



Waters Elementary School

Parent Resource Guide 2018-2019

New and returning families: this guide, assembled by parents for parents, contains important back-to-school information as well as other resources that you may reference throughout the school year. The contents are subject to change as new information and resources become available.

School Contact Information

Thomas J. Waters Elementary
4540 N Campbell Ave
Chicago, IL 60625

www.waters elementary.org

Phone: 773-534-5090

Fax: 773-534-5087

Hours of Operation:

School: 8:15am - 3:15pm

Teachers: 8:15am - 3:15pm

Office: 8:00am - 3:30pm

Principal Kipp: tmkipp@cps.edu • Assistant Principal Alvarez: nalvarez13@cps.edu

The faculty directory can be found at www.waters elementary.org/faculty-directory.

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Forms / Fees / Donation

Forms and Fees*

Due Monday, September 17

Applicable forms will be sent home with your child during the first two weeks of school. Please sign and return all applicable documents to your child's teacher by September 17th. Please check the Immunizations and Medical Requirements section for any further medical forms you may also need to submit for your child(ren).

Forms will include:

Student Fee Form (\$100 per student up to a \$250 maximum per family). This fee helps pay for school-wide curriculum materials, such as textbooks, consumable workbooks, and technology supplies (like ink and toner)—materials that are not covered by our limited school budget. Please make your payment [online payment method \(http://tinyurl.com/jhn62au\)](http://tinyurl.com/jhn62au). If this is not an option, please stop in the main office. The Student Fee Form is to be submitted with your eldest child, including name(s) and room number(s) for every student in your family and amount of payment.

This student fee is separate from the cost of classroom supplies that students need to purchase. Payment plans are available, and a fee waiver form is available in the office if you cannot afford the fee.

Student Code of Conduct. Please sign the last page of the book and return page.

Media Consent Form. Pictures of students may be used in our materials and websites. Please sign and return whether or not you allow the use your child's picture (no names associated with pictures).

Acceptable Usage Policy. Details guidelines for appropriate usage of the CPS network by students.

CPS Family Income Information Form. This form is used to obtain information about families' incomes to determine how much school funding will come from the state and federal government. Waters School may receive additional funds from state and federal sources to provide resources for all students.

Emergency Form. If you just registered this year at Waters, one was already completed at registration. You do not need to do this again. If your child is a returning student, you must complete this form.

Student Medical Form. Helps track students with known medical conditions such as allergies or asthma.

School Communications

Green Notes: Weekly Email Newsletter

Stay informed about school news and events with Green Notes, our weekly email newsletter. This is one of the primary means for communicating school-wide information – we strongly encourage all families to subscribe to Green Notes. Read, subscribe, or submit new announcements online at www.waters elementary.org/green-notes.

Calendar

The CPS and Waters School calendars can be found at www.waters elementary.org/calendar. From there you can either print the calendar or sync it with your own calendar to see upcoming events as they are added or updated.

Flyers

Check your student's backpack/homework folders throughout the school year for grade-specific newsletters and school-wide flyers.

On the Web

Waters Elementary School: www.waters elementary.org

WatersToday: www.waters today.org

Class/Grade Websites: Many teachers have class/grade websites—go to www.waters elementary.org, under “Academics,” then “Classroom Websites.”

Chicago Public Schools: www.cps.edu

Parent Portal: Securely view your child's grades and attendance online, and in some cases view course syllabi, upcoming assignments and class descriptions. Visit: www.waters elementary.org/parent-portal

Social Media: On **Facebook**, we have a public Facebook page for events and announcements, www.facebook.com/WatersElementarySchool. Parents also maintain a private Facebook group, Waters Elementary Community and Events (ask to join), for informal questions, information, and photo sharing. In addition, there are Facebook groups for each grade level, usually under the graduation year (for example, this year's kindergarten class is listed as the Waters Class of 2027).

Drop-Off / Pick-Up Procedures

Safety and security of all students and staff is a priority at Waters. School begins promptly at 8:15 am and dismisses at 3:15 pm. In the morning, the first school bell rings at 8:10 am as a “heads-up” to parents and students, and the second bell rings at 8:15 am. The school does not have playground supervision before or after school.

