



**SUTHERLAND SCHOOL**  
**10015 S. Leavitt St.**  
**Chicago, Illinois**

**PARENT  
HANDBOOK**

**2011 - 2012  
SCHOOL YEAR**

# Sutherland Faculty Roster

## 2011 - 2012

Ms. Catherine Gannon, Principal      Ms. Annie Malone, Counselor/Case Mgr.  
 Ms. Maureen Elwood, Assistant Principal      Ms. Jeanmarie Ford, School Clerk

Kindergarten	Room	Grade 8	Room
Ms. Patricia Hovey	103	Ms. Jeanette Hamilton (Soc. Stud.)	001
Ms. Darlene Sheahan	105	Mr. Raymond Steinmetz (Math)	002
Ms. Michele Carberry	106	Ms. Connie Meyer (Lang. A)	003

Grade 1		Learning Disabilities	
Ms. Julie Powers	100	Ms. Stephanie Muzzarelli	098
Ms. Joy Willie	102	Ms. Helen Ptacek	104
Mr. Dennis Johnsen	109	Ms. Margaret Dreznes	120
		Ms. Barbara Reynolds	005

Grade 2		Additional Staff	
Ms. Joyce Holmes	107	Ms. Jennifer Mastropaolo	Art
Ms. Bernadette Stankus	108	Ms. Jacquelyn Whittler	Computer
Ms. Sandra Ahrendt	110	Ms. Sharon Ryan	MYP
		Mr. Terrell Henderson	P.E.

Grade 3			
Ms. Yvonne Clark	200	Ms. Mary Simon	French
Ms. Jada Gilleylen	201	Mr. R. Thacker	Violin
Ms. Danialle Casey	202	Mr. Phil Enns	Band
		Ms. Sandra Connor	Speech
		Ms. Mamie Bryant	Nurse
		Ms. Patricia Calvin	Nurse
		Mr. Luther Walker	Social Worker
		Ms. Megan Daley	Psychologist
		Ms. Mary Bansley	Librarian

Grade 5		Teacher Assistants	
Ms. Rosalind Faulkner-Booker	204	Ms. Wanda Landingham	
Ms. Yolanda Sanders	205	Ms. Susan Cody	
Ms. Regina O'Connor	206	Ms. Debra Barnum	
		Ms. Millie McNamara	
		Ms. Karen Conway	
		Ms. Zandra Lawson	

Grade 6		School Assistants	
Ms. Pamela Civik	209	Ms. Colleen Callahan	
Mr. Robert Cahill	210		
Ms. Cheryl Kite	212		

Grade 7			
Ms. Maribeth Cira (Lang. A)	004		
Ms. Melissa Boyd (Science)	008		
Mr. Alan Wax (French)	112		

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including the log-ins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other student authorized users.
5. Do not upload, post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.

### **B. UNACCEPTABLE USES**

Improper use of the CPS Network is prohibited. Actions that constitute unacceptable uses of the CPS Network and are not specifically addresses elsewhere in this policy include, but are not limited to:

1. Use of the CPS Network for, or in support of, any illegal purposes.
2. Use of the CPS Network for, or in support of, any obscene or pornographic purposes included, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. This will protect the user against allegations of intentionally violating this policy.
3. Use of the CPS Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" another individual.
4. Non-educational uses of the CPS Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
5. Making a statement of policy, either expressly or by implication, except for messages that quote policies. Board rules, procedures, documents published by CPS, or other official sources.
6. Using Internet tools such as discussions boards, chat rooms, and instant messages for personal rather than educational purposes.
7. Using profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
8. Plagiarizing any information gained on or through use of the CPS Network or any other network access provider.
9. Using copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws. (If students are unsure whether or not they are using material in violation of copyright provisions, they should ask their teachers or a school technology coordinator for assistance. School-based personnel are encouraged to contact the Office of Technology Services if they have questions regarding use of copyright materials found through the CPS Network.)
10. Violating of any provision of the Illinois School Student Records Act (105 ILCS 10/1 et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores is prohibited.
11. Using the CPS Network for financial gain or for the transaction of any business or commercial activities.

