I acknowledge that I am aware that the Parent/Student Handbook is available online at www.gregoryacademy.org. As a parent, it is my responsibility to review in details with my child the expectations of Gregory Academy.

Parent Signature____________________________________ Date______________

Student(s)__________________________________________Grade(s): ____________
September, 2019

Principal’s Message

It is a great honor for me to serve as the school’s principal and instructional leader for John M. Gregory Academy. Gregory Academy has a committed staff and administration that believes that every child has a right to a caring and safe environment in which they may achieve their full potential.

At John Milton Gregory, we are about our children as if they were our own. We share with them the vision and the mission. We are preparing our students for a future, which is our legacy for them.

Our children are taught by teachers who believe Gregory Academy’s existence begins and ends with children. Everything we think and do is for our children. One sees this in teachers who arrive early and go home late. One sees this in teachers who stay up late preparing lessons, reviewing skills mastered and/or preparing for skills that need reteaching.

Our children are taught by teachers who possess a wealth of knowledge and experience. Teachers who have gone back to school, attended many in-services and workshops. They have received advanced degrees and have taken time to update their skills. The whole school benefits from them bringing back information learned and skills enhanced and sharing of ideas.

We instill in our children our theme, “Taking It To The Next Level”. This is accomplished through scholastic excellence, quality effort, excellent attendance, and consistent display of the proper attitude by student and staff.

We strive to help our children develop socially by providing a variety of learning strategies in all types of settings. We believe in their limitless capacity to learn and think critically.

In closing, I challenge you to commit to assisting in the pursuit of attaining our goals. From this, we extract a full measure of commitment to the cause of educating our children. God Bless You.

Yours for Children,

Donella Carter, Principal
School Covenant

We firmly believe that the children are tomorrow's workforce; from the unskilled laborers to professionals in all fields of human endeavor. They are tomorrow's activists for human and animal rights, tomorrow's advocates for a clean and healthy environment and tomorrow's legislators and judges who will pass and interpret legislation that guarantees the protection of these and many other issues.

We also believe in the limitless capacity of the human brain and mankind's ability to think critically. Through his innate ability to reason he can find workable solutions to all the global problems that we face. Finding solutions is the shared responsibility of parent, educators and the greater community.

We must prepare the children best we can for our ever changing world. The key ingredient to their preparation is the provision of a sound education. It is our firm belief that education can be achieved by all and that the foundation of it is the continuous comprehension of concepts and skills.

We recognize that children learn in different ways and by their own time clocks. We process information through our observation and senses and through reasoning we interpret the experiences, analyze the result, and learning takes place. He is now prepared to apply this knowledge to higher levels of thinking and we must take on the knowledge responsibly.

It is therefore our mission to assist the child in becoming a responsible, successful adult who will make positive contributions to our city, state and country.
ROLES AND RESPONSIBILITIES

**Students**

Gregory Academy is established on democratic principles that rely on self-control and self-discipline, practiced daily by each student. It is important that students adhere to standards of conduct that will enhance a positive learning environment and increase their efforts to achieve academic excellence.

**Students are expected to:**
- Learn and consistently adhere to school rules
- Practice respect and courtesy toward themselves, staff and other students
- Attend school regularly and on time, present a written excuse when absent or tardy
- Behave in a manner that is consistent with the Uniform Discipline Code
- Strive for the best quality of work in completing all assignments
- Raise hand when you want to be recognized or to speak
- Recognize the hand signal in all areas of the school
- Remember that cursing, fighting and any other negative behavior will result in the enforcement of the CPS Student Code of Conduct. Gregory Academy has a zero (0) tolerance for Bullying behavior.

**Staff**

The responsibility of the staff includes emphasis on the following:
- Maintaining high expectations and performance standards for all students at Gregory
- Demonstrating by actions the belief that all children can learn
- Provide a broad based education program that address academic, emotional, and social development of our students

**Attendance Policy**

Student attendance at Gregory is a top priority. To achieve the maximum benefit from the instructional program, students are expected to be present and on time, everyday. Regular school hours are 8:30am to 3:30pm. Students should be in school daily, except in cases of illness. If students are going to be absent due to illness, emergency, or other important family matters, please call the school at (773)534-6820. Students are expected to present a written excuse when absent or tardy. Students are allowed to make up class work for each excused absence. Excused absences are: illness of student (doctor note needed), death of a family member or disaster.