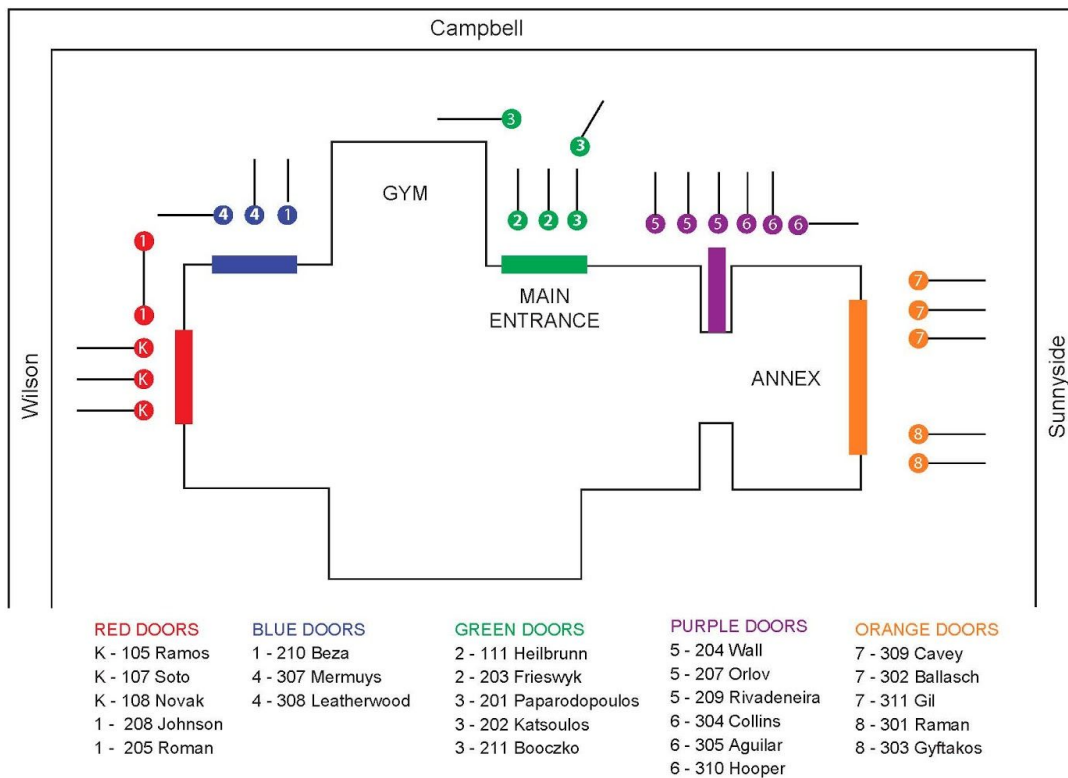
Morning Line-Up Procedure

Students must line up at their assigned door (see diagram below) and designated classroom spot (sometimes marked on the pavement) by second bell at 8:15 am until a teacher or staff member arrives to open the door.

Inclement Weather

During extreme inclement weather, students may wait in the Annex until second bell rings at 8:15 am. It may be crowded so try to arrive as close to the bell as possible. Homeroom teachers, regardless of weather, will greet students at assigned entrance doors at 8:15 am.

2018-2019 WATERS ELEMENTARY - LINE UP CONFIGURATION



Late Arrival

Timeliness is of the essence! This is a great habit for the future. If your child does arrive late, they must enter the main school doors off Campbell Ave. and sign in at the security desk in the hallway where they will obtain a tardy slip. Repeated tardies will result in a meeting with administration.

Early Pick-Up

We do not encourage early pick up as it is an interruption to the educational process of the school day. All appointments should be scheduled after school dismisses. If a student needs to be picked up early, an authorized adult must sign out the student in the main office. No student can be dismissed on his/her own for any reason.

Late Pick-Up

K-3: Children will be brought to the main office if a parent/guardian is not present at pick-up. Contact the school at 773-534-5090 before 3:00 pm to let them know that you will be late. If this becomes a regular occurrence, it will result in a meeting with administration. Parents may wish to contact Right At School to arrange for after-school care.

Grades 4-8: If you will be late picking up your child, please contact the office at 773-534-5090 before 3:00 pm to inform them. Parents should establish a back-up plan with their child(ren) for late pick-ups. If they have younger sibling (K-3) they should know that the younger child will be brought to the office.