**For more information on the Student Acceptable Use Policy see**  
<http://intranet.cps.k12.il.us/forms/>

## ATHLETIC ELIGIBILITY POLICY

Eligibility to practice or play on any organized Sutherland School team, whether in pre-season or the regular season, is determined every five weeks by the athlete's grades. An athlete must earn a minimum of all C's and one D in the core subject areas for their particular grade level. A student-athlete who is ruled ineligible may regain eligibility at the next five-week grade reporting period. Suspended students or absent students may not play or practice on the days that they were not in school.

## PARENT PERMISSION FOR STUDENTS TO BE PHOTOGRAPHED

Frequently, throughout the school year, news agencies are invited to document the projects or events that are taking place at Sutherland School. If for any reason you might object to having your child photographed or have his/her name appear in an article, please contact the office and send a letter to the principal which will be kept on file.

Your child's school work or academic accomplishments may be documented on the Sutherland School website. Again, if for any reason you as the parent or guardian might object to this, please notify the office by sending a letter to the principal which will be kept on file.

## POLICY ON STUDENT ACCEPTABLE USE OF THE CHICAGO PUBLIC SCHOOLS NETWORK

### PURPOSE:

This policy, also referred to as the "Student Acceptable Use for Electronic Network Related Technologies and Access Policy" ("AUP") sets forth the standards governing Chicago Public Schools ("CPS") students' use of the CPS Electronic Network Related Technologies and Access ("CPS Network") system. This policy also sets forth the rules under which student authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal and school-related use of the CPS Network and ensures CPS compliance with the Children's Internet Protection Act. Personal electronic devices will be governed under this policy when such devices are attached to the CPS network.

Authorized student use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of the CPS Network is a privilege that is provided to help student authorized users complete and deliver educational obligations. The CPS Network provides student authorized users with the means for communicating effectively with schools, teachers, administrators, the public, other government entities, and educational experts. These resources should be used in a manner that both enhances students' educational experiences and complies with the policy and regulations established from time to time by the Chicago Board of Education ("Board"). CPS students, through their use of the CPS Network will gain skills and expertise that prepare them for an increasingly technology-oriented society.

## TERMS AND CONDITIONS FOR STUDENT USE OF THE CPS NETWORK

### A. ACCEPTABLE USES

CPS students may use the various resources provided by the CPS Network to pursue educationally-related activities. Teachers and other staff should help guide students in their use of the CPS Network so that students will learn how Internet resources such as discussion boards, instant messaging and chat rooms can provide valuable educational information from classrooms, schools, and other national and international sources. In addition to using the CPS Network strictly for educational pursuits, students will be expected to follow generally accepted rules of network etiquette. These include, but are not limited to, the following:

# Sutherland School

September, 2011

Dear Parents,

Welcome to Sutherland School to those who are returning and those who may be new. We are looking forward to another successful year. The purpose of this handbook is to provide you with useful information that you will be able to refer to throughout the school year. We hope that you will find it beneficial.


One of the most important issues in today's schools is safety and security. We need your cooperation in ensuring that our students are safe. Please remember that the morning entrance bell rings at **8:55 a.m.** Students should not arrive before **8:45 a.m.** as students will not be supervised until **8:45 a.m.** Parents are asked to keep traffic flowing on Leavitt and 100th Street by not parking in front of the school in the morning. Children will be escorted into the building by the teachers. Adults who have official school business should go to the main entrance on Hamilton and ring the doorbell so that they may go to the office, sign in, and obtain a visitor's badge.

Please do not drive onto the teachers' parking lot during the school day. Children should be dropped off at the sidewalk. We cannot have moving vehicles in areas where our students congregate before entering/leaving school. It is not safe. Please consider walking your child or allowing your child to walk to school whenever possible as traffic is a significant concern.

This year the fee for materials not provided by the school board will be \$100 for grades Kindergarten-8. The fees are due by September 23, 2011. If you are unable to pay the fee, please call the office for a waiver. Fee accounts must be cleared before student's participation in any extra curricular activities. No child with outstanding fees will be allowed to participate.

