



**PARENT HANDBOOK**

**2023–2024**

“Let us remember: One book, one pen, one child and one teacher can  
change the world.” – Malala Yousafzai

**DURKIN PARK ELEMENTARY SCHOOL**  
**8445 S. KOLIN AVENUE**  
**CHICAGO, ILLINOIS 60652**  
**773-535-2322**  
**773-535-2299 (fax)**  
**[www.durkinpark.com](http://www.durkinpark.com)**

**Charles E. Beavers II, Principal**  
**Daisy Hernández, Assistant Principal**

**DURKIN PARK ELEMENTARY SCHOOL**  
**MISSION STATEMENT**

Durkin Park is a supportive learning community responsive to the needs  
of the whole child.

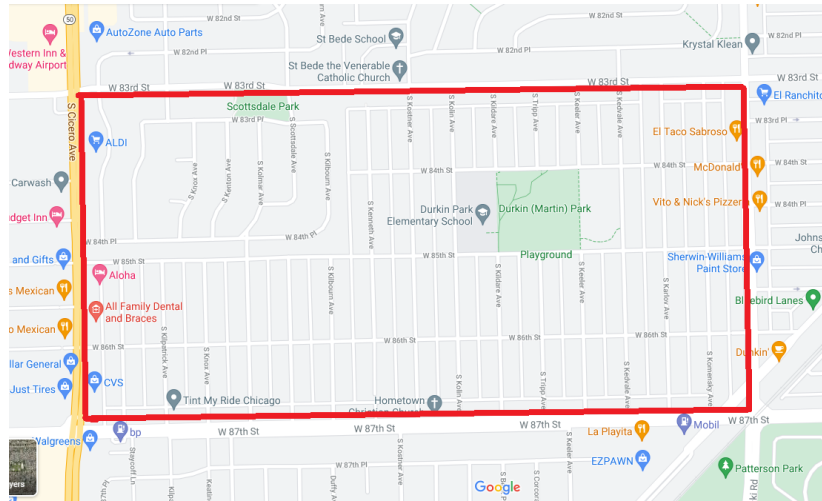
# SCHOOL BOUNDARIES

North: 83<sup>rd</sup> Street (Odd numbers)

South: 87<sup>th</sup> Street (City Limits)

East: Pulaski Road (Even numbers)

West: Cicero Avenue (City Limits)





## STAFF ORGANIZATIONAL CHART 2023-2024

Teacher	Grade	Room	Email
Olivia Camarena	Pre-K	149	ocamarena1@cps.edu
Stacy Ann Sileo	Pre-K	150	sasileo@cps.edu
Jennifer Fleming	Pre-K	151	jalundman@cps.edu
Christina Healy	Pre-K	152	cmhealy@cps.edu
Brigid Jacobsen	Pre-K	153	blberry@cps.edu
Stephanie Pineiros	Kg.	133	spineiros@cps.edu
Nora Balcazar	Kg.	135	nebalcazar@cps.edu
Jennifer Cotter	Kg.	137	jemeyer@cps.edu
Cristina Diaz	1st	132	cdiaz116@cps.edu
Molly Cranley	1st	134	mecranley@cps.edu
Teresa Fitzgibbon	1st	130	tmsajewski@cps.edu
Bonny Wilkinson	2nd	125	bswilkinson@cps.edu
Karina Sotelo	2nd	124	ksotelo12@cps.edu
Rocio Mariscal	2nd	126	rmariscal2@cps.edu
Silvia Tejeda	3rd	127	stejeda@cps.edu
Kathleen Murphy	3rd	131	kmmurphy1@cps.edu
Katherine Ramsden	4th	146	kramsden@cps.edu
Elizabeth Allen	4th	147	elallen@cps.edu
Guillermo Tejeda	5th	102	gytejeda@cps.edu

Luz Santellano	5th	104	lsantellano1@cps.edu
Laura Sauerwein	5th	106	lasauerwein@cps.edu
Therese Brendich	6th	118	tmccarthy2@cps.edu
Sandra Cruz	6th	120	sdponce@cps.edu
Sheila Garvey	6th	123	skgarvey@cps.edu
Jillian Ryan	7th	110	jlwirtz@cps.edu
Luis Rodriguez/Sam Mougette	7th	113	lfrodriguez1@cps.edu
Mary Sauerwein	7th	115	mcsauerwein@cps.edu
Katherine Dugger	8th	112	kadugger@cps.edu
Diane Esquibel	8th	114	dcesquibel@cps.edu
Helena Branch	8th	117	hfbranch@cps.edu
Gina Adamik	PreK SPED	152	gmlaporta@cps.edu
Bret Weissenhofer/Blanca Rodriguez	PreK SPED	151	bmweissenhofer@cps.edu
Katie Moody	PreK SPED	153	kewalsh@cps.edu
Margaret Myren	Primary SPED	139	mmmyren@cps.edu
Katharine Matias	Intermediate SPED	103	kamatias1@cps.edu
Patrick McGrath	Intermediate SPED	103	pwmcgrath@cps.edu
Eugene Oberst	Intermediate SPED	126	erobert@cps.edu
Kathryn Clam	Upper SPED	105	kclam@cps.edu
Alyssa Zdano	Upper SPED	105	azdano@cps.edu
Cara West	Interventionist	127	cmaloney@cps.edu
Marlee Hillock	Interventionist	127	mkhillock@cps.edu
Roshad Tonth	PE	149	rtonth@cps.edu
Angelica Guzman	Tech Coordinator	108	aguzman166@cps.edu
Laura Kelly	Art		lmkelly@cps.edu

