	<i>This is a celebration of Middle School students' achievement for the quarter.</i>
8th Grade Graduation	Tuesday, June 16, 2020, 12 pm	<i>This is a celebration of the achievements of our graduates as they transition to high school (available only to 8th grade families).</i>
Kindergarten Celebration	Monday, June 16, 2020 9:00-10:00 am	<i>This is a celebration of the achievements of kindergarteners / rising first graders, which includes singing, tribute videos, and fun for all. (available only to K families).</i>
PK Celebration	Monday, June 16, 2020 10:00-11:00 am	<i>This is a celebration of the achievements of pre-kindergarteners which includes singing, tribute videos, and fun for all. (available only to PK families).</i>

COMMUNITY PARTNERS AT NTA

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

Partner	Focus
University of Illinois Chicago Marcia Amadi, mamadi@uic.edu	Full Service Medical Clinic staffed by NP's. Both Medical and Behavioral Health Support.
Out of School Time Felicha Perkins, fbperkins@cps.edu	After-School Enrichment
J! At School https://www.jccchicago.org/ Jessica Bandyk- Customer Experience Manager 773-938-8350 J at School Team- Customer Support 312.775.1848	After-School Tutoring/Enrichment
Chicago Park District http://www.chicagoparkdistrict.com/ Email: Sherry.Overton@chicagoparkdistrict.com 312-747-1615	After-School Tutoring and Physical Fitness
Urban Initiatives http://www.urbaninitiatives.org/	Grades 2-5 Soccer
SPARK http://sparkprogram.org/	Grade 7-8 College and Career Readiness
Facing History and Ourselves https://www.facinghistory.org/	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.

ACCELERATION FOR ALL

At NTA we believe in the power of every child. Every child can exceed grade-level standards when staff have high expectations and create deeply engaging learning experiences. All students are capable of accelerated learning when given the opportunity. Currently, however, students of the same age and grade are taught at different academic levels. Moving forward, we are committed to establishing one set of ambitious standards which we will help all children meet together.

Beginning in the 2023 school year, all NTA third graders (our current kindergarten class) will learn at the fourth grade level. This acceleration model will phase in every year through 2028, so that every 3rd-8th grade student will learn above grade level--not only selectively enrolled students. This will create a learning experience for students in which they will learn from the same teachers, collaborate across homerooms, and take part in more real-world, project based learning experiences.

This school year, we will start our acceleration for all model in kindergarten. All kindergarten students will be exposed to select first grade standards, in addition to traditional kindergarten standards. Next school year as first graders, these students will be exposed not only to first grade content, but also to 2nd grade standards. As our current kindergarteners move into 2nd grade, teachers will loop with their class, allowing for accelerated pacing and ensuring readiness for a full year of acceleration in third grade. Moving into second grade the current kindergarteners Teachers and administrators will closely monitor student progress to determine if adjustments are needed.

Below is an overview of the acceleration plan for current kindergarteners:

- 2020, Kindergarten: Kindergarten standards with exposure to select 1st grade standards
- 2021, 1st Grade: Remaining 1st grade standards and more exposure to acceleration (2nd grade standards)
- 2022, 2nd Grade: Looping model supports ongoing acceleration and deep exposure to 3rd grade standards
- 2023, 3rd Grade: students learn at 4th grade level

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 informational
- Building knowledge through content-rich informational text

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 are based on student mastery of the 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 **no more than 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 writer and teacher/principal trainer 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 at least 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.

Gradebook Grade Entry Codes

To streamline parent access of inputted grades into Gradebook across all grade levels, the following codes will be used to indicate what the standards-based task is:

MU	Mid Unit		PT	Performance Task
EU	End of Unit		P	Projects
EM	End of Module		ST	Spelling Test (CKLA only)
MM	Mid Module		WR	Writing
ET	Exit Ticket		DN	Do Now
DN	Do Now		PS	Problem Set
D	Discussion		T	Tasks (include #)

