

Sabin
Dual Language
Magnet School
Parent
Handbook



Sabin Dual Language Magnet School

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Sabin Mission and Vision

Mission Statement

At Sabin Magnet Dual Language School we are committed to addressing the individual needs of students through the implementation of a differentiated, innovative, and evidenced-based curriculum. Our students acquire an appreciation of language and culture while becoming bi-literate in Spanish and English.



Vision Statement

We inspire students to develop a life-long passion for learning, a compassion for others, and the ability to translate academic study into effective leadership and action within their communities and the world. Sabin graduates leave with a drive for excellence, an aspiration to succeed in higher education, and the ability to lead that will enable them to be agents of change in the global community.

Dual Language Magnet Program

Sabin's Dual Language Educational Program is a long-term, additive, bilingual and bicultural program model. Our program model consistently and strategically uses two languages for instruction, learning, and communication. Sabin Dual Language Magnet School fosters second language acquisition and an appreciation of language and culture with a focus on students becoming bi-literate in Spanish and English. Teachers are committed to addressing the individual needs of Sabin students through the implementation of a differentiated, innovative and evidence-based curriculum that will prepare them to be college and career ready. Sabin students strive for excellence and aspire to succeed in high education practices which enable them to be active participants in the dynamic, global community.

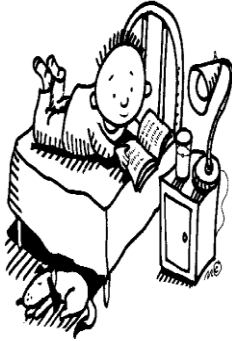
We have an 80-20 model beginning in Kindergarten thru 6th grade in 2014-15 and will be implemented thru 8th grade by 2017-18. Our non-negotiable items include:

- Two languages are used for instruction
 - At least 50% of the daily instruction is in the partner language (Spanish)
 - Commitment to the program for at least 6 years
 - Strict separation of languages (no translation)
 - Students are challenged with high academic content throughout the curriculum.
- Instruction in the non-English partner language includes language arts and other academic content areas.

Academic Expectations

Family Reading Time

Continued exposure to language and literature are key to student success at every level. Reading at school and at home are key ways in which we cultivate a culture of reading and a love of literature at Sabin. At school each day, all students engage in independent reading and interactive teacher read-aloud.



Your participation is needed for the home component of our independent reading program. All students must have twenty minutes of uninterrupted time for reading each evening. When reading is part of the family routine, reading achievement improves and a child's love of reading grows.

There is a Monthly Reading Log In the Sabin Agenda Book. This is for you and your child to complete each night and is an important part of his/her homework.

Homework

At Sabin, homework plays an important role in reinforcing classroom learning. The amount of homework assigned will be developmentally appropriate and determined by grade level teachers. Completing assignments at home and returning them on time helps students develop responsibility for their learning, which is an essential foundation for their success in school, future work, and life.

All students at Sabin must come prepared for school each day. They complete independent reading each night and record it in the reading log. Assigned homework needs to be completed on time. The quality, neatness, and promptness of homework will affect grades. Maintaining an organized agenda book helps students keep track of assignments and due dates.

Students should be able to complete homework assignments independently. Encourage your child to persevere and complete the assignments to the best of his or her ability. Support your child, but be careful not to help too much! Cognitive struggle is a necessary part of learning. Mistakes are opportunities for growth and provide valuable information for teachers and students.

Here are some suggestions for how you can be involved in your child's homework:

- Give your child an interested and supportive audience. Read and review your child's work – not as a judge, but as a reader paying attention to the content. By doing so, you help your child develop into a conscientious student who is ready to invest the hard work required to grow as a learner.
- To support independent reading, talk with your child about what he or she is reading and sign the reading log regularly.
- For grades 1-5, set aside time for regular review of math facts. A few minutes of practice with number facts several times a week is important in developing computational fluency and facility with numbers.

Please become familiar with the homework policy and expectations of your child's classroom teacher. Attend Curriculum Night for more information.

Report Cards

Report cards are given out quarterly throughout the school year. Parents attend conferences for the first and third marking periods. Grades reflect a student's achievement during each quarter. They are not cumulative. Although teachers may have different ways of grading, they all share the same high standards, which are reflected in our grading system. Please remember that teachers do not "give" grades; students earn them. Grades are a record of demonstrated student achievement.