Feryal Al-Zubi	Arabic		fal-zubi@cps.edu
Kelly Ranftl	Librarian	140	klranftl@cps.edu
Sarah Jenkins	Music	142	sjenkins26@cps.edu
Ruth McCraney	LPN- Nurse	101	rmccraney@cps.edu
Stephanie Rumbaugh	Social Worker	143	slrumbaugh@cps.edu
Paul Tobolski	Psychologist	143	patobolski@cps.edu
Carolyn Ferguson	Speech	ECE	clferguson1@cps.edu
Kenyatta Cochran	OT	ECE	kcochran5@cps.edu
Diana Trujillo-Torres	PT	ECE	datrujillotorres@cps.edu
Anabel Escobar	SECA- Upper	118	descobar15@cps.edu
Denise Escobar	SECA- Upper	105	descobar15@cps.edu
Emmanuel Ruvalcaba	SECA-Upper	105	edruvalcaba@cps.edu
Nathalie Rodriguez	SECA-Intermediate	103	anrodriguez28@cps.edu
Berenice Aguilar	SECA-Intermediate	103	baguilar@cps.edu
Brandon Barfield	SECA-Primary	124	bobarfield@cps.edu
Samantha Lopez	SECA- Primary	134	slopez200@cps.edu
Maria Rojas	SECA- Primary	139	mdrojas@cps.edu
Ashante Norvell	SECA- Primary	126	anorvell2@cps.edu
Veronica Garcia	SECA- Primary	124	vgarcia181@cps.edu
Corina Hanson	SECA- PK	151	chanson1@cps.edu
Ilse Gallardo	SECA- PK	152	iggallardo@cps.edu
Diane Joliff	SECA- PK	153	djoliff@cps.edu
Miriam Trevino	Teacher Assistant- PK	153	mrtrevino@cps.edu
Jocelyn Rey	Teacher Assistant- PK	152	jreyreyes@cps.edu
Raquel Sotelo	Teacher Assistant- PK	151	rsotelo16@cps.edu

Nancy Rodriguez	Teacher Assistant- PK	149	nrodriguez205@cps.edu
Alexandra Rodriguez	Teacher Assistant- PK	150	ajrodriguez1@cps.edu
Veronica Martinez	Teacher Assistant- 2nd & 3rd	127	vmartinez9@cps.edu
Kerry Whirity	Teacher Assistant- 1st	100	kawhirity@cps.edu
Zayra Jacinto	School Assistant- K	135	zjacinto@cps.edu
Paul Veloso	Security		peveloso@cps.edu
Daniel Quijano	Security		dquijano4@cps.edu
Shanetha Riley	Lunchroom Manager		slriley1@cps.edu
Maria Santiago	Lunchroom Attendant		
Consuelo Zavala	Lunchroom Attendant		
Isidro Sanchez	Lunchroom Attendant		
TBD	Custodian		
Carolina Ayala	Custodian		
Robin King	Custodian		
Cristina	Custodian		
Donnell Clayton	Engineer		dclayton10@cps.edu
Erin O'Neill	Instructional Coach	PE-2	emaloney@cps.edu
Colleen Reynolds	Case Manager/Counselor	136	cmreynolds@cps.edu
Tómas Reyes	ELPT		treyes3@cps.edu
Charles E. Beavers II	Principal	100A	cebeavers@cps.edu
Daisy Hernández	Assistant Principal	109	ddiaz3@cps.edu
Gabriela Calderon	Office Manager	100	gcalderon1@cps.edu
Maria Escobar	Attendance & Office Assistant	100	mescobar@cps.edu

## **OUT OF UNIFORM DAYS 2023-2024**

**1st Friday of every month**

**Spirit Weeks**

**Dec 18th-21st, March 25th-29th, June 3rd-6th**

### **DURKIN PARK ELEMENTARY TENTATIVE SCHOOL 2023-2024 YEAR CALENDAR**

#### **August**

17th Open House

21st First Day of School

28th Star360 & i-Ready BOY Assessments begin

#### **September**

1st Back to School Field Day

4th Labor Day Holiday- **School Closed**

21st First QTR progress reports sent home

22nd Teacher Professional Development Day- **No Classes**

#### **October**

9th Indigenous Peoples' Day Holiday – **School Closed**

20th End of the 1st QTR

26th Parent Teacher Conferences- **No classes**

27th School Improvement Day – **No classes**

31st Durkin Park Harvest Festival (tentative)