**School Attendance Policy Follow-Up**
1-day absence – telephone call
2-5 absences – Home visit/written notification to parent sent via certified mail
9 days absent – Student name will be submitted to the Board of Education

Emergency School Closing
If school must be cancelled for the day or the opening of school is delayed due to severe weather, the information will be broadcast by major television/radio stations and through CPS robocall beginning at 6:00 am. Listen for possible closings or delayed openings rather than calling the school or district.

Parents will be alerted in the event that students must be dismissed before the end of the school day due to an emergency.

Conference
Teachers and administration will work with parents to establish a parent/teacher conference time. Parent/Teacher conferences may be held during the hours of 8:15am to 8:30am and 3:30pm to 3:45pm. Exceptions may be made with prior notice and teacher scheduling. Instructional time will not be interrupted. Please call or send correspondence to schedule an appointment or to inquire about additional times.

Street Crossing Guards
A crossing guard under the supervision of the Chicago Police Department crosses children at the corner of Polk and Lawndale and Independence before and after school. Children should be taught to cross the street when the crossing guard is present and to use the marked pedestrian crosswalk at other corners on the way to and from school. Instruct your child not to cross in the middle of the street.

School Colors
Red and White

School Emblem
Tiger

School Motto
Power of One ... Let's Make It Happen!!!

The School Day
Students may enter the building at 8:15am when the breakfast program begins (8:15am to 8:30am). Students are expected to leave the school ground immediately at 3:30pm, the official end of the school day. Our schedule includes a technology based mandatory learning time. If a student breaks or destroys any school or CPS property, the parent/guardian will be held liable for its’ replacement costs. This includes textbooks, computers, library books, etc.

POLICIES and PROCEDURES

Student Registration
A parent/guardian may enroll a student by presenting:

- Proof of address (utility bill in your name, certified copy of lease)
- An original birth certificate
- Proof of guardianship (court documents)
- A completed medical/immunization form
- Stamped United States Post Office change of address form

The parent/guardian of the student must reside within the attendance boundaries of our school. If a child is enrolled using false, doctored documents or the incorrect address of their parent/guardian, they could be held liable legally and registration terminated.

**Transfer Students**
The school should be notified at least two (2) days in advance of a student's impending withdrawal. All textbooks, library books, and outstanding fines must be settled before the school may issue the transfer record to the parent/guardian. Transfers are distributed between 9-2pm daily.

**Hall Passes**
No student will be permitted in the halls without a pass. Student must wear pass issued by teacher. If a student is caught without a pass and has already received a warning, he or she may be subject to further disciplinary action.

**Bathroom Breaks**
Bathroom breaks are given 1-2 times per day. If there are medical circumstances that would cause a student to need more bathroom breaks a doctor's note must be on file.

**Visitors**
All visitor(s) and parent(s) are required to show their identification upon entry into the building, sign in, and then proceed to the main office (room 101) as applicable. Failure to do so will result in non-entry into the building. Parents are very much welcome at Gregory Academy. Parents wishing to meet with a teacher or staff members should arrange an appointment in advance to ensure availability of that person. We value the instructional time and therefore visitors are not allowed to visit classrooms. For extenuating circumstances, the principal retains the final decision on classroom interruptions. All visitors must come to the main office, and present their ID to obtain a visitor's pass, early dismissal request, conduct business on in regards to a student, etc. **STUDENT VISITORS ARE NOT ALLOWED.** To ensure the safety of all students and staff, trespassers are subject to arrest.

**Principal Availability**
Principal has an open door policy for student. Parents are required to schedule an appointment to meet with principal.

**School Security**
For your child's safety, All Chicago Public Schools will be using metal detectors/wands. At Gregory, this will occur on a random daily basis by our security officer or door staff. We will continue to keep our school **free of drugs and weapons.**

**Lunch Program**
Students who attend Gregory Academy are expected to eat lunch at school. This year a free lunch is provided to ALL Gregory students. Each student must have a lunch application on file in order to participate in the lunch program. Due to the free lunch guidelines, outside **food is not allowed.** If a child has food allergies, parents must notify the homeroom teacher and administration immediately. If a student has a special diet, a letter from the doctor must be on file with the principal. Students are expected to be on their best behavior at all times, this includes the lunch period. Disruptive behavior will result in discipline consequences.