The report cards at Sabin show letter grades as follows:

- A Student significantly exceeds standards for grade level and has earned a numerical average of 90% or higher.
- B Student performs above standards for grade level and has earned a numerical average between 80% and 89%.
- C Student meets standards for his/her grade level and has earned a numerical average between 70% and 79%.
- D Student is not meeting grade level standards and has earned a numerical average between 60% and 69%.
- F Student is failing to meet grade level standards and has earned a numerical average between 59% or below.

Academic Concerns

The faculty and staff at Sabin do everything possible to ensure each child's academic success. If you have concerns about your child's academic progress, please consider the following suggestions:

- First, make an appointment with your child's teacher to talk about your concerns. You and the teacher are partners in your child's education.
- After discussing your child's strengths and areas for improvement, the teacher will observe your child's progress and, if necessary, modify classroom activities to the extent possible to help your child be successful.
- If your child continues to struggle academically even with planned interventions, the next step is to make an appointment with the school counselor.
- Student athletes in grades 5-8 must adhere to the Athletic Contract.

Communications

Communicating with your child's teacher – Expect a Monthly Newsletter

Report card pickup is scheduled twice a year and presents an excellent opportunity to talk to the teacher about your child's progress in class. In addition, teachers send home progress reports in the middle of each quarter to inform you whether or not your child is meeting standards and adequately completing homework.

We are happy to meet with you about your child's progress or other questions or concerns you may have. However, during the school day, teachers' time is dedicated to the students from the moment they meet their classes outside in the morning. If you wish to speak to your child's teacher, you will need to make an appointment. Please refer to each teacher's welcome letter for times.

Each teacher will share his/her communication guidelines at Open House. Please adhere to those guidelines. If you are unsure of how to proceed, call the office to leave a message for the teacher, or feel free to send a note to school with your child. Please understand that your child's teacher may not receive a phone message until the end of the day and therefore may not be able to return your call until the following day.

Home-School Email Guidelines

School personnel use email for general information and logistical matters only. Please remember that teachers are delivering instruction during the school day and are unable to consistently check their email, so time sensitive issues and questions should be communicated through a phone call to the office. When emailing teachers, please expect that it will be at least 24-48 hours before you will receive a reply.

For detailed communication, we ask that parents and school personnel speak by phone instead of engaging in discussion via email. A conversation is often more productive than back and forth written communication. Discussions about student progress or behavior will be addressed by phone or in person to ensure your questions are fully answered.

School Wide Communications

To reduce printing cost and waste, the majority of Sabin's communication takes place electronically. Along with your emergency contact information, we require all families to provide an email address to which Sabin can send important news and information.

We are expanding our use of social media to connect with you and the broader community. Here are some of the avenues through which you can stay up to date about Sabin:

Sabin School Emails – Email is the source for detailed news and reminders about school, as well as information about events coordinated by our parent organizations (LSC, BAC, Room Parents). All families must sign up to receive these emails.

@SabinDLMagnet on Twitter – This Twitter feed will include calendar reminders and special event information for the entire school. We encourage families to sign up to receive these reminders as text messages. To do so, just text the words follow SabinDLMagnet to 40404.

Student Drop Off and Dismissal

For student safety, it is essential for all parents and students to follow drop off and dismissal procedures. Please cooperate with our security guard and other school personnel and observe the rules below.

Student Drop Off

Students should not be dropped off prior to 8:30 a.m.

If you will leave your car to walk your child to the playground, you must park legally on the street. Please see Parking and Safety, below.

Morning Playground Rules

Students in grades K - 8 are allowed on the playground at 8:30 a.m. and not before. There is no supervision before 8:30 a.m. Kindergarten students stay with their parents outside the east entrance on Leavitt Street until 8:45. Kindergarteners play in the playground on Leavitt Street. Students in grades 2 to 4 play on the playground equipment on the Hirsch and Bell side while 5 – 8 play at the playground by the flag pole.