## **November**

10th Veteran's Day Holiday- **School Closed**

17th Second QTR progress report sent home

\*20th– 24th Thanksgiving Holiday – **School Closed**

## **December**

20th Holiday Showcase

21st End of 2nd QTR & 2nd QTR report cards sent home

22nd School Improvement Day – **No Classes**

25th-Jan 5th Winter Break- **School Closed**

## **January**

8th Classes Resume

15th Dr. Martin Luther King Day – **School Closed**

16th Star360 & i-Ready MOY Assessments begin

17th ACCESS Testing Begins

## **February**

8th Third QTR progress report sent home

9th Teacher Professional Development Day- **No Classes**

19th Presidents' Day Holiday– **School Closed**

## **March**

11th 3-8th Grade Illinois Assessment of Readiness begins

22nd End of Third QTR

25th-29th Spring Break - **School Closed**

## **April**

1st- School Improvement Day – **No classes**

2nd Classes Resume

10th Parent Teacher Conferences- **No classes**

### **May**

1st Star360 & i-Ready BOY Assessments begin

3rd Fourth QTR progress reports sent home

10th Mothers Day Celebration Event

27th Memorial Day Holiday –**School Closed**

31st 8th Grade Graduation (tentative)

### **June**

5th End of the Year Field Day

6th Kindergarten Promotion (tentative), End of Fourth QTR, Last day of school

## **ATTENDANCE**

It is important that students be regular and punctual in attendance. Children who are not in school miss out on important instructional lessons. Our school will provide students with a quality education but students have to be in school in order to receive that education.

**Please notify the school in the morning, if your children will not be in school, via telephone call to 773-535-2322.** When it is necessary for your child to be excused from school for medical or dental appointments, funerals or a family emergency, please send a note to the teacher. Homework can be picked up in the office at the end of the school day or sent home with another child, if requested.

For the safety of our children, we ask that you come to the office to meet your child for an early dismissal. **Phone calls requesting an early dismissal will not be accepted.** Students will be called upon parent arrival. A parent is requested to sign the early dismissal form. No one will be permitted to leave the building without his/her parent or some other authorized adult. In the latter case, please call the office to inform us who is picking up your child.

**Students who fall below 90% attendance rate without excused absences and/or proper documentation excusing the absence, are subject to home visits by administration and security personnel.**

## **AMENDING HANDBOOK**

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible. Some changes may be made immediately due to unforeseen circumstances.

## **BICYCLES**

Students entering or leaving school property must be completely off their bicycle and walk it to the bike racks where all bicycles must be parked. All bicycles should be secured with locks. The school is not responsible for damage to or theft of bicycles.

## **CELL PHONES**

The use of mobile phones is prohibited at all times when students are in school, or on school grounds. This includes after school programs. Students in grades 3rd-8th are required to turn in their cell phones to their teacher everyday. Collected cellphones will be locked in a secured locker until the end of the day. Students who do not turn in their cell phone will have the device confiscated. Confiscated cell phones will only be returned to a parent or guardian listed in the ASPEN student information system. Smart watches and headphones are also subject to confiscation as determined by staff.

Confiscated devices can be picked up from Mr. Beavers between 7:45 AM - 8:00 AM and 2:45 PM- 3:00 PM.

- If Mr. Beavers is unavailable, parents/guardians will need to wait until the next available time to pick up the device.

Durkin Park School and staff are not responsible for loss, theft, or damage of devices.

## **CHILD ABUSE**

Under Illinois law, school personnel are required to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect. Neglect may include failure to provide necessary food, shelter or medical care. Persons from this department must follow up the call by visiting the child's home. At times they will ask and will be given permission to speak with the child at school. Anyone may report

suspected abuse or neglect. If you know of such a problem, you may call the 24 hour DCFS Hotline at 1-800-252-2873.

## **CHILD CUSTODY/STUDENT RECORDS**

PARENT: A parent is either the natural parent of a child, a court appointed guardian, a foster parent of a child, or an individual acting as a parent in the absence of a natural parent. Because Durkin Park School assumes responsibility for children in the school, it is important that we be notified of any court-sanctioned arrangements regarding custody of and access to children whose parents are divorced and/or separated. Durkin Park School follows the provisions of the *FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)* and permits parents to inspect and review their child's school records. In order to review your child's permanent education records, parents are asked to submit a written request to the principal. In the case of non-custodial parents, the school will provide such parents with access to the school records and other information pertaining to the child, including, medical, dental, and other school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **CLASSROOM ASSIGNMENTS**

Parental requests for a specific classroom assignment for their child/children cannot be honored. Classroom assignments are governed by the number of students in a particular grade. With the exception of principal discretion.

## **CURRICULUM**

The curriculum includes Reading, Language Arts, Mathematics, Science, Social Studies, Social Emotional Learning, Computer Science, Library, Art, Arabic, Music and Physical Education.

## **DISCIPLINE**

Student's behavior will conform to acceptable standards of conduct as established by the principal and the teachers to ensure the school environment is safe for all students. The staff requests parental support in helping maintain appropriate conduct in the school.

