



Waters Elementary School

Parent Resource Guide 2019-2020

New and returning families: this guide, assembled by parents for parents, contains important Chicago Public Schools [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. If you require a printed version of this guide, please contact the school office.

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.

Table of Contents

Forms and Fees	2
School Communications	3
Drop-off and Pick-up Procedures	3
Absences / Tardiness / Early Dismissal	5
Minimum Health Requirements	6
Allergies and Medical Conditions	6
Food Service	7
Wellness Program	8
Curriculum	8
Before and After School Care/Programs	9
Local School Council (LSC)	10
WatersToday: Fundraising	10
WatersToday: Volunteer Opportunities	12

Forms and Fees (due Monday, September 23, 2019)

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 Monday, September 23rd. Please check the immunizations and medical requirements section for any additional medical forms you may need to submit for your child(ren).

Forms 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](http://tinyurl.com/jhn62au) (<http://tinyurl.com/jhn62au>). If this is not an option, please stop in the main office. The Student Fee Form should be submitted with your eldest child, including name(s) and room number(s) for every student in your family and the payment amount.

This student fee is separate from the cost of classroom supplies that students are required 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. [Review](#), sign and return the [last page of the book to acknowledge receipt](#).

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. Please review with your student the guidelines for [acceptable use of CPS Technology](#) in general and [by students specifically](#).

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.

Health and Wellness Forms. Please review the [minimum health requirements](#) and be sure your student is up to date. Complete [applicable forms](#), including the student medical information form if your child has allergies, asthma, or other medical concerns.

Volunteers. Please review the [Volunteer Code of Conduct](#) and [apply to volunteer](#). All volunteers undergo a background check as a part of this application, per CPS policy.

School Communications

Green Notes: Weekly Email Newsletter

Stay informed about school news and events with Green Notes, our weekly email newsletter. Green Notes is the primary means for communicating school, fundraising and community news. We strongly encourage all families to subscribe to Green Notes. Read, subscribe, or submit news announcements at www.waters elementary.org/green-notes.

Calendar

The CPS and Waters School calendars can be found at www.waters elementary.org/calendar. 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

ASPEN Parent Portal: Securely view your child's grades and attendance online, and in some cases view course syllabi, upcoming assignments and class descriptions. Visit: <https://aspen.cps.edu/aspen/logon.do>

Facebook: Parents maintain a private Facebook community group called 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 (also run by parents), usually under the graduation year (for example, this year's kindergarten class is listed as the Waters Class of 2027).

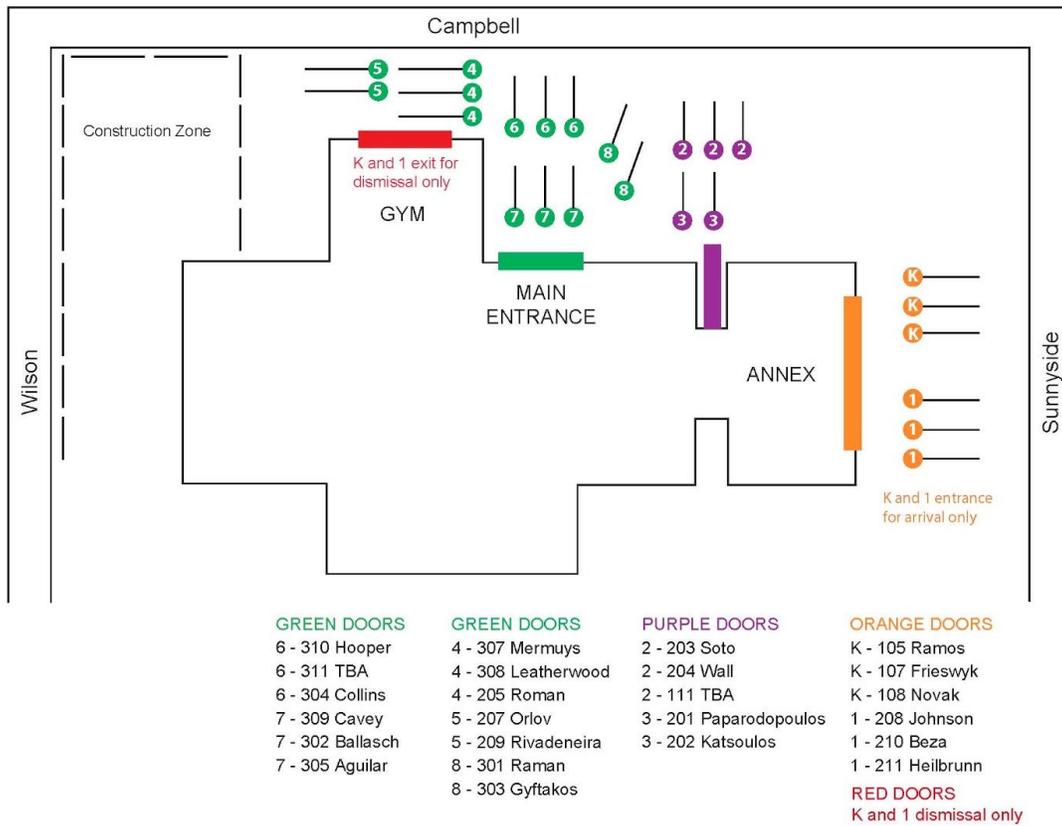
Drop-Off / Pick-Up Procedures

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 provide 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.

WATERS ELEMENTARY - LINE UP CONFIGURATION



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.

