

*Walt Disney Magnet School
Handbook*



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Principal's Message

My role as principal at this wonderful school has continued to be extremely fulfilling. The opportunity of implementing a vision has been strongly rewarding both conceptually and in reality. The school has witnessed continuous growth and its excellence cannot just be measured in test scores. I truly believe that we have built an organization that has excelled due to thoughtful, strategic, research based data driven decision making. The leadership team is at an all time competency level as we have made personnel adjustments. The school has an esprit de corps that manifests itself in a "can do" attitude with proven results. The teaching staff has gained in excellence through professional development as well as rigorous screening and recruitment of "top notch" teachers. The focus of professional development has always been varied instructional methodology and the STARS team has led the way with a teacher leadership team. The curriculum is articulated and cohesive throughout the building. The high expectations for teacher performance are monitored and regulated with ongoing support. Our newest focus has been data analysis and we are very pleased with our commitment of frequent assessment, data dialogues, action plans and interventions. This is our third year in developing this process and it fits nicely with the Response to Intervention (RtI) initiative. Disney has been adept at gaining resources and partnerships that have provided an array of learning opportunities, which are peerless. The variety of multimedia such as 2 week arts integrated projects, 21st Century Solutions, Music Technology and Video Production, along with our vast amount of technology makes Disney premiere in outstanding educational experiences. Our latest endeavor of 6-8 grade 21st Century Problem Solving is producing phenomenal results as we train our students in a relevant forward thinking process. Accomplishing high educational goals is often difficult, but we have proven with our diverse population that "it can be done." Our performance has been noted not only locally but nationally and internationally. The list of opportunities and successes are endless as we prepare the "children of today for the world of tomorrow."

Vision

Walt Disney Magnet School is committed to high academic standards and believes that learning is fun! As we prepare the "children of today for the world of tomorrow," we strive to meet all the needs of our diverse student population through a gifted track, exceptional programming, remedial grouping, varied instructional methodology, data driven decision making, the infusion of 21st century skills, arts and technology. Teachers work together in an open spaced environment to create an exciting, integrated curriculum that supports both academic and social needs. Students are taught to be creative problem solvers, collaborative thinkers and caring individuals who will contribute to the community and the world at large.

Mission

The Disney community will work as a unified team to achieve an ideal learning environment with a wide variety of experiences. We will create opportunities for students to reach their full potential in a rigorous, supportive, exciting, educationally rich, fun learning environment. Our collaborative efforts will create a "sense of belonging," nurture success, and develop 21st century skills, as we prepare the "children of today for the world of tomorrow."

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Disclaimer: The school handbook is a work in progress; updates and modifications are made regularly. We do our best to inform parents of current procedures in the principal biweekly newsletter.

AFTER SCHOOL PROGRAMS

Walt Disney Magnet School offers a variety of programs after the regular school day. Application dates and procedures for these programs are announced in the monthly principal's newsletter and/or flyers. Programs vary from year to year.

After School All Stars (ASAS)

This federally-funded program offers students an opportunity to participate in a variety of enjoyable courses. Some of the courses offered previously include: dance, visual arts, yoga, Chinese, chess, physical recreation and high school prep. Course offerings are based on teacher application and availability of federal funds. Kindergarten through eighth grade students are encouraged to enroll. ASAS is held on Tuesdays, Wednesdays and Thursdays from 1:45-3:15 p.m. beginning in November and ending in April. This program does not offer a snack. Transportation is the responsibility of the parents.

Art After All

This program expands the students' day by offering a physical component, homework support and enrichment of the arts. All students in kindergarten through eighth grade are encouraged to enroll. Art After All is held on Tuesdays, Wednesdays and Thursdays from 1:45-3:15 p.m. This program does not offer a snack. Transportation is the responsibility of the parents.

School-Sponsored Sports Teams

Our sports program is composed of teams competing in the Ravenswood-Ridge Network, sponsored by the Chicago Public Schools. Sports offered vary from year to year and season to season. These teams are available to students on two levels of competition: the first level - fifth and sixth grade students; and the second level - seventh and eighth grade students. **Space is limited on each team and is up to the discretion of the coach.**

Sports teams may require fees for busing, tournament entrance fees or t-shirts used as jerseys. Student athletes must maintain academic and behavioral eligibility during the season. Students are expected to be fully committed to the team and able to attend practices and games. Students can be removed due to absences, behavior or grades. Younger siblings may not stay and watch during practices. Only children escorted by their parent may attend games.

Below is a list of sports seasons and sports offered in past years:

- Fall (Late September through early November): Girls Volleyball, Boys Flag Football, Boys/Girls Cross Country and Boys Soccer
- Winter (November through early March): Boys/Girls Basketball and Cheerleading
- Spring (Mid March through early June): Girls Soccer, Boys Softball and Boys/Girls Track

Tuition-Based After School

This is a paid after school program that runs from 1:45-6:00 p.m. This program runs the entire school year. The program offers daily homework support in addition to six courses: literacy,

art, science/Lego building, academics (science, math and social studies), crafts, and physical recreation. The students are provided a snack during the program. The cost for families is \$80 per week for the first child, \$65 per week for the second child, and \$55 a week for additional children. No adjustments in payments will be made for holidays or absences. Payments are made bi-weekly and full year participation is expected. Program enrollment is limited, and students are accepted on a first-come first-served basis. *Costs are subject to change yearly.* Transportation is the responsibility of the parents.

ARRIVAL/DEPARTURE

Our school day begins at 8:00 a.m., and it ends at 1:45 p.m. 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. If you arrive earlier than 7:30 a.m., have your child sit in the car with you until 7:30 a.m. Parents are asked not to leave their vehicles unattended or double parked. When dropping off students, please do so quickly so as not to delay others. Please have your children's clothing and materials ready for immediate exit.