Students that fail to abide by the school's discipline policy and engage in disruptive actions will be subject to disciplinary actions. Consequences will include but not be limited to student/teacher conference, parent/teacher conference, detention and suspension. The school follows and will enforce completely the Chicago Public Schools Student Code of Conduct.

## **Bulldog C.A.R.E.**

Bulldogs CARE is a set of school wide expectations created by Mr. Beavers and a team of teachers with the goal of creating a safer, more efficient student environment.

What does CARE mean?

### Commitment

- Commit to a clean and orderly environment

### Accountability

- Account for yourself and your school

### Respect

- Respect others and the school

### Empathy

- Empathize always, imagine if the shoe was on the other foot before you act

How to show CARE in the hallway:

<u>C</u> ommitment	<u>A</u> ccountability	<u>R</u> espect	<u>E</u> mpathy
<ul style="list-style-type: none"> <li>• Wipe your feet before entering the building.</li> <li>• Enter and exit the building through your assigned door.</li> </ul>	<ul style="list-style-type: none"> <li>• Remember to walk. Do not run.</li> <li>• Keep to the right side of the hallway.</li> <li>• When walking with your class, stay with class.</li> <li>• When walking without your class, keep moving towards your destination.</li> <li>• Always have a hallway pass when traveling</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to yourself.</li> <li>• Silent greetings only.</li> <li>• Level 0 noise level in the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>• Be patient, others may move at a different pace than yours.</li> </ul>

	without your class. <ul style="list-style-type: none"> <li>Follow the personal device policy.</li> </ul>		
--	---	--	--

How to show CARE in the restroom:

<u>C</u> ommitment	<u>A</u> ccountability	<u>R</u> espect	<u>E</u> mpathy
<ul style="list-style-type: none"> <li>Keep the toilets, urinals, floors and sinks clean and free of trash and debris.</li> <li>Wash hands with soap and water.</li> <li>Return to class promptly.</li> </ul>	<ul style="list-style-type: none"> <li>Remember only toilet paper and bodily waste belong in the toilet/urinal.</li> <li>Report problems to your teacher</li> <li>Always have a restroom pass when going to the restroom without your classmates.</li> <li>Follow the personal device policy.</li> </ul>	<ul style="list-style-type: none"> <li>Put towels in the garbage.</li> <li>Use an indoor voice.</li> <li>Keep the floor dry.</li> </ul>	<ul style="list-style-type: none"> <li>Allow others privacy.</li> </ul>

How to show CARE in the lunchroom:

<u>C</u> ommitment	<u>A</u> ccountability	<u>R</u> espect	<u>E</u> mpathy
<ul style="list-style-type: none"> <li>Keep your area clean.</li> <li>Throw away your own garbage.</li> </ul>	<ul style="list-style-type: none"> <li>Always sit in your assigned area and stay in your seat.</li> <li>Be role models for others.</li> <li>Follow the personal device policy.</li> </ul>	<ul style="list-style-type: none"> <li>Follow your lunch supervisor's instructions.</li> <li>Use table manners.</li> <li>Respect others' personal space.</li> <li>Use an indoor voice.</li> <li>Keep your body and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Accept other's food choices.</li> <li>Be inclusive.</li> </ul>

How to show CARE outside:

<u>C</u> ommitment	<u>A</u> ccountability	<u>R</u> espect	<u>E</u> mpathy
<ul style="list-style-type: none"> <li>• Always play safe.</li> <li>• Be mindful of others and vehicles.</li> <li>• Report dangers and incidents.</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up and return equipment.</li> <li>• Stay within the designated area outlined by the adult in charge.</li> <li>• Follow the personal device policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow your recess supervisors instructions.</li> <li>• Enter the building quietly - level 0</li> <li>• Keep the area clean.</li> <li>• Use the playground equipment properly.</li> <li>• Use respectful language, no foul language.</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns.</li> <li>• Share equipment.</li> <li>• Always assume positive intentions.</li> </ul>

How to show CARE during assemblies:

<u>C</u> ommitment	<u>A</u> ccountability	<u>R</u> espect	<u>E</u> mpathy
<ul style="list-style-type: none"> <li>• Always play safe.</li> <li>• Be mindful of others and vehicles.</li> <li>• Report dangers and incidents.</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up and return equipment.</li> <li>• Stay within the designated area outlined by the adult in charge.</li> <li>• Follow the personal device policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow your recess supervisors instructions.</li> <li>• Enter the building quietly - level 0</li> <li>• Keep the area clean.</li> <li>• Use the playground equipment properly.</li> <li>• Use respectful language, no foul language.</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns.</li> <li>• Share equipment.</li> <li>• Always assume positive intentions.</li> </ul>

How to show CARE during field trips:

<u>C</u> ommitment	<u>A</u> ccountability	<u>R</u> espect	<u>E</u> mpathy
<ul style="list-style-type: none"> <li>• Being safe.</li> <li>• Stay with your group.</li> <li>• Be a role model.</li> <li>• Listen to the bus driver, tour guide and chaperone.</li> <li>• Stay seated on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite</li> <li>• Follow bus and destination expectations.</li> <li>• Follow the personal device policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times.</li> <li>• Keep hands and feet to yourself.</li> <li>• Use respectful language.</li> <li>• Use an indoor voice.</li> </ul>	<ul style="list-style-type: none"> <li>• Be helpful and take care of others.</li> </ul>