Due to the large number of children:

- Students may not throw balls of any kind and may not play football

Student Entry

Students must stop playing and line up at the 8:40 bell. Once your child is in line, his or her school day has begun. Students wait quietly in line for their teachers. You can support this effort by refraining from loud conversation after the 8:40 bell. Do not line up with the class or follow the class into the school as this distracts from the start of the learning day. Parents who need to enter the school building must use the main entrance and sign in at the security desk.

If your child's class has already entered the building, please have your child stop at the security desk for a tardy slip. You may escort your child to the classroom.

Inclement Weather

Students will be outside unless the weather is extremely cold or rainy. Please have your child dress for the weather each day. If the administration determines that students should be indoors, students will enter the building upon arrival, proceed to their classroom's designated location in the auditorium and read or talk quietly until school begins.

Dismissal Policy

- Dismissal is at 3:45.
- For all late pick-ups, children will wait in the office. Parents must park and come to the office to sign a child out. Three late pickups may result in a DCFS call.
- The school does not provide supervision unless a child is in an after school program.
- We require prompt pick up for students participating in after school programs.
- If you are late more than three times for after school program pick up, your child will be dropped from his or her program.
- If an early dismissal is required, you must go to the security desk at the main entrance.
- No early dismissals will be issued after 3:30.
- If the person picking up your child is not on his or her emergency form, we will not release the child to their custody. We will check identification before releasing your child.

Parking and Safety

All parents and visitors must park in legal spaces in the neighborhood. No double parking is permitted at any time. You may not block the school bus lanes, block traffic or the CPS parking lot. Violators create a dangerous situation for students and the community and may be ticketed and towed by the Chicago Police.

Attendance Policies

Absence and Truancy

An important goal of the Chicago Public Schools is the improvement of student attendance. If your child's attendance drops below 95%, you will be given a transfer to your neighborhood school. The Chicago Public Schools accepts only six reasons for excused absences:

- illness
- observance of a religious holiday
- death in the immediate family
- family emergency

An absence for any other reason is an unexcused absence.

Please call school by 8:30 a.m. if your child will be absent (773-534-4492). We are concerned for your child's well-being, and this call lets us know your child is safe at home.

For all absences, you must send a note when your child returns to school. This note must state the date(s) and reason for the absence and must include your name, signature, and contact information. A child who has been ill with a fever must be fever free for 24 hours before returning to school.

Truancy is considered to be:

- an absence without a note, even if you called in.
- an unexcused absence.
- vacation or family travel at a time when school is in session.

Early Dismissal

Please notify your child's teacher in writing if you will be picking up your child for early dismissal. To pick up your child, go to the security desk to complete an Early Dismissal form. Office staff will call your child to meet you at the security desk. To minimize classroom interruptions, do not go to the classroom to get your child.

Tardies

A student is tardy if he or she arrives after 9:00 a.m. If a student arrives after 9:00, he or she must stop at the security desk for a tardy slip. If the security desk is temporarily unattended, the child must proceed to the office. Do not take a tardy child directly to the classroom. You may not escort your child to the office.

Beginning the day with the class is important to student and school success. Please support your child by getting him/her to school on time. You should plan ahead for traffic, especially in inclement weather. Tardiness is tracked, and persistent tardiness will result in consequences as outlined in the CPS Student Code of Conduct.

Family Vacations

Family vacations should be planned around the established school holidays and breaks. Absences for family vacations are unexcused absences. Students missing school are missing important instructional time. The Sabin curriculum is collaborative and participatory. Absent students miss a significant

amount of learning that cannot be replicated with worksheets or practice pages. In the case of a planned absence, the teacher will not provide work in advance. Missing school can lead to poor grades and, in some cases, academic failure. If it is an unavoidable situation, please notify the office in advance. Assignments will be provided when the child returns to school. The school calendar is provided at the beginning of the school year to help with planning vacations during school holidays.

Building Rules

- Students may only be in the building when there is supervision. Any students arriving early to work with a teacher must have a pass. Students sign in at the security desk.
- Enter through the main entrance only, which is located at the southeast corner of the building. Entering through the front doors helps ensure student safety. Do not open doors for outsiders.
- Parents, volunteers, and all other visitors must check in at the security desk for a Visitor's Pass. This is essential for school safety and also reassures students that an adult in the building is supposed to be there. If the security desk is temporarily unattended, go directly to the office.
- The hallways are quiet spaces. Students, parents, and staff are expected to remain quiet in the hallways to avoid disrupting learning.
- No cell phone conversations are permitted in the hallways or stairwells. This includes the ground floor hallway near the security desk. Please respect the children's learning environment.
- Dogs and other pets are not permitted on school property. This includes before and after school. Please understand that this is a safety issue. Do not bring your pet to drop-off or pick-up.