Example 1 : 6.NS.1 - EM #2 or 6.NS.1 - End of Module #2

Example 2: 5.NBT.6 - M3.L7 PS or 5.NBT.6-- Module 3, Lesson 7 Problem Set

Example 3: RI.5.1- M2A:U1:L9

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 1-5 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	Point Equivalent	Gradebook Equivalent (out of 100)
Exceeding Standard Plus: The student applied knowledge skills and critical thinking <u>significantly beyond</u> what is necessary to meet the standard (or standard part).	5+	100
Exceeding Standard: The student applied knowledge skills and critical thinking <u>beyond</u> what is necessary to meet the standard (or standard part).	5	95
Meeting Standard Plus: Student has <u>consistently</u> applied a greater degree of knowledge and skills to meet the standard, but has not yet exceeded standard	4+	90
Meeting Standard: The student applied the knowledge and skills needed to meet the standard (or standard part)	4	85
Partially Meeting Standard Plus: Student has applied <u>most</u> of knowledge and skills towards meeting the standard, but has not yet met the standard	3+	80
Partially Meeting Standard: The student applied <u>much</u> of the knowledge and skills needed to meet the standard (or standard part).	3	75
Approaching Standard: The student applied <u>some</u> of the knowledge and skills needed to meet the standard (or standard part) but <u>demonstrates progression towards meeting standard</u>	2+	70
Below Standard: The student applied <u>little</u> of the knowledge and skills needed to meet the standard (or standard part).	2	65
Far Below Standard Plus: The student applied <u>very little</u> of the knowledge and skills needed to meet the standard (or standard part).	1+	60
Far Below Standard: The student did not apply any of the knowledge and skills needed to meet the standard (or standard part).	1	55

Updated Retake Policy

Instructors will provide retake opportunities to students who receive a score of **2 (65%)** or lower on any assessment. Retake opportunities will be provided within the classroom setting **—not to be sent home**. Students can earn a maximum score of **2+ (70%)** on retaken assessments. The opportunity to re-do classroom work will be provided at the discretion of the instructor.

Student Scores Requiring Action	Retake Policy Action	Maximum Student Grade Improvement Following Retake
If student receives score of a 1, 1+, or 2 on an assessment* <i>*The opportunity to re-do classroom work will be provided at the discretion of the teacher</i>	Teacher will: <ul style="list-style-type: none"> ● Provide consistent retake opportunities within a classroom setting —retake not to be sent home ● Allot adequate time to retake or re-teach opportunities each quarter ● Include SECAs in supporting retake opportunities ● Provide explicit examples of what a revised product should look like ● Adjust pacing accordingly 	2+ (70%)
If more than 50% of the class receives a 2+ or lower on a summative assessment	<ul style="list-style-type: none"> ● Apply retake policy outlined above ● Devote time to whole group instruction 	5+ (100%)

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

The New Aspen Parent Portal

Chicago Public Schools is excited to announce that starting April 22nd, 2019, Parent Portal will be replaced with a new system called Aspen. Aspen will provide the same capabilities of the old Parent Portal while adding new features including Graduation Requirements, Student Fees and a new, easy-to-use mobile interface.

IMPORTANT NOTE: To access the new Aspen Parent Portal, all current portal users and parents who are interested in creating an account for the first time must set up a new account. Existing Parent Portal accounts will not automatically be transferred to Aspen. Follow the steps below to set up a new Aspen Parent Portal Account.

Q: How can I create a Parent Portal account?

A: Please contact your school to provide your up-to-date email address and request a Parent Portal account in Aspen. Once parent contact information has been verified by the student's school, parents will receive a signup email from Aspen. If you don't receive the signup email, we recommend to check your Spam folder. If you are unable to locate the email, please contact your school for assistance.

Q: I've received emails from my school in the past, why don't you have my email on file for Aspen?

A: While your school may have your email address on file, it may not have been added to the previous student information system, IMPACT SIM. Only email addresses in SIM were moved to Aspen.

Q: I had a Parent Portal account before the change to Aspen, why don't I have one now?

A: Security features, such as login credentials, prevent us from being able to transfer accounts from one system to another.

Q: I received an email to create a Parent Portal account in Aspen, are there additional resources that can help me with the setup process?

A: [Here](#) is a short video that walks you through the setup process.



The New Aspen Parent Portal Cont.