How to show CARE in class:

<u>C</u> ommitment	<u>A</u> ccountability	<u>R</u> espect	<u>E</u> mpathy
<ul style="list-style-type: none"> <li>• Everybody works, nobody quits.</li> <li>• Be prepared for learning.</li> <li>• There is no failure, only first steps toward success.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow class expectations.</li> <li>• Use your time wisely</li> <li>• Be organized.</li> <li>• Turn in your cell phone daily.</li> <li>• Only bring school approved supplies.</li> <li>• No water bottles in classrooms.</li> <li>• Follow the personal device policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect other's personal space and property.</li> <li>• Use school property wisely and carefully.</li> <li>• Return things you borrow to the proper owner.</li> <li>• Clean up your area when you are done.</li> <li>• Demonstrate sportsmanship.</li> </ul>	<ul style="list-style-type: none"> <li>• Accept differences in ideas and opinions of others.</li> <li>• Appreciate each other as individuals.</li> <li>• Be patient and helpful to others as needed.</li> <li>• Be encouraging to others.</li> </ul>

Each individual teacher may also deem it necessary to apply additional rules and procedures as needed in their classroom, hallway, assemblies, etc. During the first week of school, your teacher will send home a notice illustrating her/his classroom expectations.

## REASSIGNMENT GUIDELINES

A reassignment is designed to remove a student from an environment that is not productive to the individual or to the class as a whole.

It is designed, in conjunction with our assertive discipline plan and the Student Code of Conduct, to send a clear message to the student that his/her behavior is unacceptable. In fact, the behavior in question is so out of compliance with classroom expectations that physical removal from the environment is necessary.

A student should complete their assignment in the alternative environment. This new room is free of the distractions and stimuli that led to the student's negative behavior. **A student that is still not following classroom rules may be temporarily removed to receive an intervention by the social worker, counselor, security, or an administrator.**

## EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. The aim of the educational field trip is to have it correlate with class work. A signed permission form from a parent or guardian is required for all field trips. Participation in a field trip is a privilege, not a right. The school reserves the right to deny a student participation in a field trip for failure to meet academic and/or behavioral requirements. **All field trip payments are non-refundable.**

## ELECTRONICS

Non medical electronic devices will not be allowed in school. The school is not responsible for lost or stolen items of any type. **This includes personal items such as, cell phone, laptop/chromebook, smart watch, airpods, ipad/tablet, and handheld game.**

## EMERGENCY CONTACT

It is necessary for the parent to fill out all pertinent information on the emergency form. If any of your children have allergies, are asthmatic or have any health problems, please notify the teacher. Verify the information with your signature and return the form the first week of school.

If your telephone number at home or at work changes during the course of the school

year, be sure to notify the school office.

## ENTRANCE AND DISMISSAL PROCEDURES

The school opens at 7:30 AM each day for breakfast at Door #6. Entrance doors open at 7:45 AM, (unless there is inclement weather). Instruction begins at 7:45 AM and ends at 2:45 PM, please have your child at school no later than 7:45 AM. Children should not arrive earlier than 7:30 AM or remain on the school grounds later than 2:55 PM unless they are participating in a supervised activity. Outdoor supervision will not be provided for students who arrive before 7:30 AM or remain later than 2:55 PM, or students who are at the park. The above procedures are designed for the safety and well being of your children.

**Kolin Ave. will be closed from 7:00-8:15 AM and 2:00-3:00 PM for entry and dismissal times.**

The entry and dismissal Doors are as follows:

Entry & Dismissal		Entrada & Salida	
Grade/Grado	Door/Puerta	Grade/Grado	Door/Puerta
PreK Room 152 & 153	13 (84th ST)	PreK Room 149	15 (Gazebo)
PreK Room 150 & 151	14 (Gazebo)	K and 1st	1 (Kolin Ave.)
2nd & 3rd Grade	7 entry 6 Dismissal	4th Grade	16 (Mobile Parking Lot)
5th	2 (Kolin Ave.)	6th	4 (84th ST)
7th & 8th	3 (Kolin Ave.)	*ONLY PreK & K dismiss at 2:35 PM 1-8th Grade dismiss at 2:45 PM.	

Durkin Park  
Elementary School

Please note the following safety guidelines for all children:

- Please park on 85<sup>th</sup> Street or on 84<sup>th</sup> Street when dropping off or picking up your child(ren).
- Please insist that your child(ren) cross at the corner where security is visible.
- Double parking is very hazardous; do not double park.
- Please use extra caution on rainy and snowy days.
- Do not use the staff parking lot.

At all times the students must obey security. **At no time/under any circumstances are students to cross the street in the middle of the street.** They must cross at designated crossing areas.