Parking

The school parking lot is designated for Waters staff only. Please do not use the staff parking lot as a drop off and pick up site. This is extremely DANGEROUS! Campbell Avenue is the official entry for the main office. Do not park on Wilson Avenue, this is an extremely busy and narrow street and you will be ticketed. Please do not double park or block the street/alley. Police will ticket on the streets directly bordering the school, so be mindful of restrictions. It is best to walk to school or park a couple of blocks away if driving.

School Entry

For safety reasons, the doors are locked at all times. The main entrance is located on the East side of the school facing Campbell Ave., near the north end of the turf field. Please use the main entrance for entry into the school. There is a buzzer and security camera connected to the main office. Please do not ask students or staff to open any door at any time. This is a severe safety breach and is prohibited. All school visitors must sign in at the office with each visit, even if you are a frequent volunteer.

Building Usage After School

It is common for children to play on school grounds before and after school. However, unless your children are enrolled in a before-school or after-school activity, they will not be allowed to enter the school before the bell rings or after dismissal. Please remind children to use the restroom before they arrive and depart school for the day, as children are not allowed to enter the building when school is not in session. The school will remain locked at all times to ensure the safety of our students and staff.

Absences

Attendance is a Waters School priority. All students should be at school, on time, every school day. If a student is absent, our automated phone system will notify parents. Please ensure you have current phone numbers on file in the office to receive notifications.

Absences

If your child will be absent, a parent or guardian should notify the child's teacher by email and copy Mr. Servin (gservin2@cps.edu). All absences must be documented. Students without an email/note will not have their absence(s) excused. Students who miss school due to a communicable disease or miss more than three days of school will also need a doctor's note. Administration/staff will review these notes to determine if the absence meets the legal requirements for an excused absences:

- Student illness
- Family emergency
- Death in the immediate family
- Observation of a religious holiday
- Circumstances causing reasonable concern for the student's health or safety
- Other situations out of the student's control, as determined by the principal

Minimum Health Requirements

Physical Forms

All students must be up-to-date on their immunizations. Students entering kindergarten or 6th grade must provide proof of a physical exam prior to October 15 of the current school year. Students will be excluded from school after October 15 until documents are received.

Dental Exams and School-based Oral Health Program

All students in kindergarten, 2nd, and 6th grade must provide proof of a completed dental exam by a licensed dentist prior to May 15 of the current school year. CPS provides free dental exams at the school during the year. Please call the school for more information.

Eye Exams

All students entering kindergarten and/or all students enrolling for the first time in any Illinois school must provide proof of an eye examination before October 15 of the current school year. CPS provides free vision exams at the school. Please call the school for more information.

Allergies and Medical Conditions

Parents whose children have allergies, asthma, or other medical conditions should contact Hadley Bricker (hbricker@cps.edu), the school Counselor/Case Manager, so the necessary paperwork can be completed immediately. The forms need to be completed by your child's doctor and/or allergist. Once this paperwork received, Ms. Bricker will schedule an appointment with parents, homeroom teacher, and the school nurse to create a 504 plan for responding to medical emergencies at school, storage and administration of relevant medication.

Parents of children with allergies, asthma, or other medical conditions should also inform their homeroom teacher(s) at the earliest possibility. All teachers and Waters staff are trained once a year in allergy awareness and administration of an EpiPen/EpiPen, Jr.

If your child is participating in before or after school programs, parents should work directly with program staff to be sure they are informed about your child's medical condition.

Food Service

Breakfast and lunch are provided by our cafeteria free of charge to any student. Monthly school breakfast, lunch, and after-school snack [menus](#) are linked on the school website.

Breakfast: Grab n' Go

A free breakfast is available free of charge to **ALL** students. Students may pick up a breakfast bag as they enter school en route to class. Students enrolled in the Early Birds program will also have the opportunity to eat breakfast.

Lunch

Lunch is served every school day **free** of all charge for any CPS student who wishes to participate. Nuts are excluded from the lunch menu served by the school. Please note that when “PB&J” appears on the CPS menu, sunbutter (sunflower seed butter) replaces peanut butter.

Students are also welcome to bring their own lunch to school. Students who bring their lunch may also supplement their home lunch for free by taking a serving each of fruit, vegetables, and milk. Additional meals and a la carte items are available for purchase. Parents can pay meal fees [online](#).