Q: I have multiple children in CPS, but I do not have Parent Portal access for all of them. How can I fix this?

A: Please contact your school if you are experiencing this issue. There are a few reasons why this might be happening, which we have listed below for your reference. Your school will be able to determine which of these reasons is causing the issue and resolve it for you.

- 1) We do not have you listed as a contact in Aspen for your children.
- 2) The former system contained multiple accounts for you, possibly with conflicting information (e.g., different names, home addresses, email addresses, phone numbers). In Aspen, your contact information should be verified and merged into a single account in order for all of your children to appear in your Parent Portal account. This allows for more efficient security and management. Your school can help ensure that the correct contact record is attached to your children.

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 sixth year of iPad implementation at National Teachers Academy. iPads are currently implemented in PreK-4th grade, 6-8th grade as well as in special education and music classrooms. Chromebooks are currently implemented in third, 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. There are many opportunities to volunteer around the school. Some options include; field trips, lunch room monitor, stapling/cutting class materials, small group work, mentoring, etc. Volunteers can also receive Digital Badges based on their level of involvement.

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

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

All volunteers need to apply through cpsvolunteers.org. Complete the volunteer application found on the website. Once the application is submitted it will be sent to the school for approval and then you will receive an email with next steps.

There are 2 levels of volunteers:

Level I:

- Spending 10 or more hours inside the school
- Chaperoning an overnight field trip
- One-on-one tutor/mentor
- Unsupervised volunteering

Level II:

- Spending less than 10 hours inside the school
- Incidental volunteering with no individualized interaction with students
- Chaperoning a one-day field trip

Level I volunteers are required to get a background check and fingerprinting before volunteering. Level II volunteers may start volunteering immediately after school approval.

Before volunteering can begin, all approved volunteers should provide a copy of a valid driver's license or state identification card to the Main Office.

For volunteering opportunities reach out to your classroom teacher. You can also volunteer outside of your child's classroom by contacting our volunteer coordinator, Hannah Kreindler at hkreindler@cps.edu.

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: ntaalsc@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 key school needs such as technology, sports equipment and more. In 2016 the FONTA raised approximately \$20,000. The FONTA wants to expand to include more parents this year and raise even more money! To learn more about the FONTA, email: friendsofnta@gmail.com

LIBRARY COMMITTEE

The library committee manages and organizes both of NTA's libraries on the second floor. Additionally, the library committee works with teachers when student research or book check-out is needed. The library committee also arranges for guest read alouds for grades PK-2. For more information, please contact: Jenny Beishuizen, ntalibraries@gmail.com

GARDEN COMMITTEE

The garden committee has established a fully operational garden at NTA! NTA children, families and community members contribute to managing the garden, which produces edible vegetables. For more information, email the NTA garden google group: nta-garden-team@googlegroups.com. Join the Facebook page at <https://www.facebook.com/groups/846290958830078/>

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.