## **STRANDED STUDENTS AT SCHOOL**

If, after school, a parent/guardian or person on the student's emergency contact form does not pick up a student who cannot travel home independently, the following steps should be taken:

1. The Principal or the Principal's designee, who must be a member of the professional educational staff of the school building, will remain with the student until the student is picked up by a parent, guardian, or emergency contact OR until a police officer or Department of Family Services Division of Child Protection Investigator (CPI) takes protective custody of the student.
2. School staff shall call the parent or guardian who usually picks up the student. If that person cannot be reached, staff should leave a voice message, if possible, stating, "If the parent, guardian, or emergency contact does not come to the school to pick up the child by 4:00 pm, the school will be obligated to call the Chicago Police Department and the Department of Child and Family Services Hotline to report child neglect." Staff should leave the voice message with all emergency contacts.
3. If by 4:00 pm the parent, guardian, or emergency contact has not been reached and/or no one has come to pick up the student, school staff shall call: a. DCFS Hotline at 1-800-25-ABUSE (252-2873) to report child neglect and b. CPS Student Safety Center at 773-553-3335 to explain that a student is stranded and to provide the student's emergency information.
4. The CPS Student Safety Center shall:
  - a. Continue to attempt to locate the parent, guardian, or emergency contact;
  - b. Arrange for the Chicago department of Family and Support Service to provide transportation if the parent, guardian or emergency contact requires assistance to get to school.
  - c. As a last resort, call 911 to ask the police to come to the school to take protective custody of the student;
  - d. If the police decline to come to the school, advise the Principal or his/her designee that they may transport the student to the local police station, and ask to speak to the Desk Sergeant.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are offered to enrich the educational experience of our students. School-sponsored activities are supervised by faculty, staff, partners, and parents. Students are expected to follow the rules and use appropriate behavior at all times.

Students who engage in misconduct or hurtful behavior, use inappropriate language, or treat others disrespectfully during school hours or during the course of an extracurricular activity may be suspended from participation in that activity. In some instances, a student's misconduct may warrant removal from the activity/team for the remainder of the year. Disciplinary measures are at the discretion of the principal.

In an effort to help students maintain a balance between extra-curricular involvement and their primary work, which is their academic program, we have established the following policy:

- A student will be removed from their extra-curricular activity if he/she receives an "F". The grades will be monitored and once the students bring up the grade he/she will be allowed to resume participating in the activity.
- A student will be suspended or removed from their extra-curricular activity for serious and continuous misconduct.

No student may participate in an extracurricular activity the day of absence from school.

## IMMUNIZATION

The State of Illinois requires that all students entering Kindergarten, sixth grade, High School and those students, regardless of grade, who are new to a school, provide a completed physical examination including proof of updated immunizations. Vision exams are required for students entering Kindergarten or new to a school. Dental examinations are required for students entering Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade. These forms must be completed and returned on the first day of school. Please take care of this parental obligation so your child will not be excluded from school. **According to State Law, all students are subject to exclusion from school beginning in October** if the physical examination and immunization are not on file and up-to-date in the school office.

**Students who are fully vaccinated for COVID-19, which means they have received 2 doses of the vaccine and 2 weeks have passed, should submit proof of vaccination to the school nurse.**

## INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. We ask that you monitor news reports via television and radio stations and school and district communication via email and social media.

School entrance procedures might also be altered during inclement weather. When necessary, all doors will open at 7:30 AM and/or tardies will be given after 8:00 AM.

## **LIBRARY/MEDIA CENTER**

All materials in the Library/Media Center are provided for the benefit and use of the students as stipulated by the following library policy:

Printed materials may be withdrawn from the library for periods of time set at the discretion of the librarian. All materials are to be returned promptly. Students who do not return books on time will not be allowed to withdraw books until overdue books are returned. This is a courtesy to other students awaiting their use and also serves as an avenue of teaching responsibility to the students. The students must pay for damaged and lost books.

## **MEDICATION**

Ordinarily, school personnel will not dispense medication to students, including cough drops, aspirin, etc. unless otherwise noted in their 504 plan. The administration of medication is discouraged during school hours unless it is absolutely necessary. If a physician requires a child to take medication during school hours, the parent must submit the proper documentation to the school nurse.

## **PARENT UPDATE EMAIL**

In an effort to keep the lines of communication open between school and home, a school update letter containing important information will be shared electronically every week by school administration. Please, take time to read the information shared as this is the most up-to-date information regarding school news and events. You can also view this information on the school's website.

## **UNITED PARENTS OF DURKIN PARK**

We currently have 2 active parent committees, the Parent Advisory Committee & Bilingual Parent Advisory Committee.

The Parent Advisory Committee, PAC, exists to enhance home/school communication and to provide enrichment and support for school programs. All Durkin Park School families are encouraged to be active members of the PAC. Information about the PAC meetings will be sent regularly.

The Bilingual Parent Advisory Committee, BAC, is recognized as a standing committee of the Local School Council (LSC). As a standing committee, the BAC reports to the LSC regarding bilingual education issues, updates, and concerns in the school. Elections are held annually for the following positions: President, Vice President, Secretary, Representative, and Alternate Representative.