If your child brings a lunch from home, **we strongly encourage families to prepare meals free of nut products** due to the increasing numbers of students with food allergies. Waters staff encourages you to continually remind your children not to share lunch or eat from someone else’s lunch. Waters staff communicates with the supervising lunchroom staff to be vigilant about NOT sharing food. This is emphasized often especially with the younger students.

After-School Snack

A snack is available for free to all who are registered in an after-school program.

Classroom Celebrations and Special Occasions

There may be times when food (for example, pizza) is served during school events, field trips, or classroom celebrations. Children are still required to eat school lunch or bring a lunch on these days. Please make sure the office, counselor, nurse, and your child’s homeroom teacher are aware of any food restrictions and/or allergies your child may have at the beginning of the school year.

Teachers coordinate classroom celebrations, and it is their responsibility to ensure that all student health concerns are taken into consideration. Please contact your child’s teacher regarding their specific classroom celebration policy. To acknowledge special occasions such as birthdays, we encourage families to celebrate with books. Students can bring in their favorite book or donate a book to their school classroom library, to be read by the student or a guest reader. All donated books will be acknowledged with a sticker on the inside cover detailing the date and name of the birthday child. Students with summer birthdays can celebrate a “half-birthday.”

Wellness Program

To be consistent with CPS initiatives for health and wellness, Waters has implemented the following guidelines:

- Food will not be used as a reward for success or good behavior
- Taking away physical activity (such as recess or physical education) as a punishment will not be allowed
- Birthdays and holidays **will not be celebrated with food** in the classroom (see below for alternatives)

Curriculum

Our school's mission is to provide hands-on, authentic learning in all content areas focused on the development of the whole child, through integration of the arts, environmental studies, multiculturalism and technology. The Waters School Continuous Improvement Work Plan (CIWP) outlines the specific strategies and action steps for our school's curriculum (find it here: www.waterelementary.org/local-school-council).

The CPS core academic curriculum includes Language Arts (Reading and Writing), Math, Science, and Social Studies. At Waters we strive to differentiate learning within each classroom so that students can be appropriately challenged with opportunities to grow. Central to Waters' approach, the teachers take every opportunity to integrate across content areas and provide authentic hands-on learning experiences. Most recently, our arts integration approach has been enhanced with a K-8 [STEM](#) initiative.

- **Language Arts:** Pearson's Reading Street is our language arts curriculum (reading and writing combined) for K-5, Pearson's MyPerspectives is the language arts curriculum for grades 6-8.
- **Mathematics:** For K-5, we use the Math Trailblazers Curriculum to provide students academic rigor, a comprehensive program that helps students work through mathematical concepts by conducting hands-on problem-solving experiments, collecting and analyzing data, and collaborating to arrive at conclusions. Connected Math is the base curriculum for grades 6-8, supplemented by pre-Algebra in 7th and Algebra in 8th (with an exit exam at the end of the school year for high school placement).
- **Science:** Our K-8 scope and sequence science curriculum is defined by the science focus team and aligned with the Next Generation Science Standards, which teach science as both a body of knowledge and as a hands-on, evidence-based curriculum.. At Waters our Science curriculum is integrated with our Ecology Program, which amplifies these goals by making complex concepts come alive and building a life-long interest in science. Students may participate in the city-wide [STEM research exhibition](#) and/or National Engineers Week.
- **Social Studies** - Our social studies curriculum is created so our students have the skills, knowledge and habits necessary to effectively contribute to and participate in the social, political, and economic life of their communities and world.

In addition to the core curriculum, each classroom will participate in "Essentials". Visit program websites at www.waterelementary.org under "Academics" and "By Program." Waters students receive music, drama, visual art, digital media, physical education. All students participate in our ecology program.

Before and After School Care/Programs

Before-School Care: Early Birds K-8

Supervised before-school care is provided by Waters School staff. Students can be dropped off at 7:15am from Monday to Friday. Students are offered breakfast. The cost is \$125 per month per child, you can make your monthly payment on [e-pay](#) at the start of every month.

In cases where the first of the month falls on a holiday, the payment should be made when school resumes. If payment is not made at this time, your child will not be able to participate in the program until the monthly payment has been paid. The fee is not prorated regardless of the number of weeks or days a child attends school or the program. This also applies to the number of days schools is in session. Registration forms are available on the school website or in the main office. All early bird entries are through the main door on Campbell Avenue.

This program is available from September 4 through June 18, 2019. For more information, please contact Ms. Garcia at hgarcia2@cps.edu.