Arrival

Students who are transported by school bus are released at 7:30 a.m. to their appropriate locations. All other students (walkers, drop offs or public transportation) can begin arriving on school grounds at 7:30 a.m. **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. Weather permitting, students report to their outdoor recess areas:

- Preschoolers – At 7:30 a.m. parents of preschoolers may enter through preschool pod door on Marine Drive. After 8:00 a.m. parents of preschoolers may enter through the main office door. **Only the kindergarten and first grade sibling of a preschooler may enter through this door.** Older siblings of the preschooler must enter through door 6. If an older sibling is the **primary escort** for the preschooler, he/she may enter with the preschooler through the main office. Preschoolers may also be escorted through door 6.
- Kindergarten and First Graders – Report to the roof of the underground parking lot located on the Marine Drive side of the school.
- Second Graders – Report to the chain link fence playground located on the southwest side of the school (Clarendon Street Side.)
- Third Graders – Report to the open green playground located on the southwest side of the school (Clarendon Street Side.)
- Fourth Graders – Report to the CAC roof top entering through door 6 (Clarendon Street Side) and proceeding to the second floor.
- Fifth – Eighth Grade Girls – Report to the cement pad located on the southwest side of the school (Clarendon Street Side.)
- Fifth – Eighth Grade Boys – Report to the fenced in field on the southwest side of the school (Clarendon Street Side.)

At 7:55 a.m. entry to the building will occur in a quiet and orderly manner with students lining up by grade level. All entry to the school is done through the back doors of the school preschoolers may also enter using the preschool pod door or the main office after 8:00 a.m.

After 8:10 a.m. students are tardy and must enter through Door 6 (Clarendon Street Side), sign in the first floor lunchroom and receive a tardy pass.

Inclement Weather

During inclement weather, students should enter the CAC through the southwest door beginning at 7:30 a.m. Students should report to their indoor recess areas: Kindergarten, 1st, 2nd, and 4th graders on the chairs and 3rd, 5th, 6th, 7th and 8th graders on the floor. Students will be escorted into the building by their teachers in grade level order. Entry into the building will occur in a quiet and orderly manner. Doors will close at 8:00 a.m. After that, enter through door 6.

Parents are asked to escort students to the appropriate indoor recess area and say their “good-byes.” If a parent needs to speak to his/her child’s teacher, he/she must exit the CAC and reenter the building using door 6 (see visitors for details.)

Departures

First and second floor students are called for dismissal at 1:30 p.m. and the third floor at 1:40 p.m. Students are supervised as they exit the building by school staff.

- Students riding the school bus are escorted to their respective buses. Parents requesting students be taken off the bus must put their request in writing. The request must be received before noon in order to be honored. If a request is not received before noon, students will be placed on the bus and parents will have to pick up their child(ren) at their regular bus stop.
- Students being picked up at school must be picked up at the assigned locations: Half day preschooler are picked up from the 1st floor lunchroom. Tuition based preschoolers are picked up from the pod. 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 not accessible.**
- **All 5-8 grade students (even if they are with a parent) must walk through the field.** If an older sibling is picking up a younger child, they must sign younger child out and immediately walk through the field and exit the property. All 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 children may be picked up from the front of the building on Marine Drive.
- 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 p.m.**

Playground Rules

Parents and students must promptly leave the school property at dismissal. This policy is in place for the safety of all students and to expedite the safe exit of our buses from the property.

Once the buses have left the property, students supervised by their parent may return to the playground. There isn't any supervision after 1:45 p.m. so it is imperative that parents are actively supervising their children during play. Students may not reenter the building for bathroom usage or missing items.

ARTS AND TECHNOLOGY INTEGRATION

Arts and technology integration is Disney's magnet focus. This focus is a dynamic tool that enhances student learning and at the same time makes learning fun. Integrating arts and technology with the school curriculum provides our students with opportunities to use their different learning styles and tap into their individual creativity.

Each year our grade levels participate in a two week art integrated unit in the CAC. The unit has a thematic focus which is presented by their classroom teacher and supported with both our in-house artists and outside consultants. Students are engaged in creating projects and presentations that demonstrate their knowledge of the theme. This thrilling unit concludes with a culminating activity which parents are invited to attend. We look forward to creating memories for students.

In addition to the art integrated units in the CAC, Disney also offers our students 21st Century Solutions, Studio Art, Music Technology, General Music, Computer Graphics, and Video Production. The school has approximately 700 computers, over 70 interactive Promethean Boards and 18 additional computer labs which students and teachers access throughout their learning at Disney.

ATTENDANCE

Absence

Excellent attendance is critical for student success. Therefore, students are expected to be present and on time to school every day. School starts at 8:00 a.m. and students are expected to be in class at that time. Send a note to your child's classroom teacher upon your child's return. Board policy requires notes to be submitted **within 24 hours** of the absence. Students will be recorded as truant (unexcused absence) if a note is not received within twenty four hours. When a student is marked truant (unexcused absence), homework, class work, tests or quizzes will not be accepted for a grade. Students in grades 3, 6, or 8 with more than 9 unexcused absences, are required to attend summer school. The Chicago Public Schools acknowledges the following as valid causes for an absence: illness, observance of a religious holiday, death in the immediate family, or a family emergency. Please remember - student attendance and tardiness affects our school's rating.

Tardiness

Disney expects all students to arrive to school on time daily. Tardiness is a disruption to the educational program of all students. Students arriving after 8:10 a.m. must enter through door 6 and report to the first floor lunchroom for a tardy slip or to the main office after 9:00 a.m. Students with excessive tardiness will be contacted by the principal or the principal designee to

determine the cause. We expect our families to make every effort to ensure students arrive to school on time daily.

Early Dismissal

Early dismissal from school is discouraged. However, parents requesting an early dismissal for their child should send a note to the teacher in the morning explaining the nature of the dismissal. The teacher will forward the note to the main office. Parents should come to the main office and sign the child out. No child is dismissed from school without a parent or guardian present. Early dismissals affect your child's attendance. A student is marked absent for the full day if the dismissal occurs before 11:00 a.m. Dismissals after 11:00 a.m. result in a half day absence. Parents requesting an early dismissal must do so before 1:00 p.m.

Illness

If a child becomes ill during the school day, the school nurse or floor clerk will first phone a parent. If a parent is unavailable, the staff will then notify the person listed as the emergency contact. For both the well being of the child and the school, it is important that parents make arrangements to pick up the child in a timely manner. It is imperative that parents provide the school office and classroom teacher with current home and emergency telephone numbers. Please inform us about any changes to your home address.