Visiting School

Our classroom instructional time is precious, and our first responsibility is to ensure that each and every moment of teaching time is devoted to the students. It is equally important to maintain the safety and security of our school. While we welcome parents in the school, our parent and visitor policies are designed to protect instructional time and preserve school safety.

- Any parent or visitor coming to the school for any reason must enter through the main doors and stop at the security desk to sign in and obtain a pass.
- All parent volunteers and visitors must wear a visitor's pass on the upper torso at all times. This is essential for school safety and also reassures students that an adult in the building is

supposed to be there.

- If you are dropping off something for your child, leave it with the security guard.
- If the security desk is temporarily unattended, go to the office. You may not go directly to a classroom. This is to preserve building safety and minimize classroom interruptions.

Student Rules

Sabin Student Code of Conduct

These rules help everyone at Sabin learn and be safe. At Sabin, adults and students work together to build a culture of learning. Our rules and procedures create an environment that is peaceful, productive, and respectful so that everyone can stay focused on our shared purpose.

Arrival and Entry

- You may be dropped off on the playground beginning at 8:30 a.m. but not before.
- The playground is crowded during morning drop-off. You may not throw balls of any kind during morning recess.
- Arrive by 8:45 a.m. each day. Being on time is important to your learning and to the learning of your whole class.
- When the bell rings at 8:40, line up quietly with your class to set the tone for the day. Enter the building silently.
- Proceed to the classroom at a Level 0 Voice Level, be calm and in an efficient manner.
- Organize your materials, supplies, and homework quickly and quietly. Be prepared and ready to learn.
- If you have permission to meet with a teacher before school, you must have a pass and check sign in at the security desk.

Learning Time

- Participate actively in classroom discussions and activities. Contribute positively to the learning environment.
- Be productive, purposeful, and focused on learning.
- Respect and value the contributions of others, and respect individual differences.
- Be friendly and inclusive. Seek ways to help, support, and encourage others.
- Take responsibility for your own learning. Always do your best. Challenge yourself to continue learning and improving.

Lines, Hallways and Stairs

- The hallways are quiet learning spaces. Voice levels in the hallway are 0, silence is golden. Respect the learning of others by being silent in the hallway.
- If you are leaving the classroom for any reason, your teacher will send you with a partner and a pass.
- Line up using voice level 0, silence is golden for all transitions. Be silent when leaving the room.
- Lines must begin within the room, not in the doorway or spilling in to the hallway.
- Transition to and from various locations quickly and quietly.
- While in line, stay near the railing in stairwells so others may pass safely through the middle.
- Walk, don't run.

Dismissal

- Organize materials and homework assignments efficiently.
- Leave the classroom in two quiet, orderly lines at Level 0, silence is golden.
- Maintain a respectful attitude when leaving the building and entering the neighborhood.
- Use caution when crossing streets or alleys.
- If you are staying late to work with a teacher, you must either wait in the office or stay with that teacher during dismissal. You may not wait in the classroom, hall or office without supervision.

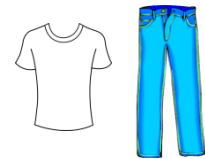
School Wide Rules

- Take care of our school. Keep Sabin clean and treat the school, materials, and equipment with care and respect.
- Show respect to all students and adults.
- Follow adult direction at all times.
- Do not chew gum.
- Follow the school dress code.
- Academic honesty is critical. Plagiarism and cheating are unacceptable.
- Follow the Chicago Public Schools Student Code of Conduct.
- Students in grades 5-8 will have a locker contract.

Dress Code

To help everyone learn, student clothing at school must be modest and not distracting.