After-School Care: Right At School K-8

After-school care and tuition-based electives are offered at Waters through Right At School. Register by calling 855.AT.SCHOOL or visiting <https://rightatschool.com/waters-elementary/>. Right Club after-school program runs 3:15 to 6:00pm. Electives run from 3:15 to 4:30pm—check the website for current offerings.

SCALE Programs (various grades)

Supporting Communities through Arts Learning Environments (SCALE) is a program funded through a grant with Chicago Arts Partnerships in Education (CAPE) that partners teachers and artists to provide free after-school integration of academic and social-emotional learning with the arts. Past programs include: Costume Design, Film Club, MediaLab, Digital Photography, Origami. Offerings vary each year, follow Green Notes for more information.

Teams and Clubs

Please watch for team sign ups and information in Green Notes, on the website or in flyers sent home with your children. In the past Waters Sports Teams and Clubs have included:

Waters Wildcats

Fall: Co-Ed Cross-Country | Girls Volleyball (5/6 and 7/8) | Boys Soccer (5/6 and 7/8)

Winter: Girls Basketball (5/6 and 7/8) | Boys Basketball (5/6 and 7/8)

Spring: Co-Ed Track | Girls Soccer (5/6 and 7/8) | Boys Volleyball (5/6 and 7/8)

Northside Basketball League (NBL) Waters Teams

An independent league, coached by parent volunteers.

Winter: 3/4 Girls | 5/6 Girls | 4th Boys | 6th Boys

Girls On the Run

Girls grades 3-5 (Run by parent volunteers)

Waters Clubs

Chess Team (Co-Ed grades 1-8)

Mathletes / MathCon Team (Co-Ed grades 7-8)

Battle of the Books (Co-Ed grades 5-6)

Rock Band (Co-Ed grades 7-8)

Student Leadership (Co-Ed grades 7-8)

Recycling Captains (Co-Ed grades 1-8)

Compost Captains (Co-Ed grade 8)

Local School Council (LSC)

The three primary functions of the LSC are to: (1) conduct the annual principal evaluation, (2) work with administration and the instructional leadership team to create and monitor the school's 2-year curriculum plan, otherwise known as the Continuous Improvement Work Plan (CIWP), and (3) to approve and monitor the school's annual budget. The LSC is composed of the Principal, 2 teacher representatives, 1 non-teacher staff representative, 6 parent representatives, and 2 community members. The 2018-20 council was seated in July 2018 and will serve a two-year term.

Meetings

LSC meetings are generally held the third Tuesday of every month, alternating times between 4:00 pm and 6:30 pm (see the school calendar for exact dates and times). Meetings are held at the school and are open to the public. Typically meetings are hosted in the annex or the gym. Agendas are posted at the main entrance and on the school website at least 48 hours prior to the meeting. In addition to the normal business of the council, special presentations are often included on the agenda (such as student presentations, curriculum proposals, program updates, parent workshops, etc). Meeting minutes and presentations can be found at www.waterelementary.org/local-school-council. Contact Waters LSC at waterslsc@gmail.com.

Bilingual Advisory Committee (BAC)

The primary goal of the BAC is to support families of English Language Learners (ELL), helping parents to develop leadership skills for effective participation in the school and to advocate on their behalf. The BAC brings ideas and concerns to the attention of the LSC. At the first meeting of the year (see the school calendar for dates and time)s, officers will be elected and the meeting schedule and topics are determined. Contact our ELL Liaison, Ms. Alvarez, at nalvarez13@cps.edu for questions about the BAC or our bilingual education program.

WatersToday: Fundraising

Fundraising and volunteer activities are coordinated through partnership with WatersToday, our parent-run non-profit 501(c)(3) organization. Learn more at: www.waterstoday.org.

Fundraising enables programming above and beyond what CPS offers our students and helps offset budget shortfalls. Our award-winning Ecology program, half of our full-time music program, Right at School recess and lunch supervision, along with sports, arts, technology and science equipment purchases are just some of the budget items that WatersToday helps fund.

WatersToday organizes two main fundraising efforts during the school year and multiple small fundraisers and community building events. We encourage families to take part in every way they can.

Meetings

WatersToday hosts quarterly public meeting at Waters in the cafeteria. Check the school calendar to find out specific dates so you can come to the meetings and learn more about what and how we raise funds for our school.