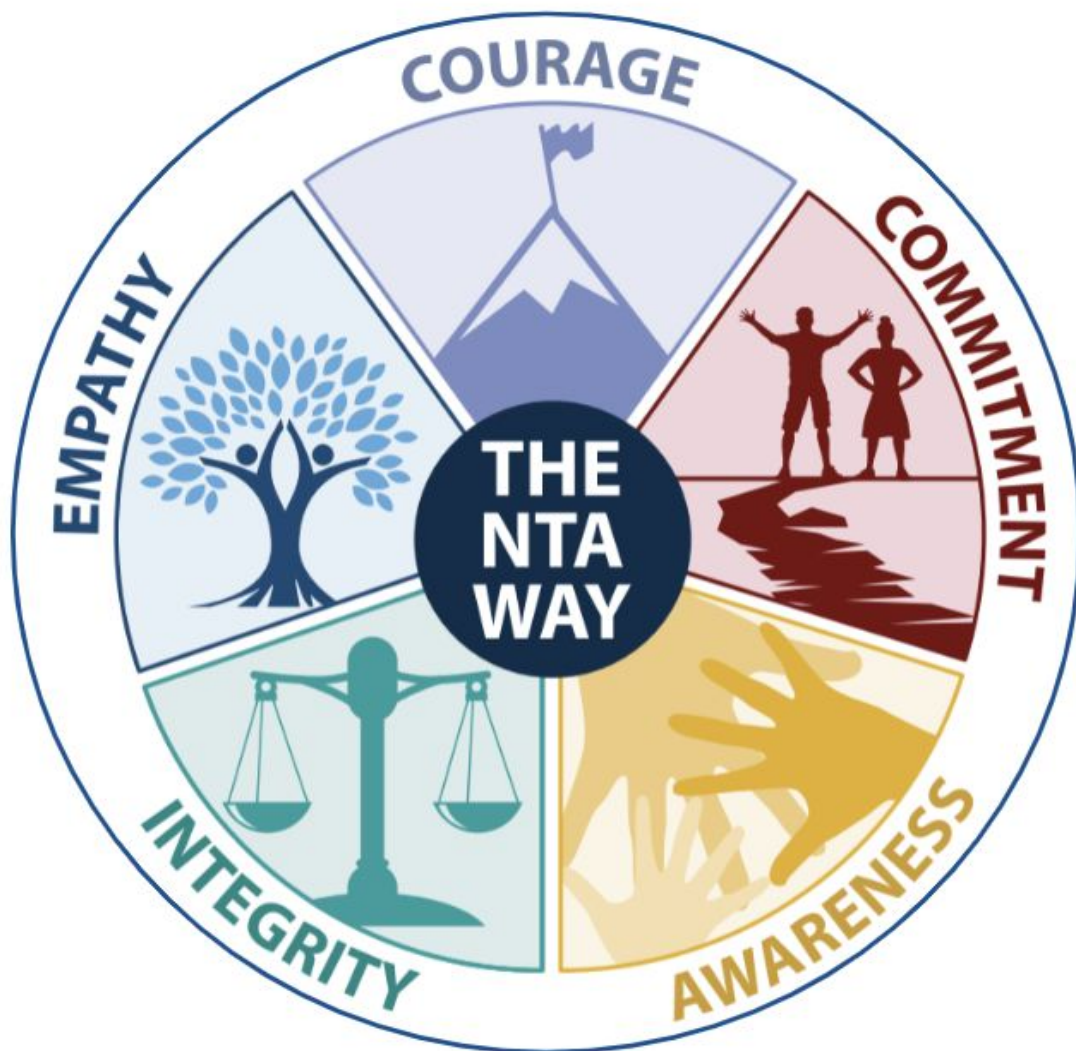
Parents are welcome to observe their children in the classroom if the observation has been previously scheduled and approved by administration and classroom teacher.

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:



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 Way 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)
- Empathy: Understanding and sharing the feelings of peers

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 **commitment**: earning at least Bs in all subjects with no absences and no more than two tardies
- Showing **integrity and/or empathy**: making good choices with no referrals
- Possessing **courage** and/or **awareness**: receiving a quarterly recognition award

Eagle Club members receive the following:

- Special certificate and recognition
- Book of choice
- 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>

Students receive character education every morning between 8:30-9:00 a.m. During this experience, students in grades 2-7 are placed into groups comprised of students from all grade level homerooms. This creates opportunity for increased social and academic interaction between students at each grade level.

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.

Skill-Building

Students grades K-8 referred to skill-building will eat lunch with the student advocate and a small group of students. The students will be lead through an activity to build or enhance self-regulation, coping, or decision-making skills. Students will also participation in yoga, meditation, or another relaxation activity.

Bridge Program

Students grades 3-8 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:
<https://www.cps.edu/Pages/StudentCodeofConduct.aspx>

ATTENDANCE AND PUNCTUALITY

Regular attendance is a critical factor for success at school. NTA'S core curriculum demands excellent attendance. School personnel are strongly committed to achieving our school goal of 97% and will closely monitor student attendance. Parents will be notified if their child's attendance is problematic or becomes truant.

EXCUSED ABSENCES

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

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.**

In the event of an excused absence, the student will be granted the opportunity to complete any graded tasks for full credit. 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 upon his/her return from the absence. 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.