**Lunch Policy:** Students are not allowed to bring any outside foods unless it is for a school trip or school sponsored activity; principal permission is required before bring in any special foods or treats brought into a classroom.

**Textbooks**
Students are responsible for all textbooks, workbooks, and novels that are assigned to them. Students will be required to pay for any lost or damaged textbook, workbook or novel that is assigned to them or if they destroy the items mentioned assigned to other students.

**Computer Usage**
Computers will be used in the classroom to supplement academic lessons. These computers are not to be used for non-school use during the school day. In order for Gregory to continue to provide access to computers, all scholars must use computers and the network responsibly.
Students will have access to the Internet throughout the year. The Internet is meant to be used for research, information gathering, and communication. However, students must be very careful about their Internet use; while the Internet is a tremendous resource for electronic information, it has the potential for abuse. Students are not allowed to use any school computer for any unauthorized website, bullying, or personal websites. The school's computers should be utilized for academic purposes only and in the presence of the classroom teacher.

- Students will treat all computer property with respect, and leave workstations in the same condition as they found it.
- Students will use the Internet appropriately and will follow all instructions from their teachers.
- Scholars will tell their teacher or parent/guardian immediately if they experience uncomfortable information. Students should never agree to meet or to send any picture to someone they have communicated with online.
● Scholars should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user’s directory or on a disk drive. Gregory reserves the right to examine all data stored on or sent from its network.
● Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

**VIOLATIONS**
Access to the Gregory computers/internet is a privilege not a right. Gregory reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action when necessary. Students who continuously violate computer privileges will result in loss of computer use for a substantial period of time.

**STUDENT EMERGENCY INFORMATION**

**Emergency Forms**
It is absolutely necessary that every student have a completed, current, Emergency Form with active emergency telephone numbers. Should an emergency arise, we will need to reach a responsible adult as soon as possible. If your child suffers from an illness such as asthma please make sure the teacher and administration is informed. If there is an emergency resulting in a student needing an early dismissal from school, the person picking up the student must be:
(1) listed on the emergency form
(2) at least 18 years of age and
(3) have proper identification at the time of pickup.
Failure to comply will result in the student remaining at the school until dismissal. The principal reserves the final word regarding students being released.

**HEALTH and SAFETY**

**Health Services**
Gregory Academy has the weekly support of a trained psychologist, social worker and nurse.

**Physicals and Dental Exams**
According to the School Code of Illinois, physical examinations are required of all students prior to their entrance into school and for all students prior to entering 5th grade. All children entering Pre-K and Kindergarten must submit a recent physical examination. All children new to the Chicago Public Schools must submit one also. Physical exams dated by the physician within one calendar year of enrollment are accepted for the new school year. Forms are available in the main office. The date of the physical exam must be recorded on the form by the doctor. By law, children cannot be allowed to enroll and are excluded from school until this requirement is met.

**Immunizations**
Immunizations are part of the physical examination. State of Illinois law requires that upon entrance into school, each student must show evidence of immunization to diptheriapertussis-tetanus (DPT), polio, measles, mumps, and rubella (MMR). It is essential that the month, day, and year of each immunization be recorded by the physician. According to state requirements, the fourth polio booster and the fifth DPT booster must be given after the fourth birthday.

The state has expanded its requirements regarding measles immunizations. Students enrolled in all grade levels are required to have two doses of measles vaccine. Our school nurse maintains the health files for all students and will notify parents regarding immunizations that are needed. If the physical condition of a child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for health examinations must state the reason on the examination form. Parents objecting to the physical and/or immunizations on religious grounds must submit a signed statement detailing the grounds for objection.

**Medication**

All children's medication of any type should be administered by a parent and preferably, not at school. In the event the doctor authorizes the child to return to school and states in writing that medication must be administered during school hours, then the following guidelines must apply:

- Parent must meet with CPS school nurse to complete required documentation before medication is administered.
- Prescribed medicine must be in a container labeled by the pharmacy which states the child's name, physician's name, the name of the medication, the dosage to be given and the time to be administered.