Candidates for the parent committees must be parents/legal guardians of a student and cannot be a CPS employee, parent mentor, or receive a stipend. The majority (3 of 5) officers elected, including the President, must be a parent/ legal guardian of an active student.

## **PARENTAL CONCERNS (Guidelines)**

A parent/guardian who has a question or concern regarding a situation involving his/her child is urged to follow these guidelines:

- Contact the student's teacher to discuss the concern and work with the teacher to arrive at possible solutions. Appointments with the teacher will be made by writing a note requesting a conference or by calling the school office to make an appointment.
- If the concern cannot be resolved with the teacher, the parent/guardian should then request a conference with an administrator. After discussing the situation with both parties, the administrator will act as a facilitator in making every effort to resolve the issue.

Every effort should be made to resolve questions, concerns, and problems as soon as possible.

## **PERSONAL AND SOCIAL DEVELOPMENT SKILLS**

Personal and social development involves the mastery of many discipline skills. Discipline is not innate; it involves the learning of personal and social competency. Some of the essential skills to be developed are indicated here. Parents are asked to help their children master these skills.

**Between Kindergarten and Grade 2, Durkin Park students will learn to:**

- Share things
- Listen attentively
- Practice self-control
- Work neatly and carefully
- Finish assignments on time

- Practice basic rules of courtesy
- Express ideas in group activities
- Work independently and interdependently
- Ask questions when something is not understood
- Demonstrate respect for authority, other students and property
- Recognize dangerous situations, physically and verbally resist such situations and report such incidents to parents, principal or teachers

**Between Grade 3 and Grade 6, Durkin Park students will:**

- Continue to develop all of the above skills
- Develop leadership skills
- Work cooperatively with others
- Understand and explain reasons for rules
- Use the essentials of good communication
- Care for themselves and their environment
- Select and develop procedures for accomplishing a task
- Make appropriate choices
- Know how to say “NO” to peer pressure

**Between Grade 7 and Grade 8, Durkin Park students:**

- Continue development of all the above skills
- Be self-directing
- Distinguish fact from feelings
- Set own schedules and time limits
- Work with others to resolve problems
- Demonstrate leadership skills

If a child’s behavior or social interactions are problematic, there is usually an underlying cause. Such problems will often affect the student’s ability to learn and the teacher’s ability to teach. It may also affect the entire learning environment of the classroom. It is then the duty of the home and school to intervene and to arrive at the cause and seek a solution. Please be in touch with your child’s teacher if such issues arise.

## **PHYSICAL EDUCATION**

On a student’s P.E. day, they are required to wear the official school P.E. uniform. The P.E. uniform will be the following: Durkin Park P.E. t-shirt, shorts or sweatpants of choice and sneakers. Students dressed in boots and sandals may not participate, which can result in a failing grade for the class.

The uniforms can be ordered at the school website, <http://www.durkinpark.com>. If you have any questions please contact Mrs. Calderon at 773-535-2322.

## **STUDENT MEDIA CONSENT**

Durkin Park adheres to the CPS Policy on photographing and recording students. A consent form allowing your child to have his/her picture taken or be a part of a video done for school will be sent home the first week of school. It must be signed and returned in order for your child to have his/her likeness copied. The images and videos may be shared online via the school website and or through Durkin Park social media accounts.

## **PROGRESS REPORTS/REPORT CARDS**

Report Cards will be issued at the end of each quarter and Progress Reports are sent home the fifth week of each quarter. This is a means of informing the parents/guardians of the student's progress in each subject. These reports should be expected on the following dates and returned to the teacher within two (2) days:

<u>Progress Reports</u>	<u>Report Cards</u>
September 21, 2023	October 26, 2023*
November 17, 2023	December 21, 2023
February 8, 2024	March 22, 2024*
May 3, 2024	June 6, 2024

\* Are designated as report card pick-up days (Parent/Teacher Conference). If a conference is needed for any other time, please call the school office for an appointment.

### **GRADING SCALE:**

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 & Below

## **RECOMMENDATIONS**

Requests for recommendations from teachers and administration must be submitted in writing and a two week allowance must be given for completion.

## **CPS PROMOTION POLICY**

We follow the Promotion Policy adopted by Chicago Public Schools. You can view the policy [here](#).

## **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Meal Program applications will be sent home at the beginning of the school year. You will be notified of CPS Guidelines. Breakfast is available for all students at no charge. Durkin Park's breakfast door #6 opens at 7:30 AM.

Every student has a lunch period beginning at 10:30 AM and ending at 1:10 PM. Home lunches must be brought with students at the beginning of the school day. We cannot accept home lunch drop offs during the school hours.

## **SCHOOL SECURITY**

All visitors should use the main entrance, which is Door #1, to enter the building. The school security will greet visitors at the security desk. Security will ask for an ID to issue a pass. When leaving the building, the visitor must sign out and return the pass. For our children's safety, it is important to know who is in the building at all times. School doors remain locked during school hours and a security system will admit visitors only through the main front doors. Students are not allowed to open the door for visitors.

