

WALT DISNEY MAGNET SCHO

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Kathleen Hagstrom, Ed. D., Principal
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September 14, 2011

To: Disney Parents

From: Kathleen Hagstrom, Principal

Re: Assorted Matters

“Back to School Night Open House” –

Wednesday, September 21: 6-7 pm: kindergarten-8th grade families invited!

No School for Students – Friday, September 23 – Staff Development

Welcome back to school everyone! We are excited about this year and delighted to see all of your childrens' smiling faces! We have adopted the **“Calm Classroom”** program school wide. This program provides strategies each student can use in the classroom to focus and reduce stress; techniques can be adopted outside the classroom too! Please ask your child to demonstrate!

Many of you have attended some of the meetings held at school over this week to discuss and explore the topic of an expanded school day at Walt Disney. We have welcomed the varied and thoughtful opinions on this very important subject. While you may have heard on the news yesterday that Disney had voted to approve the extended day; that report was incorrect. Disney II has taken this vote; we at Disney have decided to not take a vote. Please see the attached letter.

We welcome many new faces to our staff and hope that you will have an opportunity to meet them at the **“Back to School” Open House on Wednesday, September 21, at 6:00 p.m.** This is an opportunity for families of kindergarten through 8th grade students to meet your child's teachers and hear about plans for your child's school year. Additionally, for families of students in grades 3,6 and 8 this meeting will include important information on the CPS promotion policy. This is not a conference meeting.

Administrative Team - Our team includes a floor director and clerk on each level; below are their names and phone numbers.

You can always reach Ms. Velez, Assistant Principal, or myself, in the main office.

1 st floor: Pre-k – 1 st grade	Mr. Gary Norcross	Floor Director, Early Childhood Center	Ms. Giannoni, Clerk 773/534-5845
2 nd floor: 2 nd - 4 th grades	Ms. Milagro Collazo	Floor Director, Intermediate Level	Ms. Hamby, Clerk 773/534-5846
3 rd floor: 5 th – 8 th grades	Mr. Sergio Mojica	Floor Director, Upper Level	Ms. Jarvis, Clerk 773/534-5844

Parent Advisory Council Meeting – There will be a very important Parent Advisory Council (PAC) *Organizational Meeting* this **Friday, September 16, at 8:15 a.m.** at school. This meeting will be for discussion and approval of the PAC school year calendar. PAC Committee elections will be held in October – all positions are open and need to be filled. Parents are invited to attend the meeting Friday, September 16, and learn how you can help.

- **Parent Teacher Association** – The Walt Disney PTA will hold its first family event **“Movie Night”** on **Friday, October 14**, at school. This is a free activity for Disney families. Parents who are interested in learning how to become involved in the PTA, or families who are seeking resources for private transportation can contact the PTA via email at: waltdisneyschoolpta@gmail.com.

- **School Hours** – Our **school day begins promptly at 8:00 a.m.**; children may not be dropped off at Disney School before 7:30 a.m. because there is no adult supervision before 7:30. **The school day ends at 1:45 p.m.** **Parents picking up children must be here by 1:45 p.m.** Thank you for seeing that your children arrive on time and are ready to learn.

Tardy and Absentee Policy – Classes begin promptly at 8:00 a.m. Students who arrive to school after 8:10 a.m. need to get a tardy pass. Tardy passes are given in the first floor lunchroom from 8:10 – 9:00; students enter the building at “door 6” which is at the back of the building closest to the lunchroom. After 9:00 extremely late students must enter the front door on Marine Drive and get their tardy pass in the main office. Students who arrive after 9:15 are counted as ½ day absent. If your child is late to school due to a medical/dental appointment they need to bring a note with them from the doctor's office. Students who are tardy miss out on important instructional time and may face potential district consequences. Students who are absent from school will receive an automated phone call from CPS to notify that the child was not in school. **Every welcome packet contained the revised Student Attendance Policy letter; please note new this year, students returning to school after an absence must be sent with a signed note explaining the absence within 24 hours of the absence. After 24 hours, the note need not be accepted.** Students in grades 3,6, or 8 with more than 9 unexcused absences, are required to attend summer school.

- **Welcome Packet/Required Forms** – An envelope was sent home last week with a wealth of information, including a CPS calendar, Student Attendance Policies and Procedures letter, and Emergency Form. Additional materials in the packet discuss CPS

policy on homework, code of conduct and other health and safety issues. **We need all parents to review the Student Code of Conduct book provided in the envelope. Remove page 63, "Acknowledgement of Receipt of the Student Code of Conduct"; this form and return it to your child's teacher.** Parents need to complete and return the following for each child: Emergency Form, Media Consent Form, Receipt of CPS Attendance Policies statement. Each family would also complete one lunch application per family in the school. Students with an allergy must have a completed Emergency Action Plan Allergy packet on file with the nurse.