Waters Annual Pledge Drive

Last year, the Waters Pledge Drive exceeded our fundraising goal of \$75,000. The WatersToday board encourages families to work with their friends, neighbors and companies to contribute to the pledge drive. More information will be shared in Green Notes in October. The pledge drive will culminate with a celebratory Thanks for Giving Party in November. To find out more about how to donate or to learn about our funded projects, visit www.waterstoday.org or email treasurer@waterstoday.org.

Waters Big Night and Little Big Night

Our biggest event of the year will be held on March 9, 2019 at the Dank Haus. This is a fun, adults-only evening complete with silent auction, games, music and dancing, food and beverages. For the kids, we will host a Little Big Night at school two weeks prior to the event with food, crafts, and entertainment. Little Big Night kicks off the online auction that precedes the Big Night event. The Big Night planning committee solicits many donations from local businesses and families, and coordinates many volunteers to make this event a big success each year.

Other Events

Multiple smaller fundraising events take place throughout the year, such as professional photography sessions, coffee/tea sales, trivia night, the walk-a-thon, and more. If you have an idea or interest in being on the fundraising team, email fundraising@waterstoday.org.

Help Waters Earn Money

With a little effort and no monetary commitment on your part, you can earn money for Waters.

Artsonia

[Artsonia](http://www.artsonia.com) is an online "student art museum" that showcases artwork from students all over the world. Parents, grandparents, and family members can order prints, mugs, jewelry, and more with your child's creative inspirations on them, and 20% of the proceeds comes back to support our art program! [Learn more](#) at www.artsonia.com.

AmazonSmile

Amazon will donate 0.5% of the price of your eligible AmazonSmile purchases to WatersToday whenever you shop on AmazonSmile. Go to: www.smile.amazon.com/ch/32-0174761.

Primary

When you shop for clothing on Primary.com using [Waters' unique link](#), our school receives 15% of the sale through the end of September and 10% of the sale through the remainder of the school year. New customers get 20% off their first order with code "WATERS". You also receive an additional discount if you buy three or more of one item.

For a complete list of giveback programs, please visit www.waterstoday.org/givebackprograms.

BoxTops for Education

Collect BoxTops for Education, which are found on General Mills, Betty Crocker, Pillsbury, Kleenex, Ziploc and many other products. A collection box is located in main school office.

Check Store Receipts

Check store receipts for bonus programs. You may have redemption codes for bonus BoxTops.

Volunteer Opportunities

There are many opportunities throughout the year to volunteer and support our teachers, staff, and students! If you plan to volunteer at Waters, you must fill out this brief [CPS volunteer application](#) form (even if you have volunteered before). After submitting the online form, you will need to bring identification to the Main Office at Waters to be confirmed for the volunteer list. Most parents are Level 2 volunteers and do not need to go through the fingerprint criminal background check. Volunteer opportunities are always communicated via the Green Notes weekly email and on the news websites. Please note that classroom volunteer opportunities are coordinated by your child's teacher or room parent.

Community Building

WatersToday volunteers help organize major school and community events such as Harvest Day, the annual Holiday Craft Market, and Field Day. If you want to organize a new community-building event or help with one of the regular events, please contact volunteer@waterstoday.org

Volunteer Subgroups

Ecology – Pete Leki, Director of the Waters Ecology Program, is always looking for volunteers to help in the school community gardens or with grade level ecology projects. Please email Mr. Leki (petelekisan@gmail.com) to join his email list and learn about his volunteer opportunities.

Visual Arts – Amy Vecchioni, Water's art teacher, needs volunteers to photograph, hang and sort student's artwork throughout the year. Please email Ms. Vecchioni, alvecchioni@cps.edu, or volunteer@waterstoday.org, to be put on her email list and learn about volunteer opportunities.

Room Parent – Some homeroom teachers designate a classroom parent who volunteers to coordinate teacher requests and communication with parents. If interested, contact the teacher directly, or email volunteer@waterstoday.org.

Book Fair – At least two Scholastic Book Fairs are held each school year to raise money for new library books. Additionally we have classroom ordering through Scholastic Book Club every few months, which provides teachers with free books for their classroom libraries. Email volunteer@waterstoday.org.

Other Opportunities – Events such as picture day, spirit week, artisan fair, field day, and others are communicated through Green Notes, social media, and the volunteer email list.