- Shorts, skirts, and dresses must be a modest, school-appropriate length. Skirts and shorts cannot be more than two inches above the knee. Clothes must be at least fingertip length when you extend your arm. This rule applies even when tights or leggings are worn.
- Underclothing must be covered, even when bending. Shirts must cover the stomach, even when stretching. When one raises both arms, the shirt must cover the mid-section. Follow the three B's rule.
- Pants must be sufficiently loose-fitting to allow for modesty and comfort. Leggings may only be worn with a top, dress, or skirt that is long enough to cover the seat area.
- No spaghetti strap or halter top shirts or sleeveless shirts or dresses.
- Make-up is not allowed.
- If students are wearing sweaters or sweatshirts, these items **must** also be solid blue or white.
- All clothing worn during the school day **MUST** be predominantly blue and white.
- For special events - assemblies, parties, pictures, spirit days, etc., students are allowed to wear other colors. This will be announced by administration.
- Students are not allowed to wear flip-flops.
- No other pierced jewelry is allowed.
- Earrings are permitted; earrings should not dangle more than two inches. Hoops cannot be bigger than a quarter.
- No clothing or head coverings with inappropriate language, phrases, or designs. No writing on the seat area of pants.
- No gang related symbols, jewelry, or adaptations of clothing.
- Hats may not be worn in the building.
- As a courtesy to those with allergies or asthma, refrain from wearing excessive perfume, cologne, or body spray.
- Follow adult direction related to school-appropriate clothing.



If a student does not adhere to the dress code, we will either call home to request other clothes, ask the student to put on a sweatshirt or sweater, or ask the student to wear alternate clothing provided by the office.

Cell Phone and Personal Electronic Device Policy

Students may not use cell phones or personal electronics in the school building at any time. This includes before, during, and after school. The only exception is for students who need to call parents after school regarding pick-up; those calls must be made in the school office. Students may not use personal electronics at morning or mid-day recess.



While at school, student cell phones and/or electronics must be **turned off** and **in the student's backpack or locker**. The school is not responsible for lost or stolen cell phones, iPhones, iPods, iPads, or electronics. If students violate these rules, the cell phone or electronic device will be taken and held in the office until a parent comes to pick it up. This policy applies to all personal electronics, including (but not limited to):

- cell phones
- iPods/mp3 players/ iPads
- electronic games



Personal laptops, tablet computers, or e-readers may only be used at school with special permission from the office.



Rules for Student Technology Use

The computers and network at Sabin are for school purposes only.

- Use the school computers only for learning or other school-related activities, with adult permission. No personal or recreational use of computers is allowed at school. Computer games are not permitted.
- You may not access your personal email account or other online accounts from the school network.
- Any communication tool (email, discussion areas, blogs, etc.) provided by the school is to be used only for learning. You may not use school accounts for personal or recreational purposes.
- Be responsible. You must report any abuse or misuse of school computers or the Internet.
- Follow adult direction and classroom rules. When using technology, remain engaged in learning. Access to technology is a privilege that will be revoked if misused.
- Unless directed by a teacher, do not change any settings, install software, or download anything on school computers.

All technology use must be respectful and appropriate.

- Use respectful, school-appropriate language in all online communication. Do not threaten or make fun of anyone.

Keep your information private.

- Do not share your last name, address, phone number, or other identifying information. Do not post your name with your picture.
- Do not share your password or student ID number with ANYONE other than your teacher and your parents.

The computers and iPads at Sabin are monitored.

- Remember that CPS may view or read anything you do on school computers/iPads or school-provided accounts. They may search your accounts even if you are absent from school.
- If you are using personal flash drives or portable hard drives on school equipment, CPS has the right to search those devices for security reasons.

Respect copyright laws and do not plagiarize.

- Do not copy the work of others and put your name on it. Paraphrase or quote as instructed by your teacher.
- Give credit to the original author or artist if you are using information, images, or media created by others.
- Do not publish work online that contains images copyrighted by others.

Handle technology carefully and appropriately.

- Always treat technology with care and follow classroom rules for doing so.
- Print only with permission. Do not try to print again if your document didn't print; get adult help.

Consequences of inappropriate use

- Depending on the circumstances, consequences may include a phone conference with parents, loss of computer privileges, a principal conference, an in-school or out of school suspension, or police intervention (for serious abuse, illegal activity, harassment, or bullying).