- Communications/Calendar - To keep parents abreast of news and activities throughout the year, the (yellow) principal newsletter will be sent home via the backpack every other Wednesday and posted to the website. The first newsletter of the month will carry the monthly events calendar on back. We encourage you to post the newsletter and calendar in a convenient place – refrigerator, family bulletin board, etc. as a reminder for important dates. Please visit and peruse the Disney website at www.Disney.cps.k12.il.us We also encourage you to utilize the Chicago Public Schools website, www.cps.edu for answers to many questions on policy, programs, etc. Each Welcome Packet contained the CPS wall calendar. Please note, Disney Magnet follows the "Regular" (Track R) school calendar; the Disney monthly calendar will be printed on the back of the first principal newsletter of the month.

- School Food Service – Each family is requested to complete a 2011-2012 lunch application – only one per family. Lunch applications, with instructions, have been sent home. If you have not received a form, please contact the clerk on your oldest child's floor level office. There is no charge for breakfast which is served between 7:55 and 8:05. All students eat "Breakfast In the Classroom" from 8:00- 8:15 a.m. 20-minute lunch periods are scheduled between 10:30 and 12:30. Monthly menus are available; students can bring a bag lunch from home, if preferred. If purchasing school lunch, you are encouraged to pre-pay for at least 10 meals at a time; payment must be by cash or money order; no personal checks and no change is given. Enclose payment for each student in an envelope, include on the outside of the envelope, student full name, student homeroom, amount enclosed, date. Costs for lunch are as follows:

Reduced Price Lunch	<i>Daily:</i> .40 cents	<i>10 lunches:</i>	\$4.00
Full Price Lunch	<i>Daily:</i> \$2.25	<i>10 lunches:</i>	\$22.50

- Student Morning Drop-Off Procedures – Since many of our parents and students are new to Disney, we want to review procedures for morning drop off. We need cooperation from all parents to enable safe and timely drop off of all students. **No student may be dropped off by parents before 7:30 a.m.** Staff supervision begins at 7:30 a.m.; classes begin promptly at 8:00 a.m. After 8:10, students are tardy and must sign in and receive a tardy pass in the first floor lunchroom.

In the morning, parents of children in kindergarten - 8th grade must drop off in the south parking lot, accessible from Marine Drive. Please note, the south drive runs east to west from Marine Drive; do not enter from Clarendon. There is a supervised drive-up drop off area. For additional "good bye" time, pull into a parking space in either of the two parking lots on the property. Only pre-school students can be dropped off in the front of school on Marine Drive. While the weather is nice, children remain outside in the morning and line up to enter the building in their designated area. During inclement or cold weather, children (k-8) will enter the CAC 1-story annex building via the southwest door next to the green play lot at the back of the school. The first bell rings at 7:50 a.m. The second bell is at 7:55 a.m. At 7:50 A.M. students assemble and are escorted to the classrooms by staff on duty.

- End of Day Departure Procedures– Afternoon pick-up of pre-school students is from the 1st floor lunchroom. Kindergarten students are in the first floor gym; students in 1st- 4th grade wait in the CAC building and must be signed out by an adult. Parents, please note, bathrooms in the CAC are locked at this time of day and are not accessible. Our 5th – 8th grade students are released directly out of the building. Parents meeting these upper grade students should arrange to meet them at the Northwest end of the property only; parking is available on Clarendon. No students are not to be picked up in the morning drop off area in the South driveway. Please do not block the driveways or bus lanes with your cars; double parking is not allowed. For the safety of all of our students and consideration of other parents, please comply so that we can keep traffic moving efficiently during arrival and dismissal. **Parents need to be on time to pick up children at 1:45 pm and then promptly leave the property.** This policy is in place for the safety of all students, and to expedite the safe exit of our buses from the property. After 1:45, there is no supervision outside; students may not reenter the building. Once buses leave the property, students supervised by their parent may return to the playground.

-School Bus Transportation –Our bus company is Illinois Central School Bus Co. Buses regularly leave school grounds at 1:50 p.m. Your child's bus driver will need to tell you the bus drop-off time. If there is an emergency or other situation and your child will not ride the school bus in the afternoon, you must send/fax a note to the office before 12:00 noon. Telephone requests to keep your child off the afternoon bus will not be accepted. For the safety of all our students, no adult, even a parent, is allowed to remove a child from the bus line outside, or from the school bus, while on Disney property. Appropriate behavior is also critical to bus service. Children who are discipline problems on the bus can lose bus privilege. Children must remain in their seat at all times and be respectful of each other and the driver. No food, drink, video games, balls, etc. are allowed.

-Timely Tip – Although it may seem quaint in this digital age, analog clocks help children manage time effectively. According to Ms. Goldberg of OrganizedStudent.com, the analog clock helps students see how time is chunked. Parents also need to be careful not to skew time – if you give the "5 minute warning" on the playground you need to follow through and leave in 5 minutes – not 20. Put analog clocks everywhere – in the child's room, by the front door, even on the dashboard of the car. It will be worth your time!

-Chinese Classes – Chinese classes are being offered in the Uptown neighborhood; call 773/525-6000 or visit chinakinds.usa.com for more information.