UNEXCUSED ABSENCES

The following causes of absence are considered unexcused:

1. Bad weather

- 2. Lack of transportation
- 3. Vacation
- 4. Family Celebration

We encourage parents to make every effort to plan vacations, trips, medical, and dental appointments during our non-attendance days.

In the event of an unexcused absence, the student **will be granted** the opportunity to complete any graded tasks and the teacher may award **partial credit**. It is the student’s responsibility to obtain any missing assignments, make up work, or arrange times for missed assessments after they return. 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 **8:35 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).

Main Door	C Door	B Door	Bridge Door	Annex
A4 209 Kirwan	<i>Students enter autonomously</i>	B6 -- 311 Albritton	Br4 -- 112 Leonard	A1-- Annex 7 Leonard
A5 210 Lahti		B5 -- 314 Canapary	Br5 -- 113 Porter	A2-- Annex 1 Both
A6 203 Ratcliff		B4 -- 310 Voorhees	Br6 -- 110 Both	A3--Annex 3 Porter
A7-213 Levinsky		B3 -- 308	Br7 -- 111 Kreindler	A4--Annex 4 Saez
A8 211 Wilfred		B2 -- 305 Fox	Br8 -- 109 Flynn	
A9 208 Laidler		B7-- 313 Kibblewhite	Br9 -- 106 Connor	
A10 212 Malaquias		B8 -- 309 Kaspar	Br3 -- 204 Sullivan	
A11 204 Khaleel		B9 -- 312 Gluckman		

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
PreK-K	Annex	Annex	Annex	Annex
1-2	Bridge Door	Main Door or C	Bridge Door	Bridge
3-4	Main Door		Main Door	Main Door
5-6	B		B	B
7-8	C		C	C

PICK-UP GUIDELINES

Students must be picked up and /or leave promptly at 3:30. School personnel are 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.

Families of K students will exit the building at 3:25pm with their teacher. Parents should pick their child up at the dismissal location between 3:25-3:30. At 3:30 teachers will leave the students with staff supervision. At 3:45pm any remaining students will be taken to the security desk and have a documented late pickup.

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 authorized adult must report to the office.
2. Parent/guardian or an authorized 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 may be affected by an early dismissal by missing core academic content and losing out on incentives such as Eagle Club.

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. During a fire drill we evacuate to a safe distance. Tornado drill procedures will be posted in each classroom and will be rehearsed during the school year. During a tornado drill we sit in the tornado safety position in the hallway. Intruder drills are practiced during the school year. During an intruder drill we lock doors, turn off lights, and sit out of sight.

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 (accepting baked versions) are prohibited.

Permitted (And Encouraged)	Permitted (But Discouraged)	Prohibited (Confiscated if Seen)
100% Juice Low-fat / Baked Chips Fruits & Vegetables Water	Peanut/ Tree Nut (ingredients included) Artificially-Flavored Drinks Fried Food Fast Food Fun-Size Candy as part of a "Lunchable" High-Fat / Calorie Chips -Fat: 8g/0z -Calories: 140+	Lunchtime Fast Food Drop-Off Soda Candy & Chips / no sandwich or entree (Chocolate 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:

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 encouraged to contact the main office at 773 534 9970.

	Meets Standards	Not Permitted
Head / Face / Neck	<ul style="list-style-type: none"> ● Hijab ● Nondescript earrings ● Headbands used to groom hair (bandanas permitted) 	<ul style="list-style-type: none"> ● Hats or skull caps ● Scarves ● Bonnets ● Earrings displaying inappropriate, offensive designs or symbols
Shirts / Tops	<ul style="list-style-type: none"> ● Navy short or long sleeve polo shirt (plain or with NTA logo) ● Navy sweater or sweatshirt (plain or with NTA logo) ● Navy hoodies (plain or with NTA logo) with hoods down ● NTA shirt (Eagle Club, etc) 	<ul style="list-style-type: none"> ● Shirts of any kind with writing / designs (other than NTA) ● Colorful undershirts that are visible
Pants / Legs	<ul style="list-style-type: none"> ● Khaki skirt with white, black or navy leggings ● Brown Khakis ● Brown Khaki Knee-Length skirt or shorts (within 3 inches of knee) ● One-Tone Navy or Black Leggings as a layer under skirts, dresses, or pants (no design) ● Plain Navy or NTA sweatpants (on gym day only) 	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Gym shoes, dress shoes or boots (winter only) 	<ul style="list-style-type: none"> ● Sandals or shoes that expose heel ● Flip--Flops
Other	<ul style="list-style-type: none"> ● Khaki jumper 	<ul style="list-style-type: none"> ● Any clothing that is distracting to the eye or can be found offensive

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.