Vacations

Parents are encouraged to take vacations during the regularly scheduled breaks (winter break, spring break and the summer months). Vacations are considered unexcused absences. Students will not be allowed to make up classroom work for credit. Students can be dropped from Disney's enrollment if extended vacations are taken.

AWARDS

Students will be acknowledged quarterly for their achievements: Honor Roll, Perfect Attendance and Outstanding Citizenship. Awards Assemblies will be held in the CAC during first and third quarters. Parents are invited to attend these ceremonies. Second and fourth quarter awards will be distributed in the pods; parents are not able to attend these ceremonies due to limited space.

Honor Roll

Students who earn A's and B's for their final grades and have no more than two checks for behavior in that quarter will receive the honor roll award.

Perfect Attendance

Students who have no absences and no more than two tardies will receive the perfect attendance award.

Outstanding Citizenship

Two students *per homeroom* are selected by the teacher for the outstanding citizenship award because they are role models for others, take on leadership roles, have earned no check marks and have no detentions or suspensions.

BEFORE SCHOOL PROGRAMS

Walt Disney Magnet School offers a variety of programs before the regular school day. Some of the programs are morning tutoring, science and library helpers, chorus and band. These programs are sponsored by individual teachers and require special permission from parents. Teachers will contact parents directly to determine participation. Students are required to be on time and behave appropriately to continue participating.

CALENDAR

Walt Disney Magnet School follows the CPS regular track (Track R) calendar, which is available online at www.cps.edu. Annual calendars are distributed at the beginning of each school year. Disney's monthly calendar will be sent home with students on the back of the principal's newsletter on the first Wednesday. The monthly calendar outlines special events, school-wide assessments, and activities. This monthly calendar is also posted on our school website www.disney.cps.k12.il.us.

CELL PHONE USAGE

CPS policy does not allow for unauthorized use of electronics. Therefore, cell phones are not allowed at Disney. We want to remind parents that if a cell phone is seen, it will be immediately confiscated. Parents will then be required to pick up the cell phone from the main office. As of February 2, 2009, a parent has **three** opportunities for retrieval:

- Tuesday morning between 7:30 – 8:30 a.m.
- Tuesday afternoon between 1:00 – 1:30 p.m.
- Friday morning between 7:30 – 8:30 a.m.

The second time the student is seen with the cell phone, the student will receive an out of school suspension. However, if a student is using a cell phone, an immediate investigation will be held and a suspension may be warranted.

Parents, please weigh carefully the need for your child to have a cell phone. It is important that you monitor the content of the communication that is occurring on these phones. If you decide to allow your child to have a cell phone, it **may not** come to school.

CHANGE OF STUDENT INFORMATION

Parents must notify the floor office clerk in writing of any change of address and/or telephone numbers. If you have recently moved, two proofs of address will be required in order to change or update information for the school system. The most common approved proofs of address include: deeds, utility bills, Illinois State ID, Illinois Driver's License, or a stamped change of address form from the post office. If you aren't sure what constitutes proof, feel free to call the

main office at 773-534-5840. Please inform the school of any changes as soon as they occur. This information is vital for the safety and scholastic success of your child.

COMMUNICATION

Throughout the school year, letters, calendars, and school bulletins are sent home with students on the first Wednesday of each month on yellow school letterhead. You may also keep yourself up to date with information located on our Disney website as well as our individual teacher websites. Walt Disney Magnet School's web address is: www.disney.cps.k12.il.us. Each floor has a floor director who can be contacted for assistance in resolving any issues.

Parents are encouraged to stay in regular contact with their child's teacher through phone calls, emails or conferences. If you are interested in meeting with your child's teacher, please contact the child's floor director to schedule an appointment. Walk-ins are discouraged!

If a parent wishes to communicate with other parents, it must be done on a personal level. We respect the confidentiality of our Disney families. If a parent needs assistance regarding school related matters, the school administration would be happy to assist.

Quarterly curriculum notification is sent home with students to inform parents of the content focus for each quarter. Shared facility teachers post their curriculum documentation on the school website for parents to view.

CURRICULUM

Walt Disney Magnet School prides itself on meeting the needs of all of our children through a rigorous curriculum that is skill based and enhanced with art and technology integration. Disney's curriculum includes a variety of programs: a gifted program (providing Chinese Language Instruction daily), Bilingual education program (Spanish and Urdu), Special Education, and Direct Instruction Program supported by Fast ForWord Lab (a computer-based learning system) for struggling readers. Our talented staff is continually involved in professional development to stay in touch with the latest strategies and trends in teaching effectively. Our test scores have been rising steadily. Curricular and instructional decisions are made on using a variety of school data: individual, grade level and school-wide. Additional special programs include: Study Island, ISAT and MAP Testing, Calm Classroom, ST Math and various before and after school programs. There is always something exciting going on at Disney.

Homework

Homework should be a natural progression of what the child is learning in the classroom. Parents are encouraged to establish a designated time and check their child's homework daily. Parents are asked to monitor their child's homework. Homework guidelines are established by the CPS Board of Education. The suggested **minimum** time allocations for teacher directed homework assignments are:

- Kindergarten should receive 15 minutes per day
- Grades 1, 2, and 3 should receive 30 minutes per day
- Grades 4, 5, and 6 should receive 45 minutes per day
- Grades 7 and 8 should receive 90 minutes per day

Disney's Gifted Program will frequently **exceed the minimum** homework allocations from CPS. For further information on the Chicago Board of Education's homework policy, please review "Children First – A Guide to Homework Success."

Grading of Late Homework Assignments

Homework is expected to be completed on time. If an assignment is submitted late, the content will be assessed and then dropped a grade for every day it is late (i.e. – A to B one day late, A to C two days late, etc.) Parents are requested to monitor their children's homework to ensure it is submitted on time. Some teachers do not accept late homework.