Finally, we need your assistance in many ways. Please become involved; join the PTA, attend an event, volunteer to help with a program or event, visit the school at Open House and for report card pick-up, or schedule a conference with your child's classroom teacher. In addition, continue to check the website for current school information and events. We look forward to working with you.

Sincerely,



Catherine A. Gannon  
Principal

# School Hours for Students - 8:55 a.m. to 2:45 p.m.

## SUTHERLAND SCHOOL MISSION STATEMENT

Sutherland's mission is to educate every child to be an academically successful student, a socially responsible citizen, and a life-long learner by teaching the necessary knowledge and skills and developing an appreciation of cultural diversity.

Sutherland School fosters excellence, mutual respect, creativity, and the joy of learning with an effective, caring, innovative staff, in partnership with home and community.

## IBO MISSION STATEMENT

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## SUTHERLAND SCHOOL INFORMATION SHEETS

<b>Staff</b>	Principal: Assistant Principal: Counselor:	Ms. Catherine Gannon Mrs. Maureen Elwood Ms. Annie Malone
<b>Phone:</b>	School Office Counselor	535-2580 535-2634
<b>Office Hours:</b>	8:00 a.m. until 3:30 p.m. daily.	
<b>School Day: Entry/Dismissal</b>	The school day begins at 8:55 a.m. Students are dismissed at 2:45 p.m. <b>Autos should never enter the playground/parking lot during school hours or when children are present; children should be dropped off at the curb. All entrances to the school will be used for entry and dismissal. Students should not be on school grounds before 8:45 a.m. Students will only be allowed to enter the building when escorted by a teacher or staff member.</b>	

## **Discipline: (cont.)**

- Rough play and physical contact is forbidden.
- Profanity, threatening or obscene gestures and disrespectful actions will not be tolerated.
- Objects should not be thrown in or around the school.
- Electronic equipment and games are not to be brought to school. **Cellular phones will only be allowed upon written request from a parent or legal guardian. Cell phones must then be in the off position and left in the child's locker during school hours.** Laser pointers are illegal.
- **Gum chewing is strictly forbidden.** Food and beverages should be consumed in designated areas or during lunch periods.
- Quiet and order are expected in the hallways.

## **Field Trips:**

Classes may take educational field trips throughout the year. Appropriate positive behavior is expected. Parent chaperones are required and volunteers are necessary. Also, unless requested by the teacher, children should not carry additional spending money because the cost of the trip will include all necessities.

## **Extra-Curriculars:**

Sutherland students have the opportunity to participate in a wide variety of athletic, cultural, academic, social, and enrichment activities through the school or approved school organizations.

<b>Program</b>	<b>Grade</b>	<b>Sponsor</b>
Basketball	4-8	Parent Coaches
Bowling	4-8	Mrs. Landingham, PTA Volunteers
Choir	K-4	Beverly Art Center
Drama	4-8	Beverly Art Center
Instrumental Music (tuition based)	4-8	Mr. P. Enns
Academic Contests	6-8	Teacher Volunteers
Safety Patrol	6-8	Mrs. Cody, Mr. Henderson
Stew Crew	5-8	Parent Volunteers
Violins (tuition based)	K-3	Mr. R. Thacker
Volleyball (boys & girls)	4-8	Parent Coaches
Young Authors	1-8	Teacher Volunteers Mrs. Mary Bansley

Information about activities will be sent home at an appropriate time. Interested volunteers should contact Ms. Gannon or the sponsor.

**Parent Activities:** Sutherland School has an active PTA. President Theresa Cleary welcomes inquiries at: 535-2580. Parents assist in many ways at Sutherland. If you wish to contribute your time or talent, call the main office for the number of the PTA Volunteer Coordinator. A PTA membership letter will be sent home with your child at the start of the school year. Please join. Visit the Sutherland Elementary School website at [www.sutherlandschool.org](http://www.sutherlandschool.org) for more news from the PTA.