NTA STUDENT CONGRESS

NTA deeply values the voice of each child and seeks to empower our students. To provide space and opportunity to include meaningful student into decision-making and school improvement plans, the NTA Student Congress will provide students with an opportunity to learn about and participate in classroom and school-wide democratic practices. Across classroom and systems-levels, students, grades 2-8, will be given the opportunity to positively influence the school's policies and outcomes.

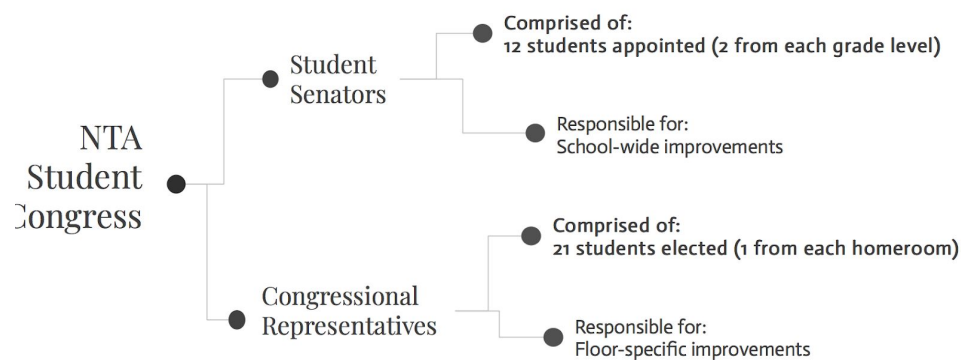
Systems-level:

- Students are actively included in decision-making process and school improvement plans through Student Senate (12 students appointed by grade-level teachers)
- Students share in accountability for school changes through Student Congress (21 students elected by their grade-level peers); enhances system-wide investment throughout school
- Immediate access to the ideas, knowledge, and needs of students; creates an appropriately responsive system

Classroom:

- Students, 2nd - 8th grade, are equally represented
- Students are able to advocate for localized needs; more immediately responsive
- Enhances classroom culture of inclusivity and empowerment
- Facilitates hands-on learning about democracy and direct action; empowering for all

Structure/Functions of NTA Student Congress



Student elections will be held in February of each year; unless a student steps down from their position, Congress Reps and Senators will hold their position for one year.

Student Congress Rep Elections:

All students who consistently embody the NTA Way are eligible to run for Congress. In order to run, students will be required to complete signed paperwork, including parent signatures and signatures from four members of the school staff who can speak to the student's leadership strengths, as connected to upholding the NTA Way. Once approved to run, students will present a 2 minute speech to their homerooms on a designated Election Day.

Student Congress Meetings

The majority of meetings will be held during school hours; however, all Student Congress members will be expected to stay after school once a quarter for larger "Congressional Sessions" meetings. Parents will be informed of dates well ahead of time to accommodate scheduling needs.

Student Congress Vision Statement

The following statement was developed by the Student Congress Senators, Spring 2018:

"We envision every student having an impact on our school by having their voice heard. All students are entitled to a safe environment. Students will have a bright future and become the best version of themselves. We will create a comfortable and organized environment for all students. We will make an environment where our students' futures is main focus."

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/LIBRARY BOOKS

All textbooks, guided reading books, and library 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. If students lose or damage library books, replacement fee must be paid in order to check out new books. Overdue library books must be returned in order to check out new books.

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. All chaperones need to be approved as a Level II volunteer. 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) should be confiscated by the observing staff member, who should bring the phone to the main office, then log the incident. A parent, guardian, or adult relative can retrieve the phone from the main office.

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.