Textbooks

All textbooks are the property of Walt Disney Magnet School. Students are provided with textbooks at the beginning of the school year and are expected to be responsible for their care. If a student loses or damages a textbook, the parent will be charged for the replacement cost. Textbooks vary in cost and can be very expensive. Report cards will be held until the school is reimbursed for the damage text. Please ensure the care of the books that are entrusted to your child.

Supplies

Classroom teachers generally provide parents with a list of necessary supplies at the beginning of each school year. Throughout the year supplies may need to be replenished. Grade level supply lists are available on our website for viewing. Many supplies are shared with the entire class or pod. Parents are responsible for ensuring that students have the appropriate supplies for school each day.

DAILY SCHEDULE

Outside Recess Locations (see Arrival/Departure section for details)

- 7:30 All teachers report to their outside duty post for active supervision.
Students are dismissed from the buses to their outside recess locations.
All other students (walkers, drop offs, or public transportation) report to their outside recess locations.
- 7:50 First bell - students line up for entry.
- 7:55 Second bell - students begin entering the building.

Parents needing assistance or wanting to speak to a school representative must walk around to the main office and obtain a pass. After 8:00 only preschoolers may enter the school through the main office. Tardy students enter through the west door 6.

Inclement Weather Location (Preschool – Pod 110 and Kdg – 8th Grade – CAC)

7:30 Students are dismissed from the school buses and directed into the CAC for supervision.

7:30 All other students (walkers, drop offs or public transportation) begin entering CAC.

SEE NEXT PAGE FOR THE DAILY TIME SCHEDULE

DAILY SCHEDULE		
7:30 – 8:00	Students begin arriving to school	
8:00	Entry Time	
8:00 – 8:15	Universal Breakfast	
8:07 – 8:27	Morning Activities	
8:27 – 9:15	First Period	
9:15 – 9:55	Second Period	
9:55 – 10:35	Third Period	
10:35 – 10:45	Break	
10:45 – 11:25	Fourth Period	* Lunch Period
11:25 – 12:05	Fifth Period	* Lunch Period
12:05 – 12:45	Sixth Period	* Lunch Period
12:45 – 1:25	Seventh Period	
1:25 – 1:35	End of Day Activities	1 st /2 nd Floor Dismissal
1:45	Student Dismissal Time	3 rd Floor Dismissal

DISCIPLINARY PROCEDURES

Walt Disney Magnet School strives to provide our students with a safe and secure learning environment. We adhere to the Chicago Public Schools’ policy on School Safety and Security.

Student Code of Conduct (SCC)

All Chicago Public Schools adhere to the Student Code of Conduct which governs student behavior. Classroom teachers cover the SCC with their students the first week of school. A copy of the SCC is sent home with every child at the beginning of the school year. Parents may keep the booklet for future reference. We encourage parents to familiarize themselves with this booklet and discuss it with their child(ren). Parents should return the “acknowledgement of receipt” page to the classroom teacher.

Bullying

The Chicago Public Schools prohibits any and all forms of bullying. All reports of bullying will be taken seriously and handled according to the SCC. Our students are expected to act with consideration and respect for one another. Bullying is defined as the process of intimidating or mistreating someone in a more vulnerable situation and is a form of abuse. There are four types of bullying: emotional, verbal, physical, and cyber bullying. Bullying can have consequences.

Cyber Bullying

Cyber bullying relies on modern technology such as cell phones and computers; it avoids face-to-face verbal or physical attacks. Cyber bullies instigate attacks against their intended victim at any time and from any place often remaining anonymous. Students are encouraged to keep information private, stop – not engage with the bully, block – block access to the bully, and tell someone – a parent or school personnel.

Disciplinary Action

All Chicago Public Schools have the responsibility to provide a safe environment and clear behavior expectations for students. Students violating school rules or procedures can and will be disciplined following the rules and regulations of the SCC. Parents will be contacted by school personnel if a child does not adhere to the rules or procedures. The SCC can be downloaded on the Chicago Public School website: www.cps.edu. Parents are encouraged to read and discuss the SCC with their children.

DISNEY WAY

The “Disney Way” is our enhanced discipline code. It emphasizes good manners, courtesy, and high expectations of all our students. We ask that parents and teachers reinforce these behaviors:

1. Be courteous in language and action.
2. Always walk quietly in single file through the halls and stay to the right.
3. Students remove their hats/hoods in the building.
4. Wear appropriate clothing and remove all outerwear.
5. Personal electronic equipment should be left at home.
6. Gum chewing is inappropriate while in school and on the premises.
7. Keep our school clean.
8. Lunchroom behavior requires orderliness, cleanliness and good manners.
9. Bus lines must be orderly and quiet.
10. Strive for excellence in and out of school.

DRESS CODE

Appearance is critical as we strive to represent ourselves and our school in its best image. In lieu of having a uniform, there are many guidelines that will help to demand an appropriate demeanor and appearance that is representative of a school of excellence and the students within.

Therefore, we are requiring the following of all students that wish to be a part of Walt Disney Magnet School:

- Skirts/shorts must not be above fingertip length
- Pants must be on the waist with a belt
- No hats or head covering unless for religious purposes
- No sandals or flip flops – gym shoes preferred
- No exaggerated makeup
- No hair color that is not in the spectrum of “normal” – blond, red, brown or black
- Only ear piercings – must be both ears
- No sheer clothing
- No décolletage (cleavage) showing
- No tank tops, spaghetti straps, strapless, tube tops, etc.
- No pajamas or underwear worn as outerwear including white t-shirts and bras
- No outerwear in classroom
- No exposed midriffs
- No offensive verbiage on t-shirts, jewelry, etc.

- No “muscle” shirts or cut off shirts

Approved by Local School Council on 6/13/2011.

If there are infractions of the dress code, the administration will determine the appropriate penalty based on the formatting of the Chicago Public School’s Uniform Discipline Code. The punishments will consist of the following:

- Parent Notification
- Parent Involvement in correction of the violation
- Teacher/Administrator/Parent Conference
- Suspension

The severity of the punishment will be determined by the infraction and the investigation by the administrator.