## **SEARCH AND SEIZURE**

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct.

While lockers, desks, and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks, and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct

inspections of these areas at any time, with or without the students present, in order to fulfill the school's responsibility of maintaining proper safety, control, and management of the school.

All property of the school, including students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property. Only when given reasonable suspicion, Durkin Park security is subject to search students and their possessions.

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

## **SERVICE**

Service to others is one way children learn to become responsible and caring community members. Each classroom participates in service projects during the year, either as a class or in conjunction with all-school projects.

## **STANDARDIZED TESTING**

Students in grades third through eighth are assessed in Reading and Math on the Renaissance Star360 exam. Students in grades Kindergarten through second are administered the i-Ready assessments. These achievement tests are important indicators of a student's progress in basic mastery of grade level skills.

The teachers use the results of these tests in their instructional planning. Tests indicate academic strengths and are good measures of academic growth.

Parents are cautioned, however, to understand that test results are only one indication of the child's learning potential. These results must be placed in the context of the child's day-to-day output in the classroom.

## STUDENT FEES

Student fees for the 2023-2024 school year are \$40 dollars for one student and \$20 each additional student as approved by the Local School Council. All fees go back to provide student services and defray student costs. The student fee is essential to help support the daily operation of the school. It is important for school families to understand the need to pay the student activity fee. Failure to pay school fees by **September 1, 2023** will result in the following restrictions taking affect:

1. Higher fees for buses on field trips
2. Inability to participate in extracurricular activities
3. Inability to participate in FriYAY and School-wide celebrations.

## STUDENT ILLNESS AND ACCIDENTS AT SCHOOL

If a child becomes ill or suffers an injury during the school day, students will be assessed by the school nurse. The nurse will notify the student's parents. It is necessary to have all available emergency information on file in case no one can be contacted at home. In a serious emergency, if parents, guardians or emergency contacts cannot be reached, 911 will be called to assist. Children frequently come to school not feeling well and arrangements have to be made for them to go home. **If a child is sick in the morning, the school expects the student to remain home for the day.**

## TECHNOLOGY

Durkin Park School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in our school by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of the school setting. Durkin Park School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. Parents/guardians will be expected to read, sign, return and adhere to the Chicago Public Schools Internet Acceptable Use Policy and Chicago Public Schools Uniform Discipline Code.

## TELEPHONE USE

The school telephone is installed for official business ONLY. Students may use the school phone only in an emergency, and only with the permission of the teacher AND office personnel. The school clerk may take a message and deliver it to the proper person. The office personnel will handle emergency calls.

## TEXTBOOKS

School books will be issued to students at the beginning of the school year. The books are the property of the school and must be returned in the same condition they were issued. Care of schoolbooks and property is to be exercised at all times. If any book is lost, damaged or defaced, the students must pay the cost of the new textbook. Fees for damaged books will be prorated based on the age of the text.

## UNIFORMS

Part of a student's growth process is learning to dress appropriately; therefore, cleanliness and proper grooming are expected of each student. The complete uniform is to be worn to school by all students in Grades K-8.

The school uniform consists of a gray collared shirt/polo shirt, black bottoms and appropriate footwear. Students will only be allowed to wear P.E. uniforms on gym days. Students may not wear hooded sweatshirts, hats, headgear or clothing emblazoned with insignia of any kind other than the school's name.

Students not in uniform will be issued the following infractions-

- 1st infraction, verbal warning and note home to be signed.
- 2nd infraction, alternative lunch and recess.
- 3rd infraction, after school community service and mandatory parent conference.

Throughout the school year, students have opportunities to come to school in non-uniform clothing. On these days if a student chooses not to participate, he/she will be required to wear the school uniform. Skin should only be exposed from the elbows to fingertips, knee to ankle and neck to top of the head.

## UNIFORM POLICY GRADES K-8

- **Shirts** – Gray uniform polo shirt with a collar (**NO LOGOS**). Shirts must be long enough to be tucked in.

- **Bottoms**– Black pants, jeans, skirts (must be knee length), or shorts (must be knee length). **Bicycle shorts are not permitted.**
- **Sweaters** – Durkin Park School sweatshirt or Durkin Park jacket.
- **Gym Days Only** – Durkin Park P.E. T-Shirt, sweatpants or shorts and sneakers.
- **Headcovering** - Culturally, medically, or religiously appropriate head coverings are permitted.

All clothing must fit APPROPRIATELY – No mid-riff, tight, low-cut, see-through or oversized clothing.

**Not Permitted (ACommunity Buy Back Referral WILL BE ISSUED)**

- **Tank tops and/or spaghetti strap tops.**
- **Midriff and/or cutoff shirts that expose the belly button.**
- Clothing that is transparent.

## VACATION

Vacations should be scheduled around school non attendance dates. **The CPS calendar has been provided with the student non-attendance dates.** Students will have limited opportunities to make up work during extended vacation dates. You can view the CPS 2023-2024 calendar [here](#).

Student absences during vacation dates will NOT be excused and may affect their academic and attendance performance.