Upon completion of required documents the student will be allowed to take their medication in the presence of the school's nurse or the principal's designee. It is the student's responsibility to report to the designated room, at the assigned time, to take their medicine. Parents of students who have medication concerns, such as asthma, diabetes etc. must notify the administration, and/or counselor, nurse immediately.

**Vision and Hearing Screening**

*If a student experiences vision and/or hearing problems, he/she will also experience schoolwork problems.* Parents need to act immediately to remedy this situation. Parents have the primary responsibility for the health care of their children.
FIRE and DISASTER DRILLS

Fire and disaster drills are held regularly during the school year. It is very important for students to follow established procedures for prompt, orderly, and quiet room and building evacuations. Children are expected to follow these basic procedures.

- Wait for directions from the teacher when the alarm sounds
- Leave the room by walking in a quiet, orderly line.
- Proceed to the area designated by the teacher

ACADEMIC INFORMATION

Textbooks and Library
It is important that parents and students are aware of the tremendous costs of books, computers etc. Textbooks, library books and computers are loaned to students for use during the school year. The allowance of students to checkout a library book and use computers is a privilege, not a right. Each student is responsible for returning all materials in good condition. Textbooks and library books must be paid for if lost or stolen. All materials must be returned before a student graduates or is transferred. In addition, students must settle library fines before they are allowed to receive their 4th quarter report cards.

STUDENT ASSESSMENTS
Students will be required to participate in the following assessments: IAR, NWEA/Map, Mclass, Dibels, every 5th week school wide assessment, and weekly quizzes.

HOMEWORK POLICY
Homework is assigned daily according to the Chicago Board of Education policy. The purpose of homework is to help students develop good study habits, to reinforce what was learned in class, and/or apply skills or concepts already learned. Students will receive homework daily Monday through Friday. Suggested time for assigned homework or related learning activities are as follows:

CPS Mandated Homework Guidelines
- Kindergarten  Periodic assignments of about 15 minutes per day
- Grades 1, 2, 3  30 minutes per day
- Grades 4, 5, 6  45 minutes per day
- Grades 7, 8  90 minutes per day

MANDATORY SUMMER SCHOOL/RETENTION
Students in grades 3 and 6 who do not meet the required NWEA scores in reading and mathematics must attend the Summer School Bridge Program. Students in grade 8 who do not meet the required NWEA scores in reading, mathematics, and other CPS requirements must attend the Summer School Bridge Program. Any
eighth grade student who has to attend the Summer Bridge Program may **not participate** in the June graduation ceremony. Students will be retained if they do not successfully complete the Summer Bridge Program.

Additionally, students in grades K, 1, 2, 4, 5, and 7 must meet attendance requirements and grade expectations. Gregory Academy Summer School may also be required for these students not meeting these expectations.

**GRADING SYSTEM**

**Criteria for Grading**

Students receive report cards at the end of each marking period (ten weeks). The report card indicates the progress made by the students during that particular marking period. Progress reports are sent out approximately every 5 weeks prior to report card. This gives the parents an idea of what to expect in their child’s report card. However, students and Parents are strongly encouraged to check student progress using Aspen (Parent Portal) system, if assistance is needed with your access please reach out to the school’s counseling department.

Parents are expected to attend parent-teacher conferences during the first and third marking periods in order to receive and review their child’s report card. The grading system used is as follows:

**Grades 1-8**

A – 90%-100% Substantially exceeds the standards  
B – 80%- 89% Exceeds standard  
C – 70%- 79% Meets the standard (At Grade Level)  
D – 69%- 60% Less than acceptable performance on the standards  
F – 59% - 0 % Does not meet the standard

Class Assignments = 40%  
Tests/Projects=25%  
Quizzes= 15%  
Homework=10%  
Participation=10%

Pre-Kindergarten, Head Start, Kindergarten (see applicable handbook)

**Progress Report Distribution schedule for 2019-2020**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>October 4, 2019</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>December 13, 2019</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>March 6, 2020</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>May 22, 2020</td>
</tr>
</tbody>
</table>