ENROLLMENT OF A STUDENT

Proof of Age and Address

The parent/guardian of a child seeking enrollment shall present to the school principal or designee original proof of a child’s age. All necessary immunization and other medical records shall also be provided as required by the Board’s Policy on Student Health Examinations, Immunizations and Dental Examinations and Eye Examinations. To enroll a child in any school the person seeking enrollment for the child must also present evidence of current address.

The parent/guardian shall promptly notify the school of any change of address, phone number(s) and other contact information and shall promptly reply to school requests to complete an emergency contact form at least two (2) times per school year. Schools shall ensure that change of address and emergency contact information is promptly entered into IMPACT, the District’s system of record.

1. Proof of age includes, but is not limited to, the following original documents; photo copies are not acceptable:
 - Child’s birth certificate;
 - Child’s baptismal record;
 - Passport;
 - Court documents; and
 - Medical records.
2. Proof of current address includes, but is not limited to, any **two** of the following documents:
 - Current utility bills;
 - Illinois driver’s license or State of Illinois identification card;
 - Deed;
 - Employer identification card;
 - MediPlan/Medicaid Card;
 - Voter registration card;
 - Court documents;
 - Illinois Department of Public Aid card;

- Stamped United States Post Office change of address form;
- Illinois state aid check/social security check; and
- Other identification card issued by a federal or state agency or foreign government consulate, such as a Matricula Consular.

If the parent enrolling a student fails to provide a proof of student age document, the school shall provide notice by certified mail that within thirty (30) days, he/she must provide: a certified copy of the student's birth certificate.

FIELD TRIPS

Educational field trips are an important part of a child's school experience and an integral part of a specific unit of study. While on field trips, students are expected to behave appropriately and courteously at all times. Parents are encouraged to assist with field trips as chaperones and should contact their child's classroom teacher in order to volunteer as a chaperone. According to the Chicago Public Schools, one adult chaperone per ten students is required in order for a field trip to take place. All chaperones must be 18 years of age or older and related to the student. Students need to submit a permission slip signed by a parent or guardian before attending a field trip. Verbal permission in person or by phone is not acceptable. There are a limited number of chaperones. Only chaperones approved by the teacher are allowed to attend field trips. Parents or other chaperones may not join a field trip if they were not previously identified by the teacher.

GRADE SCALE - REGULAR TRACK

100 - 98	A+	79 - 78	C+
97 - 93	A	77 - 73	C
92 - 90	A-	72 - 70	C-
89 - 88	B+	69 - 68	D+
87 - 83	B	67 - 63	D
82 - 80	B-	62 - 60	D-
	59 - Below		F

Direct Instruction

If a student is in the Direct Instruction Reading Program, the highest grade that the student can receive is a (C). This program helps students who are below level and need extra support. If the student has achieved grade level in Direct Instruction, the Lead Literacy Coach and Floor Director can approve a (B) or an (A). Direct Instruction is offered in kindergarten through third grade.

GRADE SCALE - GIFTED TRACK

Walt Disney Magnet School's gifted curriculum is accelerated 1 year in: **Reading/Language Arts and Mathematics** for grades *Kdg* - 8. Students will earn two grades: the first grade is a performance grade; and the second grade is the accommodation grade. Social Studies and Science are enriched **not** accelerated.

Accommodation of Grades

We want our students to have a grade that reflects their advanced curriculum. This will allow for the deserved credit to be factored into the record of their academic performance. Grade accommodations are to be made to reflect accelerated nature of these courses for students **who have earned a C or above**. The accommodation grade is listed on the students' report cards and cumulative transcripts.

PERFORMANCE GRADE (Daily Assignment Grades)		ACCOMMODATION GRADE (Quarter Final and Cum Cards)
100 – 98	A+	A+
97 - 93	A	A+
92 - 90	A-	A+
89 - 88	B+	A
87 - 83	B	A
82 – 80	B -	A-
79 - 78	C+	B
77 - 73	C	B-
72 - 70	C-	C

Since D's and F's are *not acceptable* grades in the gifted track, students earning *D's* or *F's* will **not** have their grades accelerated. A review will be made to determine whether these students should continue or be removed from the program.

69 – 68	D+	D+
67 – 63	D	D
62 – 60	D-	D-
59 – Below	F	F

Algebra

8th Graders participating in the Algebra class do not have their grades accelerated. Students are graded using the high school scale in order to place out of Algebra in high school.

Progress Reports

Students who receive a **performance grade** of a “C” will receive a progress report signifying that the student is not performing at the advanced level required by our program. *Students earning C's are at risk of being removed from the gifted program.* D's and F's are *not acceptable* grades in the gifted track. **The progress reports are not accelerated.**

GRADE WEIGHT SCALE

Classroom teachers grade students' performance using the following categories and weights. Teachers can choose to not use one or more categories during a quarter. Please talk to your child's teacher to be fully informed.

Category	Percentage of Grade
• Tests	30%
• Quizzes	20%
• Homework	10%

- Classwork w/rubrics 15%
- Participation 10%
- Projects 15%

Because shared facilities teachers only see students once a week, they grade students' performance using the following category and weight:

Category	Percentage of Grade
• Assessments/Tests	100%

GRADUATION

Walt Disney Magnet School proudly celebrates a kindergarten and an eighth grade graduation at the end of each school year. We believe that celebrating this special occasion is an integral part a child's school experience. Parents are notified in advance when ceremonies are scheduled. Kindergarten ceremonies do not require a ticket. Parents and family members attending the eighth grade graduation need to have a ticket for admittance. A congratulatory reception follows the eighth grade graduation. We strongly discourage parents removing siblings from their instructional program to attend the kindergarten or eighth grade graduation.

We appreciate the proper decorum of our audience members during these events. Parents may not stand in the aisles to take pictures. Pictures must be taken from the photo area. These events are filmed professionally and are available for purchase. We are very proud of the hard work and effort of both teachers and students during these events. Because we do not want to distract from these- performances, children **under the age of 5** are not permitted. Please plan in advance so you are not disappointed. We thank parents in advance for their cooperation in ensuring that all these events are successful.