Please also review the CPS Network Acceptable Use Policy, policy.cps.k12.il.us/documents/604.1.pdf

Nutrition and Wellness

Breakfast and Lunch

All students can participate in Sabin's Grab & Go breakfast as students enter the building. Students have a 45 minute period for lunch and recess. Students may not bring candy or soda to lunch. Due to allergy risk, food may not be traded or shared. All lunches sent on field trips must be peanut and tree nut free. If permitted by the classroom teacher, snacks must be fruits or vegetables only.

Students must take personal responsibility for lunchroom cleanliness and show cooperation and respect toward lunchroom staff. We maintain inside voices at lunch so everyone can enjoy a calm, relaxed meal. Students transition silently between lunch and recess so classrooms can continue learning without disruption.

Lunches are free to all students this year.

Food in the Classroom Policy

Fruits or Vegetables and water only!

Due to administration and parent concerns about child nutrition and the impact of food related allergies on the health and safety of our students, Sabin has created the following policy to limit the presence of food in the classroom. It is anticipated that this policy may need to be reviewed and updated on a regular basis. This policy does not intend to restrict lunches brought by students for their individual consumption in the cafeteria during the lunch period.



- I. Except as provided below, all student parties and celebrations during the regular school day shall be food free. This policy specifically prohibits homemade or store bought foods for birthday, holiday, or similar celebrations.
- II. Per the recommendations by the Illinois State Board of Education, food shall not be used as a reward for academic performance or behavior.
- III. School shall maintain appropriate grade level activities and programs to discuss issues such as hand washing, sharing of foods, and food allergies. Per ISBE and CPS policy, staff are to receive training on food allergies and emergency action procedures every two years.
- IV. Per ISBE's recommendations, if students are to eat lunch off the school campus on field trip days, those lunches are to be peanut and tree nut free. Tree nuts include almonds, walnuts,

cashews, pine nuts, pistachios, pecans, Brazil nuts, chestnuts, hazelnuts/filberts, and macadamia nuts. Products that are processed in a facility that processes nuts are not restricted and can be brought on field trips.

Birthdays

No food or treats are permitted for classroom celebrations. Consider for your child's birthday fruit snacks and 100% juice products or water. We invite you to celebrate by donating a book to the class. The book will be marked with a special birthday nameplate and become part of the classroom library.

Personal invitations to parties or other special events outside of school may not be distributed during the school day. Distributing invitations interferes with learning, especially when some students receive invitations and others do not.

Sending Money to School

When you send money to school, please be sure to send in a sealed envelope. On the envelope, write your child's name, room number, and the purpose of the fee or funds. If you are sending a large amount of money for a fundraiser, please personally bring it to the office (See Ms. Mercado).

Field Trips

Please observe all deadlines for submitting Field Trip money. Money must be collected in advance of the trip and deposited so the office can prepare a check for the venue and/or bus company. Students who miss the deadline for submitting money and permission slips may be unable to participate.

Parent Organizations and Committees

Bilingual Advisory Committee (BAC)

The Bilingual Advisory Committee is a group of parents who have children enrolled in the bilingual program at Sabin. It serves as a liaison between parents and the school administration. At monthly BAC meetings, parents are able to participate in school activities even though their first language may not be English and discuss issues and concerns about their children in the bilingual program.

The committee also sponsors guest speakers who speak to parents in their native language about a variety of issues. Meetings are held monthly in the field house behind the school.

Local School Council (LSC)

Local School Councils were established many years ago as part of school reform in Chicago to provide a measure of local control for each school. The LSC is similar to a board of directors in that its focus is policy and not day to day management of the school. The primary responsibilities of the LSC are: principal evaluation and selection; helping write and revise the Continuous Improvement Work Plan (CIWP); approving the school's budget; and advising on school policies.

The LSC consists of 12 voting members: the Principal, 6 parent representatives, 2 teacher representatives, 1 non-teaching staff and 2 community representatives (who live in the attendance area and do not have children in the school). The parent and community representatives are publicly elected to two year terms by parents and members of the community. Teachers and other staff members are chosen by a poll of the faculty.

The LSC meets once a month in the north lunchroom. The meeting agenda is posted on the main door of the school 48 hours prior to the meeting; any change to the meeting time will also be posted. All meetings are open to the public, and parents and others are welcome to attend. LSC meeting agendas always provide an opportunity for public comments and questions.