**Report Card Distribution schedule for 2019-2020**

- November 13, 2019 - Parent-Teacher Conference- 11:15am to 3pm and 3:45pm to 6pm  
- February 7, 2020 Report Card Distribution Day  
- April 22, 2020 - Parent-Teacher Conference-11:15am to 3pm and 3:45pm to 6pm.  
- June 16, 2020 Report Card Distribution Day

**Positive Behavior Support**
At Gregory, we utilize a positive behavior support approach to discipline. We believe that all Students can learn the skills necessary to be successful in school, and to use these skills and values to become successful students. A positive behavior support system approaches behavior from an educational, proactive perspective that requires positive relationships and a preventative approach, rather than a reactive approach. We believe that students should be praised and rewarded for meeting behavior, attendance and academic expectations. For this reason, we have a number of creative opportunities for students to receive rewards. Some of these opportunities include, but are not limited to: Individual rewards, attendance rewards, trips, University of the Month, Parties, movies, roller skating, etc.

**ATTENDANCE**

Students should avoid being absent from school as much as possible. If it is necessary for a student to be absent, she/he is expected to ask her/his teacher(s) for make-up work upon returning. This work should be returned to the teacher within 2 school days. Parents or guardians are asked to call the school on the first day of absence. Gregory Academy grants and sponsors implement a number of attendance and other incentives for students. Students must meet the criteria in order to participate.

To help students keep a satisfactory attendance record, the following information has been prepared:

- Written explanations are required for every absence from school including one **day** or several days.
- **Excused absences according to Illinois State Law:**
  - Pupil's own injury or illness
  - Doctor or dental appointment (part/half day)
  - Death in pupil's family
- **Unexcused absences or unsatisfactory absences**
  - Doing homework
  - Missing the bus
  - Oversleeping
  - Running errands
  - Shopping
  - Suspension or misbehavior
  - Taking care of someone
  - Truancy
- **In case of tardiness**
  - Report to office
  - Receive a tardy pass from the office
  - Go immediately to class and present your written excuse to the teacher

**Leaving the School Grounds Prior to Dismissal**

- Students Leaving the Grounds

Under no circumstances are students permitted to leave the school grounds during the school day. If this occurs, Chicago Police, CPS Safety and Security and the parent will be notified immediately.
Students Leaving School as an Early Dismissal

- Early dismissals will not be given after **3:15pm**.
- Anyone picking a student up for an early dismissal must be at least 18 years of age, listed on the emergency form, **and** have identification.
- Whenever it becomes necessary for a student to leave school for an appointment or an emergency matter, it is the responsibility of the parent/guardian to come to school and request an early dismissal at the appropriate time. Anyone requesting an early dismissal for a student must be registered on the student’s emergency form. It is the responsibility of the parent/guardian to update this information regularly. Emergency forms are vital in case of student injury. It is our desire to inform parents/guardians immediately if a student is injured. Incorrect telephone numbers and/or addresses make the task of notification difficult.
- Two or more early dismissals can affect your child's daily attendance record and can be considered a half day.
- An excessive number of early dismissals will affect your child's grades.
- If an excessive number of early dismissals have been given, parent/administrative conference will be scheduled.

**Kindergarten Activities**

In order to participate in Kindergarten activities student must meet criteria for attendance, behavior and academics.

**8th Grade Promotional Policy**

- Students must have a final grade average of no lower than “C” in Reading, Math, Science, Social Studies, and Language Arts.
- Students must complete a **History Fair Project**.
- Students must pass the Federal and State Constitution tests with 78% or above.
- Students must complete the Principal’s Exit Essay
- NWEA at least 24 percentile
- 8th graders must have at least 95% attendance to participate in the 8th grade attendance luncheon and other Jr. High activities with attendance as a criteria for participation. Nine (9) absences may result in poor grades therefore, potentially summer school. We need students in school every day and on time.
- 8th graders with 95% or better attendance, both parent and student will be recognized during the graduation.

**Behavioral Policy**

- Students are expected to adhere to the rules of Gregory Academy and CPS Students Code of Conduct.
Students who do not consistently follow JMG/CPS rules may not be invited to optional school incentive activities.