LOSS OR DAMAGE OF SCHOOL PROPERTY

Public schools are required to be held accountable for materials and school property. When books or school equipment have been lost and/or damaged during the school year, the parents or guardians are expected to make restitution. Parents will be reimbursed if a lost book that was paid for is recovered. Report cards will be held until the school is reimbursed for the damage text.

LOST AND FOUND

Items found in or around the school or playground will be placed in the lost and found cabinet in the first floor planning area. Items not claimed after two weeks may be discarded or donated. Found valuables such as eye glasses and wristwatches can be located at the floor level office or

the main office. Please label your child's belongings whenever possible for proper identification and quick return.

MEAL PROGRAMS

Breakfast in the Classroom

A healthy breakfast is essential for all students. We strongly encourage every child to have a nutritious breakfast each morning either at home or at school. Students choosing to have breakfast at school may do so from 8:00 a.m. to 8:15 a.m. in the classroom. Breakfast is available daily at no cost.

Full or Reduced Lunch

Students have the option to bring a lunch or purchase a school lunch on a daily basis. Cost of the lunch is \$2.25 for full price and 40 cents for reduced price. Students may also purchase milk for 35 cents. A monthly menu can be downloaded from the school website. Menus are also posted in the main office of the school. **Parents are responsible for maintaining a zero balance for lunch money.** Please contact the lunch room manager at 773-534-5839 with any questions concerning lunch money *Costs are subject to change yearly.*

All parents must fill out a lunch application for all of their children. If the household income is at or below federal guidelines, students will qualify for free or reduced lunch. These applications are treated confidentially. School funding is based on the completed applications.

Treats (Cupcakes and Cookies)

Class treats are allowed for special occasions, such as a child's birthday. **No homemade treats are allowed per board policy.** Treats must be purchased. The children will share treats with classmates during their regular lunch periods. Parents should bring treats to the main office.

NURSING AND MEDICAL MATTERS

Medication at School (504s)

If a child has a doctor approved prescription which needs to be administered at school, parents must notify the school in writing. The school nurse will have to meet with the parent to create a 504 plan for the child. The medication will be secured and administered as indicated on the 504 plan. All medication should be clearly labeled with the child's name and physician information. If a parent has a concern regarding their child's medical care while at school, they should contact the principal or floor director.

School Nurse

Disney has nursing services to provide students' with first aid and medical needs; however, when your child becomes ill at school, it is your parental obligation to pick up your child or make arrangements with the floor level office for your child to go home with an authorized adult.

Student Medical Information Form (Allergies)

If a child has a medical condition, it is vital that the child's classroom teacher be alerted, as well as the floor director. In order to ensure the safety of your child during the school day, extracurricular activities or field trips, parents are requested to complete the student medication

information form yearly. This form identifies any medical condition, allergies, or prescribed medication for your child.

PARENT AND COMMUNITY INVOLVEMENT

Local School Council (LSC)

All Chicago Public Schools have a governing body called the Local School Council. Members are elected to serve a two year term and include: six parent members, two community members, two teacher representatives, one educational support staff representative and the school principal. The Walt Disney Local School Council meets monthly and meetings are open to the public.

Parent Advisory Council (PAC)

Any Chicago Public School that receives Title I funds is required to establish a Parent Advisory Council as a result of the No Child Left Behind Act. The PAC has an elected slate of officers who conduct monthly meetings and provide parent workshops throughout the year. All PAC meetings are open to the public and parents are strongly encouraged to attend.

Disney's PAC hosts monthly parent coffee times; refreshments are provided. Parents have the opportunity to network and are provided with pertinent information regarding their child's education and well being. Workshops are also offered. Please check the school calendar for specific dates and times.

Parent Teacher Association (PTA)

The Walt Disney Magnet School's PTA is an active organization and contributes greatly to the school. The PTA sponsors Fund Raising Activities, manages the Scholastic Book Fair, and offers monthly Movie Nights for our Disney families. The monthly PTA meetings are announced in the bi-weekly principal's newsletter.

Volunteers

We welcome volunteers. In order for a parent or community member to become a volunteer at Walt Disney Magnet School, the volunteer must first complete an application and pass a background check at the Chicago Board of Education. Applications are available from the floor director and the main office clerk. Upon receiving the background clearance from the Chicago Board of Education, the volunteer must also obtain proof of a TB test. The volunteers will then be deployed to an area of need by the appropriate floor director. Volunteer applications are available in the main office.

PARKING POLICY

Parents and visitors should park their vehicles in the designated parking lots on the south and west side of the school and should not park their vehicles in the parking garage, which requires a permit. Do not leave cars unattended or double parked; cars parked illegally will be towed. Please obey all traffic signs and traffic flow patterns.

Parking is free to parents until 5:30 p.m. The parking company takes control after 5:30 p.m and requires all parkers to purchase a parking ticket from the vending machine. Any parent who does not purchase a parking ticket after 5:30 p.m. runs the risk of getting a ticket. The payment of the ticket will be the responsibility of that parent.

PERFORMANCES

Walt Disney Magnet School invites parents to attend all student performances. For some of these events, space is limited. Parents are notified through flyers and/or letters if limited seating is available and whether tickets are required.

We appreciate the proper decorum of our audience members during these events. Parents may not stand in the aisles to take pictures. Pictures must be taken from the photo area. Many of these events are filmed professionally and are available for purchase. We are very proud of the hard work and effort of both teachers and students during these events.

Because we do not want to distract from their performances, children **under the age of 5** are not permitted. Please plan in advance so you are not disappointed. We thank parents in advance for their cooperation in ensuring that all these events are successful. We request no hooting or hollering only applause.

PRESCHOOL PROGRAMS

Disney is very proud of our programs for early learners. Students in our preschool are instructed in reading, math, computer skills and foreign languages. Our preschool pod has its own computer lab and each preschool classroom is equipped with an interactive whiteboard. Each classroom is staffed with a certified teacher and support personnel. Preschoolers participate in numerous field trips and special events, as well as a two-week art-integrated unit and performance. Applications are available on our school website.