Late Arrival

Timeliness is of the essence and a great habit for the future. If your child arrives 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 tardy slips 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. Parents should establish a back-up plan with their child(ren) for late pick-ups. Younger siblings in grades K-3 will be brought to the office in the event of a late pick-up.

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 as it creates a dangerous situation. The main doors off Campbell Ave is the official entry for the main office. Do not park on Wilson Avenue, this is an extremely busy and narrow street. 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. During the 2019-2020 school year, the construction of the new building addition will drastically limit parking. It is best to walk or ride bikes 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 for every 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 prior to the bell in the morning nor anytime after dismissal. Please remind children to use the restroom before they arrive and depart school for the day.

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 by early afternoon. 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. Vivit (aavivit@cps.edu). All absences must be documented. Students without a parent email/note will not have their absence(s) excused. Parents are strongly encouraged to schedule vacation during official school breaks. 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 absence:

- 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

For the most up-to-date CPS health requirements please visit the CPS website at:
www.cps.edu/oshw/Pages/MinimumHealthRequirements.aspx.

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 the school 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, the case manager 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 updated monthly on the school website.

Breakfast: Grab n' Go

A free breakfast is available free of charge for **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 by taking a free serving each of fruit, vegetables, and milk. Additional meals and a la carte items are available for purchase. Parents can pay a la carte 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. Please continually remind your children not to share lunch or eat from someone else's lunch. The supervising lunchroom staff is vigilant about asking children to not share food. This is emphasized often, especially with younger students.

After-School Snack

A free snack is available to any student 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 remain 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 is not allowed
- Birthdays and holidays **will not be celebrated with food** in the classroom (see above 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: 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 [STEAM](#) 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 using unit-based materials from FOSS and SEPUP. At Waters our Science curriculum includes our award-winning environmental science education initiative, the Waters School Ecology Program. This program amplifies the NGSS standards by making complex concepts come alive and building a life-long interest in science. Students may also participate in the city-wide [STEM research exhibition](#), National Engineering Week, and or STEAM 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 the world.

In addition to the core curriculum, each classroom will participate in “Essentials”. Visit program websites at www.waters elementary.org under “Academics” and “By Program.” Waters students receive music, drama, visual art, and 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 \(http://tinyurl.com/jhn62au\)](http://tinyurl.com/jhn62au) at the start of every month.

When the first of the month falls on a holiday, payment should be made when school resumes. Your child will not be able to participate in the program until the monthly fee 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 school 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 Ave.

This program is available from September 3 through June 16, 2020. 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 from 3:15 to 6:00pm. Electives run from 3:15 to 4:30pm. Please 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)

Battle of the Books (Co-ed grades 5-6 / 7-8)

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)

Homework Club (Co-ed grades TBD)

All before and after school programs, including tutoring, must be approved by the school administration. The activities and clubs listed above are considered approved programs. If you have any questions or concerns please call the office.

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. Elections for 2020-2022 will take place in Spring of 2020.

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 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.waters elementary.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 times), 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 in partnership with WatersToday, our parent-run nonprofit 501(c)(3) organization. Learn more at waterstoday.org.

Waters Elementary depends on the generous support of its families and community members to help fund many programs, projects and initiatives at the school including: ecology, fine arts, lunch and recess supervision, curriculum materials, science and technology, sports and clubs, and more. The funds raised by WatersToday are allocated to the Local School Council (LSC), which is charged with determining how funds are most efficiently distributed to benefit Waters Elementary.

Meetings

Join us at a WatersToday public meeting session to learn more about our fundraising efforts and to get involved. Public sessions for the 2019-2020 school year will be held October 21, February 10, April 13 and June 8. Please check the school calendar for meeting times and locations.

Fundraising Events

WatersToday organizes four major fundraising events as well as smaller fundraisers and community-focused events throughout the school year.

Waters Pledge Drive

Last year, the annual Waters Pledge Drive raised more than \$100,000 from a record-breaking 200 donors. Details about this year's pledge drive and related events will be shared in Green Notes in early September. WatersToday encourages families to work with their friends, neighbors and companies to contribute to the pledge drive. To find out more about how to donate, visit waterstoday.org or email treasurer@waterstoday.org.

Waters Big Night

WatersToday's biggest event of the year will be held on February 29, 2020 at the Dank Haus. Big Night is a fun, adults-only community fundraising event with an online auction, games, music, dancing, food and beverages. 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. Want to get involved? Email bignight@waterstoday.org.

Wildcat Walk-a-thon

The spring walk-a-thon helps raise funds while promoting a healthy lifestyle and empowering students to be active members of our school community. Learn more at waterstoday.org/fundraising.

Waters Craft Market

The annual craft market is a community-wide event held at Waters in December that supports local artisans and our school. Learn more at waterstoday.org/fundraising.

WatersToday also partners with many local restaurants and businesses for giveback programs, visit waterstoday.org/givebackprograms to learn how to support Waters through your regular shopping transactions.

School-based Fundraisers

In addition to WatersToday fundraising, there are some fundraisers organized directly by the school to support specific programs or activities.

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.

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 by the photocopiers across from the school office. Check store receipts! You may have redemption codes for bonus BoxTops or other programs.

8th Grade Trip

Each year, the 8th grade students have an opportunity to go on a multi-day field trip to a location such as Washington DC or St. Louis. The cost of the trip is supported through fundraisers throughout the year, such as school dances, photo booth, chocolate sales, and more.

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 at 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.