Please remember that all fees paid are non-refundable!

Uniform Policy
2019-2020 School Year

ALL STUDENTS AT ALL TIMES:

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO JEANS, No jogging pants</td>
<td>NO JEANS, No jogging pants</td>
</tr>
<tr>
<td>Black or brown belts</td>
<td>No t-shirts</td>
</tr>
<tr>
<td>No t-shirts</td>
<td>Dark-colored shoes (gym shoes are</td>
</tr>
<tr>
<td>Dark-colored shoes (gym shoes are</td>
<td>acceptable but no colored shoelaces)</td>
</tr>
<tr>
<td>acceptable but no colored shoelaces)</td>
<td>White, navy blue, or black socks</td>
</tr>
<tr>
<td>White, navy blue, or black socks</td>
<td>NO FACIAL PIERCING</td>
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<td>NO EARRINGS</td>
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</tbody>
</table>

Boys K-5
- Navy blue or black trouser (worn at the waist and fastened)
- Powder blue or white polo shirt (Gregory top)
- All vest or sweaters must be navy blue or black.

Girls K-5
- Navy blue or black skirts, pants or jumper
- Powder blue or white polo shirt (Gregory top)
- All vest or sweaters must be navy blue or black.

Jr. High 6-8 Boys
- Khaki, blue or black pants
- Red Polo shirts
- Brown or Black belt required (no sagging pants)

Jr. High 6-8 Girls
- Khaki, blue or black pants
- Red Polo shirts
- Khaki, navy blue or black shorts, skirts, or dresses must end no more than 4 inches above the knee.

Haircuts and hairstyles should be such that they do not identify a students’ (male or female) with any gang affiliation. We would prefer that students do not wear jewelry to school. However, if you do permit your child to wear it, there are certain emblems and designs that are not allowed: Playboy bunnies, five and six point stars, those displaying obscene or vulgar language and designs, blue stones or red stones, etc.

STUDENT CODE OF CONDUCT
Also review the CPS Student Code of Conduct Handbook

1. Students will obey school rules and regulations:
   - Students will refrain from fighting and any willful disobedience.
   - Students will obey all school personnel and will not use vulgar language or profanity.
   - Students will be expected to attend all classes regularly and on time.
   - Students should complete all class assignments.
- Students will obey all rules and regulations established by the classroom teachers.
- Student will not deface or destroy school property.
- Student will not bring, possess or be under the influence of alcohol, dangerous drugs, cigarettes or narcotics.
- Students will not bring spray paint or permanent markers to school.
- Students will refrain from loud noises in the hallway and lunchroom.

2. Students will respect the worth and dignity of their peers, teachers and community.
3. Students will respect individual character and achievement, regardless of race, religion, natural background and social economic status.
4. Students will recognize that people have the right to be different and have that right respected.
5. Students will practice good sportsmanship, both as participants and spectators.
6. Students should work and play harmoniously with others by retaining individuality, independence of thought and ability to act alone; have the courage to resist peer group pressures and observe moral standards even when these are contrary to the practice of their group.
7. Students should develop qualities as both leaders and followers.
8. Students should take pride in themselves, their homes, school and community.
9. Students should learn to impose high standards of scholarship and behavior upon themselves.
10. Students should acquire basic economic, political, social and moral understandings.
11. **CPS Student Code of Conduct SCC(3-11)** Unauthorized use of cellular phones or other electronic devices are not allowed during school hours.
12. The school is not responsible for any cell phones, IPods, IPADS, or any other electronic devices confiscated, lost or stolen during the school day. We encourage all students to leave these devices at home. If a student needs to use his/her cell phone when in route home, but off school property, they must follow the Gregory Cell Phone Policy.