Students enrolled in Disney's preschool must apply for the lottery if they want to continue at Disney. CPS policy does not give preference to students enrolled in our preschool programs. Lottery applications for kindergarten through third grade students are accepted yearly during the application window. Busing is not available to preschool students.

Preschool for All

This half-day instructional program is for qualified 3 and 4 year old students (whose birthdays are on or before September 1st). It is lead by a highly qualified teacher and a full time aide. There are 2 sessions daily: 8:00 -10:30 a.m. and 11:15 -1:45 p.m. The preschool program teaches reading and encourages social/emotional growth. Applications are accepted year round in the main office. Selections are made based on the students demonstrating the greatest need (based on a variety of criteria). Notifications are generally made in April via U.S. Mail.

Tuition Based Preschool

This full-day instructional program is for 3 and 4 year old students (on or before September 1st).

The cost of the program is approximately \$11,000 a year. Each class is lead by a highly qualified teacher and supported by two full time aides. The preschool program teaches reading and encourages social/emotional growth. In addition the schedule offers opportunity for open-ended explorations, physical activities, foreign language introductions, and creativity through the arts. Drop-off for the program is between 7:30 a.m. to 8:00 a.m. and pick up is no later than 5:30 p.m. Students are enrolled on a first-come, first-served basis, upon receipt of an application and two-week, non-refundable deposit.

PROMOTION POLICY

Elementary School Promotion Standards for Students in 3rd, 6th and 8th Grades

Students in the benchmark grades will be promoted to the next grade if they possess the knowledge and skills appropriate to their grade levels as demonstrated on multiple measurements:

- Academic performance,
- Attendance,
- District Wide Assessment (ISAT) scores, and
- District Wide Writing Assessment scores (8th grade only)

Please note: Promotion criteria for 8th grade is slightly different from the 3rd and 6th grade promotion criteria. See following charts for specific details: Benchmark Grade 8th and Benchmark Grade 3rd & 6th.

BENCHMARK GRADE 8th (Board Policy 09-1028-P02)

District-Wide Assessment (ISAT)	Academic Performance and Attendance Criteria	Achievement Level	Promotion Status & Summer School Requirement
DWA scores in both reading AND math at or above the 24th percentile (scores within range)	Final report card grades in reading and math of "C" or above AND Final report card grade in writing of "C" or passing score on the DWWA AND No more than 9 unexcused absences	1A	. Summer school not required . Summer assessment not required . Promote to the next grade . Participate in June graduation ceremony
	Final report card grades in reading or math or both below "C" OR Final report card grade in writing below "C" or failing score on the DWWA OR More than 9 unexcused absences	1B	. Summer school required . Summer assessment not required . Promote to the next grade in August only after completion of summer school . Promoted students participate in August graduation ceremony

DWA scores in reading OR math OR both <u>below the 24th percentile</u> (scores below range)	Final report card grades in reading and math of "C" or above AND Final report card grade in writing of "C" or passing score on the DWWA AND No more than 9 unexcused absences	2A	. Summer school not required . Summer assessment not required . Promote to the next grade in August only after satisfactory completion of summer school . Promoted students participate in August graduation ceremony
	Final report card grades in reading or math or both below "C" OR Final report card grade in writing below "C" or failing score on the DWWA OR More than 9 unexcused absences	2B	. Summer school required . Summer assessment not required . Promote to the next grade in August only after satisfactory completion of summer which includes scoring at or above the 24 th percentile on the required summer assessment school . Promoted students participate in August graduation ceremony

BENCHMARK GRADE 3rd & 6th (Board Policy 09-1028-P02)

District-Wide Assessment (ISAT)	Academic Performance and Attendance Criteria	Achievement Level	Promotion Status & Summer School Requirement
DWA scores in both reading and math <u>at or above the 24th percentile</u> (scores within range)	Final report card grades in reading and math of "C" or above AND No more than 9 unexcused absences	1A	. Summer school not required . Summer assessment not required . Promote to the next grade
	Final report card grades in reading or math or both below "C" OR More than 9 unexcused absences	1B	. Summer school required . Summer assessment not required . Promote to the next grade in August only after completion of summer school
DWA scores in reading OR math OR both <u>below the 24th percentile</u> (scores below range)	Final report card grades in reading and math of "C" or above AND No more than 9 unexcused absences	2A	. Summer school not required . Summer assessment not required . Promote to the next grade in August only after satisfactory completion of summer school
	Final report card grades in reading or math or both below "C" OR More than 9 unexcused absences	2B	. Summer school required . Summer assessment not required . Promote to the next grade in August only after satisfactory completion of summer which includes scoring at or above the 24 th percentile on the required summer assessment school

PROGRESS REPORTS AND REPORT CARDS

There are four grading periods per academic school year. Each grading period lasts ten (10) weeks. After every fifth week, parents are informed of their child's progress. At the end of ten weeks, the parents receive a report card with the child's quarter grades.

Five Week Progress Reports

Students in preschool through 8th grade receive a progress report during the fifth week of each quarter of the academic school year. Progress reports are given to students to take home to their parents. It informs parents of their child's areas of success and/or concern.

Quarter Report Cards

Students in preschool through 8th grade receive report cards at the end of each quarter. Parents or legal guardians are expected to attend the report card conferences during both the first and third quarters. During these conferences, parents have the opportunity to review their child's progress with teachers and discuss strategies for success. Report cards are sent home with students during the second and fourth quarters. Please visit the school website to see the dates specified for the parent/teacher conferences.

Remediation Plans and Failure Notices

Students who are in danger of failing to meet the promotion/grade level criteria will be provided a remediation plan. Failure notices are sent to parents throughout the school year based on the student's performance. On the 20th week of school, failure notices are sent out by certified mail. Please contact teachers with any student progress concerns at your earliest convenience in order for your child to make his or her best progress at school.

