



Edward Coles Model for Excellence World Language Academy 2023-2024 Parent Handbook

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Welcome to Coles

Dear Coles Family,

We are thrilled to welcome you all back to school for another exciting year of teaching and learning. It is our hope that this parent handbook will help provide you with critical guidance that will help you navigate the school year. As always, please feel free to reach out to us with any questions or concerns you may have.

Sincerely,

Principal Charlie Mcspadden

Academic Foundations

Coles adheres closely to the Common Core State Standards to ensure that your child leaves us prepared for high school, college, and career.

The CPS Skyline Curriculum is used in all classrooms, for all subjects.

Specials

Coles believes in using a balanced approach to educating the whole child. Throughout his or her time here, your child will have physical education courses. In addition, your child may receive other courses such as reading reinforcement, art, algebra, Spanish, and civics programming.

School Day

Instruction begins at 8AM and ends at 3PM.

Daily Attendance

Attendance is the single most important factor in your child's education, and daily attendance at Coles is required. If your child is absent, you must provide a reasonable excuse explaining the cause of absence. Absences are only excused when:

According to CPS policy, the reasons for an excused absence are: (i) illness; (ii) observance of a religious holiday; (iii) death in the immediate family; (iv) family emergency; (v) circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent's or legal guardian's concern is subject to evaluation by the principal, principal's designee, or other Board officials, on a case-by-case basis); and (vi) other situations beyond the control of the student as determined by the principal, or principal's designee, on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties. (Students who may be homeless should be referred to the Homeless Education Department of the Office of Specialized Services for additional assistance.)

Full day attendance = 8AM - 3PM

Tardy = Arriving after 8AM

½ day attendance = Missing more than 1 hour of class

0 day attendance = Arrival after 10:00 AM, departure before 12:00 PM, less than 2.5 hours in class

School Communication

If you have not received an email from Assistant Principal Falk this summer at any time, this means that we do not have your current email address. Please send AP Falk an email with your child's name to hfalk@cps.edu so that we can ensure you receive communication from the school.

Grading

Coles uses a traditional 100 point grading system.

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59-50%

Parent Portal & Aspen

In order to support your child's learning to the fullest extent possible, please visit aspen.cps.edu and sign in to monitor your child's progress throughout the academic year. You can receive your child's login information from his or her teacher.

Academic Excellence

Coles recognizes the outstanding efforts of its students! We feature celebrations for both the A honor roll, and have a B honor roll as well.

Health and Immunization Requirements

Physical examination requirements:

All students must have a physical examination within one year of:

- entering schools in the State of Illinois for the first time, at any grade level
- entering kindergarten or 1st grade, 6th grade, and 9th grade (ages 5, 10, 15 for

ungraded programs)

- entering preschool, up to age 6 (physical exam and lead screenings)

Immunization requirements:

- Diphtheria, Pertussis (Whooping Cough), Tetanus (DTP/Td)
- Inactivated Polio
- Measles
- Rubella
- Mumps
- Hepatitis B
- Varicella (Chicken Pox)
- Haemophilus Influenza, Type B (HIB)

Dental requirement:

All students in Kindergarten, 2nd, and 6th grade must have a dental exam completed by a licensed dentist prior to May 15th of the current school year. If you want more details about the immunization requirements, or if you have questions, first call your local school nurse or the Office of Coordinated School Health (773) 553-1830.

Student Code of Conduct

Coles utilizes restorative practices in an attempt to proactively resolve conflicts at school. Please take the time to review the entire Student Code of Conduct (SCC) with your child.

<https://www.cps.edu/about/policies/student-code-of-conduct-policy/>

Cell Phones

Cell phone use is not permitted at Coles. Students caught using cell phones during school hours may have their device confiscated and require parent retrieval from administration.

Dress Code

Coles Academy requires students to wear Navy slacks and a gold polo style shirt. The dress code applies to students of any gender identity or sex. Culturally and aesthetically relevant practices pertaining to hair care and/or hairstyles are always permitted at Coles Academy. Students are not allowed to wear hoodies while in the school building at Coles.

Closing

We are excited to welcome all of our Coles family back to school. We look forward to a great school year!