**Cell Phone Policy**
Students are not permitted to use cell phones at any time during the school day. Phones are to be stored in backpacks and lockers at all times and turned off. Students are not allowed to have their phones on them during the school day; phones are not allowed in the classroom, lunchroom, gym or during recess. Electronic devices are not to be used for pictures, posting on social media, etc. Students may turn their phone on once they leave the school premises. Scholars using or possessing cell phones during school day will:

- **First Offense**: have cell phone confiscated, parent notified and returned to student at the end of the day.
- **Second Offense**: have cell phone confiscated and held for parent to reclaim.
- **Third Offense**: Parent must contact the school administrator to schedule a conference.
**Forth Offense:** The student will lose all privileges of having a cell phone while on school premises. Any electronics brought to school, including confiscated cell phones, are the sole responsibility of the owner and should be brought at the owner’s own risk. Gregory’s staff are not responsible for investigating or replacing lost or stolen electronics.

Per the CPS Student Code of Conduct the principal has the final discretion. It is our goal to encourage our students to be focused and avoid all distractions.

**CONDUCT AT ASSEMBLIES**

Attending assemblies is a privilege, not a right; and with privilege comes responsibilities. Assemblies are held on school time; therefore, the rules which apply in the classroom also apply at assemblies. Listed are some reminders for good assembly conduct:

- Pay courteous attention to the speaker
- Do not chew gum or eat food while attending assemblies or classes
- Take your seat quickly upon entering with your class
- Stay with your class and teacher
- Remain orderly throughout the assembly
- Show your appreciation to the speaker or program by an applause only, and at the proper time.
- Wait for dismissal instructions, rise quietly, and exit in an orderly way.

Gregory Academy staff and partners offer a number of incentive activities for children who MEET THE CRITERIA. All participants must meet established criteria in order to participate.

**DAILY EXPECTATIONS OF STUDENTS**

Do not go to the candy store, gas station, etc. prior to coming to school. This is a safety hazard.

- Arrive at school at 8:15am for breakfast otherwise arrive at 8:25 a.m. If you arrive before 8:15am, you may not be allowed in the building.
- Line up with the ringing of the first bell 8:25 a.m.
- Enter the building in a quiet and orderly manner.
- Show respect for authority.
- Wear uniform every day.
- Do not throw objects such as rocks, snowballs, etc. in or around school grounds.
- Do not bring candy in the building (this includes chewing gum or eating candy in the building).
- Bring a note for each absence or tardy.
- Do not leave the classroom or building without permission.
- No rough play or play fighting
- School additional or non-required activities are earned. Failure of students to comply with school rules could result in exclusion from these activities per the principal.
Upon dismissal all students should go directly home or to the program (YMCA, Douglas Library, etc.) scheduled by their parent.

Gregory Academy has a “0” tolerance for Bullying (report such incidents to the teacher, if the behavior continues report to administration. “Bullying” means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students.

**Parent Volunteer Procedures/Field Trip Chaperones**

Gregory Academy Parent Volunteers are welcome. Below are particular areas for volunteers to support and the process.

**School Volunteer Support Examples**

Food Pantry/Food Depository Every other Thursday, 9:00am – 4:00pm

Library Book shelving (established with school Librarian)

Join the Parent University Team

Volunteer hours are arranged collaboratively with the volunteer, teachers and/or school needs. This includes letter cutting, hallway monitoring, Field Trip Chaperone, recess support, morning and dismissal monitoring, school event preparation, assist with parent work shop preparation, participate in school community events and much more.

Volunteers are not necessarily assigned to their child's classroom. If you would like to specifically support your child’s class, the teacher and administration will share areas of support needed that may include, but not limited to assist with bulletin board, hang papers, letter cutting, organizing classroom material, organize class bookshelves, etc.

A list of school procedures will be reviewed with the volunteer prior to starting. We look forward to your supportive services.

**Volunteer Process for Field Trip Chaperones**

As many of our students participate in field trips, both within traditional school hours as well overnight, it is imperative chaperones have completed the volunteer process. For day trips, potential chaperones simply need to complete the short online application process at cpsvolunteers.org. Overnight trips will require a more in-depth process. Chaperones are encouraged to begin the volunteer process a month ahead of the scheduled field trip.

**What is the volunteer application process?**

- All volunteer candidates must complete a volunteer application through the Chicago Public Schools CiviCore database. Please visit: cpsvolunteers.org.
- The Principal or Volunteer Coordinator at the selected school will review the application in CiviCore and must approve the candidate to move forward with next steps in the process.
DO YOUR BEST EVERY SINGLE DAY!!!