REQUIRED STUDENT FORMS

Throughout the school year, parents are requested to provide a variety of forms. The information helps to ensure on-going communication between the school and the home. Some of the forms include, but are not limited to, the following:

- a. Emergency Contact Form
- b. Lunch Application
- c. Medical Forms (Physicals, Dental, 504s and Allergies)
- d. Promotional Policy Acknowledgement (3,6 & 8)
- e. Student/Parent Compact
- f. Student Code of Conduct Acknowledgment Form
- g. Transportation Application
- h. Video/Photo Release Form

Emergency Contact Form

Parents are required to complete an emergency contact information form twice a year (once a semester). It is imperative that the school office has a current student emergency information

form on file. The form asks for the name, address and phone number of the parent or guardian. Whenever possible include your home phone number, work number and cell phone number. Identify two individuals who can be called if you cannot be reached in the event of an accident, illness or other emergency. Please notify the school office immediately if there are any changes so that the form can be updated. Only individuals listed on the emergency form will be allowed to pick up your child. **Parents of students required to attend summer school – grades 3,6 and 8 – will be required to complete the form a third time.**

Lunch Application

All Disney parents must complete a lunch application yearly to determine their children's lunch status: free, reduced or paid. Parents not interested in free or reduced lunch are still requested to return the application with the child's name, mark **not interested** listed on the application, and their signature. Lunch applications need to be completed and returned to school as soon as possible. One application is submitted per family.

Medical Forms

Parents are required to provide schools with the appropriate medical information: a physical examination by a doctor, age appropriate immunizations, dental exam, and vision screening. Students whose parents do not comply with the medical requirements may be excluded from school. Please make the school aware of any special needs or medical restrictions your child might have. Medication may not be taken in school unless authorization is provided and the proper forms are completed. Physical exams are required by CPS for all students entering Pre K, Kindergarten, Sixth and Ninth grade students.

Promotion Policy Acknowledgement

Parents will receive a copy of the Chicago Public Schools' Promotional Policy during the first parent/teacher conference. Parents are requested to read the policy, ask any questions and then sign the acknowledgment form and return it to the homeroom teacher.

Student Code of Conduct Acknowledgement Form

Parents will receive a copy of the Chicago Public Schools' Student Code of Conduct. The booklet describes the possible infractions and their consequences. Parents are requested to read the code of conduct. Then parents are asked to sign the acknowledgment page and return it to the classroom teacher.

Student/Parent Compact

The PAC committee creates a yearly compact in which the school, students and parents agree to work together to achieve the best learning environment for the students. Parents are asked to read and discuss the agreement with students; then both sign and return the compact to the classroom teacher.

Transportation Application

Parents interested in receiving busing are required to complete the bus transportation form yearly at the end of the year for the next school year. Busing is offered for students who live between 1.5 and six (6) miles away from school. The bus transportation form is submitted to the Bureau of Transportation at the Chicago Public Schools for final determination. Parents interested in

busing to the neighborhood park districts also need to complete the required bus transportation form. Park District bus drop off service will not begin before October of each year.

Video/Photo Release Form

Disney asks parents to sign a video/photo release form for each child attending the school. This form gives your consent to have your child photographed, videotaped, audiotape and/or interviewed by the Board of Education of the City of Chicago or the news media.

TRANSFERS

To transfer out of Walt Disney Magnet School parents must complete a transfer request form and allow 24 hours for processing. Parents may request transfers to their neighborhood school, private school, charter school, and out of state school. If you are transferring a child out of the school district (Chicago 299) you must fill out a transfer request form along with an Illinois State Board of Education Student Transfer Form.

Students cannot be transferred from one magnet or selective enrollment school/program into another. If a student who is enrolled in a magnet or selective enrollment school or program is interested in attending another magnet or selective enrollment school/program, the student must apply through the standard application procedures. Once a student transfers out of a magnet or selective enrollment school/program, if he/she wishes to return to that school or program, he/she must reapply for admission to that school/program through the standard application process.

TRANSPORTATION

Transportation is offered for students who live between 1.5 and 6 miles away from school. If your child is eligible, the school can provide you with the appropriate transportation application form. Please note that this form needs to be filled out annually and signed by the parent/guardian. *The school will send in the form for processing. Our transportation program strives to improve student achievement by providing safe, timely, and cost-effective transportation for all eligible students in accordance with federal, state, and local laws, as well as City ordinances and City of Chicago Board of Education policies and procedures. If you have questions about your student's eligibility for transportation, please contact our main office. Students are required to behave responsibly on buses at all times, including the boarding and exiting of school buses. Upon end of day dismissal, students must walk directly with their teacher to their bus and board it immediately. Students are required to remain on the bus in their assigned seats until they arrive at their bus stop. Students may not lower the window and must keep their heads, hands, and arms inside of the bus at all times. Students should never walk between buses or attempt to retrieve an object under a bus. Please notify a staff member or bus driver for such situations. Students who do not follow behavior guidelines can be suspended from the bus. Repeated or serious infractions can result in loss of bus service for the school year.

** Processing of transportation requests is handled between the school and CPS Office of Student Transportation. Students who apply for bus service are expected to ride regularly. Requests to have your child not take their bus on any particular day must be in writing to the school.*

VISITORS

In an effort not to disrupt the education process, any request to visit a classroom must be coordinated by the appropriate floor director 48 to 72 hours in advance. Visitations will be scheduled in accordance with the classroom teacher for a maximum of 20 minutes. Visitors must report to the main office, sign in and receive a visitor's badge. Visitors must wear the badge at all times. When the observation is completed, return the pass to the main office and sign out. When business is completed, visitors may not roam the school, but must sign out in the main office upon their departure from Walt Disney Magnet School.

WALT DISNEY MAGNET SCHOOL WEBSITE

Please visit our website to get additional information about Walt Disney Magnet School.

Website address: www.disney.cps.k12.il.us

WALT DISNEY MAGNET SCHOOL

Preparing the "children of today for the world of tomorrow."

SCHOOL DIRECTORY

Main Office – (773) 534-5840

Fax – (773) 534-5714

Pre-School – (773) 534-5990

Early Childhood Center – (773) 534-5845

Intermediate Grades Floor – (773) 534-5846

Upper Grades Floor – (773) 534-5844

Nurse and Social Worker – (773) 534-5841

Engineer – (773) 534-5836

Lunchroom – (773) 534-5839

WEBSITE

www.disney.cps.k12.il.us