**Dress Code:** **Students are expected to dress neatly in attire appropriate for a learning environment. To this end, please note the following:**

- Halter tops, tank tops, low cut tops or tops that display undergarments or the midriff are not permitted.
- Skirts and shorts should be modest and appropriate.
- Tight fitting spandex, yoga pants and jeans are not allowed.
- Pajama bottoms are not allowed.
- Shorts for both boys and girls may not be worn after October 1 or before May 15. Length of shorts may not exceed 2" above the knee.
- Ripped or shredded pants are not to be worn to school.
- Boys' pants should be worn at the waist and belted. Pants should be mended as needed.
- Hats/bandannas are not to be worn in school by boys or girls.
- Children should not wear flip-flop or athletic sandals for safety reasons.
- Chains, clothing and accessories representing possible gang affiliations are strictly prohibited.
- Clothing with inappropriate language and images, as well as advertisements for cigarettes, drugs, alcohol, popular music groups, TV programs, or films which are not conducive to a learning environment are prohibited.

**Parents will be called and asked to bring their child the appropriate clothing for school.**

**Discipline:** Respect, responsibility and safety are the basis for a successful Sutherland community. The Uniform CPS Discipline Code is enforced, more specifically:

- All adult staff members are authority figures and should be respected.
- Students should always adhere to the classroom rules that have been established by their teachers and monitors.

**Entry (cont.)** Grade K & 1 excluding Room 109: Main Entrance (NE Door)  
Grade 2 and Room 109: Between Annex and Main Bldg.  
Grade 3: NW Door on Leavitt Street  
Grade 4: SW Door on Leavitt Street  
Grade 5 & 6: SW Playlot along Leavitt Street  
Grade 7 & 8: SE Playlot outside of Annex

**Bell Schedule:** 8:55 a.m. Entry  
11:30 a.m. A.M. Kindergarten Dismissal  
2:45 p.m. Dismissal

**School Visits:** All residents are invited to visit the school. As a parent, you are welcome at any time, using the following guidelines:

**Protocol for Visiting School Properties, other Administrative Properties, School Functions or other Board Functions**

Visitors may enter CPS school buildings or premises, other administrative buildings, School Functions or Board Functions when such entry is made in connection with the conduct of official business with CPS personnel or as authorized to attend a scheduled activity or function. In such event:

All visitors must report to the main office or security to state their reason for entering the property, identify themselves with a valid photo identification (e.g., driver's license, state identification, or school identification) and request permission to enter, sign-in and obtain a visitor's pass.

Visits to classrooms by parents or guardians shall be as approved by the principal or pursuant to local school rules and or procedures.

**Visitors enter through the Center East door and report to the office to obtain a visitor's pass.** During school hours, entry to the Annex will be through the main building. Pupils will not be interrupted during school hours by outside calls or messages except in case of emergency.

**Teacher Conferences:** Teachers are available for scheduled appointments before school. Parents should request an appointment or a return phone call in writing. Teachers cannot be called to the phone during the school day.

**Attendance:** Students who are absent **must** bring a parent note to their teachers, otherwise absence will be recorded as unexcused. A minimum of nine unexcused absences can result in retention. Additionally, please notify the school (535-2580) between 8:30-9:00 a.m. if your child will be absent. Excessive absence may impact academic progress.

**Tardiness:** Tardy students must report to the office for an admit. Parents may send a note to explain an excused tardy; otherwise, parents will be contacted and the student will serve a tardy detention for three unexcused tardies.

<b>Illness or Accident:</b>	Parents or designated adults must pick up ill or injured children. Please check that emergency information is current and correct. School must be able to contact a parent in the event a child is hospitalized.
<b>Early Dismissal:</b>	Should be minimized and written requests should be made in advance. Students must be signed out by a parent or designated adult. Excessive early dismissal requests may result in loss of attendance and negatively impact academic progress. Please do not request "convenience" early dismissals after 2:00 p.m.
<b>Lost and Found:</b>	The Lost and Found is in the main office, and students may visit it before or after school. Parents are encouraged to label children's belongings.
<b>Evacuation Plan:</b>	Should emergency conditions dictate evacuating the building and not returning: <ol style="list-style-type: none"> <li>1. Students in Kg.-3 will be walked to St. Barnabas School, 10100 S. Longwood Drive, for shelter;</li> <li>2. Students in grades 4-8 will be walked to Ridge Park, 96th and Longwood Dr., for shelter;</li> <li>3. Parents and guardians will be called to make necessary arrangements for retrieving their children.</li> </ol>
<b>Textbooks:</b>	All basic texts are <b>loaned</b> to the students for their use during the school year. Each child is responsible for the condition of his/her textbooks. All books <b>must</b> be covered, kept clean, and handled carefully. Name, grade, and school should be written in the books. Damaged or lost books must be paid for by the family to receive the final report card.
<b>Gym Uniforms:</b>	Athletic Gym shoes are required. Dark shorts, a plain white or gray T-shirt or blouse and clean socks are recommended as appropriate uniform items for mobility. Loose clothing is preferred, no jeans or skirts. Students may purchase Sutherland gym clothes from "Schools Are Us," 3146 W. 111th St., Chicago, IL 60655.
<b>Food Service:</b>	Students may bring a bag lunch from home. Lunch boxes are recommended for the environment. Milk may be purchased for 35¢. A nutritious well-balanced cold lunch, including milk, is available for \$2.25 per day.
<b>Lunch:</b>	Sutherland is a closed campus school. All students eat in school. Only bag lunches or school lunches are permitted. <b>Parents are asked not to deliver fast-food lunches to their children.</b>
<b>Classroom Treats:</b>	According to CPS policy on food allergies, no edible treats may be distributed at school. Consider alternative treats such as pens or pencils.

## **STUDENT ASSESSMENT:**

<b>Grading Scale:</b>	CPS Grading Scale – <b>A: 93-100, B: 87-92, C: 78-86 D: 70-77, F: Below 70</b>
<b>Report Cards:</b>	Report cards are issued 4 times during the school year, following each 10 week marking period. November 16, 2011 and April 18, 2012 are the Parent Report Card Pick-up Days.
<b>Progress Reports:</b>	Five-week progress reports are given half-way through a marking period to grades 3-8. This is the official communication of the student's progress. Further information concerning the Parent Portal will be available. Parents of students in grades 3 through 8 will be able to access their child's grades and attendance. The CPS Promotion Policy is available on their official website: <a href="http://www.cps.k12.il.us">www.cps.k12.il.us</a> .
<b>Student Planners:</b>	Student planners are provided to students in grades 2-8. Parents need to check their child's planner regularly, if not daily. This is an important form of teacher/parent communication.
<b>Honor Roll:</b>	<p>A student will be recognized for the Principal's List if he/she earns A's in the major subjects, satisfactory in the remaining subjects.</p> <p>A student will be recognized for the First Honor Roll if he/she earns no more than 2 B's and the rest A's in the major subjects, satisfactory in the remaining subjects.</p> <p>A student will be recognized for the Second Honor Roll if he/she earns no more than 2 C's and the rest A's and B's in the major subjects, satisfactory in the remaining subjects.</p> <p>Additionally, teachers may name students to be recognized for "Most Improved", "Greatest Effort", "Perfect Attendance", and "Good Citizenship."</p> <p>Honorable behavior is expected from Honor Roll students.</p>
<b>Student Records:</b>	Parents have the right to review their child's school records following a written request to the principal.
<b>Homework:</b>	The homework policy of each teacher will be communicated to parents early in the school year. The teachers will keep to the spirit of the Board of Education Homework Policy which suggests: 15 minutes for kdg., 30 minutes for grades 1, 2, and 3, 45 minutes for grades 4, 5, and 6; and 90 minutes for grades 7 and 8. Students in Grades 2-8 will use their homework planner daily. Parents need to check their child's planner daily.
<b>MYP Programme:</b>	All students in Grades 6-8 are included in the Middle Years Programme and must complete the MYP requirements. Community service is one of the requirements. Level 1 requires 10 hours, Level 2 requires 15 hours and Level 3 requires 15 hours of community service. A total of 40 hours is required for graduation. All hours should be completed by April 30.