



PARENT HANDBOOK

2024–2025

“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

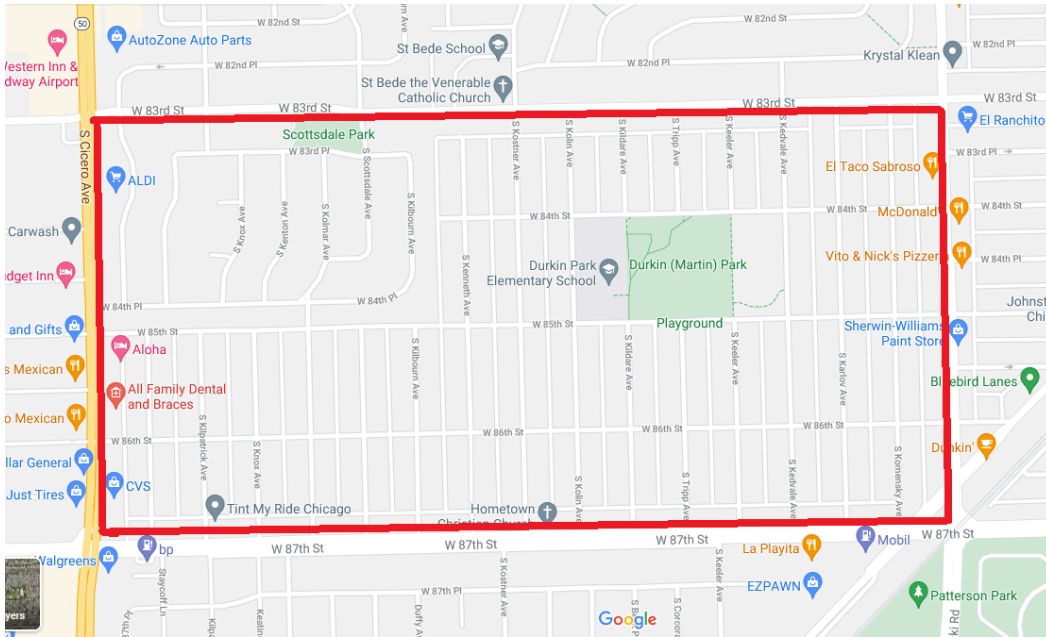
Charles E. Beavers II, Principal
Daisy Hernández, Assistant Principal

DURKIN PARK ELEMENTARY SCHOOL MISSION STATEMENT

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

2024-2025 SCHOOL BOUNDARIES

North: 83rd Street (Odd numbers)
South: 87th Street (City Limits)
East: Pulaski Road (Even numbers)
West: Cicero Avenue (City Limits)





STAFF ORGANIZATIONAL CHART 2024-2025

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

Elizabeth Allen	4	147	elallen@cps.edu
Luz Santellano	4	148	lsantellano1@cps.edu
Guillermo Tejada	5	102	gytejeda@cps.edu
Laura Sauerwein	5	106	lasauerwein@cps.edu
Therese Brendich TAT- Jennifer Johnson	6	110	tmccarthy2@cps.edu
Sandra Cruz	6	113	sdponce@cps.edu
Sheila Garvey	6	115	skgarvey@cps.edu
Anthony Juggan	7	118	ajuggan@cps.edu
Luis Rodriguez TAT- Sam Mougette	7	123	lfrodriguez1@cps.edu samougette@cps.edu
Mary Sauerwein	7	120	mcsauerwein@cps.edu
Kathryn Clam	8	112	kclam@cps.edu
Diane Esquibel	8	114	dcesquibel@cps.edu
Helena Branch	8	117	hfbranch@cps.edu
Gina Adamik	PK DL	152	gmlaporta@cps.edu
Katie O'Hearn	PK DL	151	kohearn@cps.edu
Brett Weissenhofer	PK DL	150	bmweissenhofer@cps.edu
Katie Moody	PE DL	153	kewalsh@cps.edu
Margaret Myren	Primary DL Resource	139	mmyren@cps.edu
Patrick McGrath	Primary DL Inclusion	124	pwmcgrath@cps.edu
Manuel Cruz	Intermediate DL	104	macruz14@cps.edu
Eugene Oberst	Intermediate DL	104	eroberst@cps.edu
Alyssa Zdano	Upper DL	105	azdano@cps.edu
Abby Hogan	Upper DL	105	aehogan@cps.edu
Yesenia Carapia	Upper DL	103	yrcarapia@cps.edu

Jill Ryan	Interventionist 5-8	142	jlwirtz@cps.edu
Marlee Hillock	Interventionist K-4	142	mkhillock@cps.edu
Roshad Tonth	PE	149	rtonth@cps.edu
Emmanuel Ruvalcaba	PE	149	edruvalcaba@cps.edu
Angelica Guzman	Tech Coordinator	108	aguzman166@cps.edu
Laura Kelly	Art	Link	lmkelly@cps.edu
Hanin Abukhas	Arabic	Link	
Kelly Ranftl	Librarian	140	klranftl@cps.edu
Cara West	Case Manager	142	cmaloney@cps.edu
Ruth McCraney	LPN- Nurse	101	rmccraney@cps.edu
Shundra Robinson	CSN	101	srobinson42@cps.edu
Stephanie Rumbaugh	Social Worker	143	slrumbaugh@cps.edu
Erin Winczo	Psychologist	143	ewinczo@cps.edu
Carolyn Ferguson	Speech Pathologist	ECE	clferguson1@cps.edu
Danielle Childs	Speech Pathologist	ECE	drchilds1@cps.edu
Kenyatta Cochran	Occupational Therapist	ECE	kcochran5@cps.edu
Diana Trujillo-Torres	Physical Therapist	ECE	datrujillotorres@cps.edu
Anabel Escobar	SECA- Upper		descobar15@cps.edu
Denise Escobar	SECA- Upper		descobar15@cps.edu
Berenice Aguilar	SECA-Upper		baguilar@cps.edu
Alexandra N. Rodriguez	SECA-Intermediate		anrodriguez28@cps.edu
Jasmine Nammari	SECA- Intermediate		jnammari@cps.edu
Ilse Gallardo	SECA- Intermediate		iggallardo@cps.edu
Vontique Jackson	SECA- Intermediate		vjjackson4@cps.edu
Maria Rojas	SECA- Intermediate	139	mdrojas@cps.edu

Ashaunte Norvell	SECA- Intermediate		anorvell2@cps.edu
Veronica Garcia	SECA- PK	150	vgarcia181@cps.edu
Corina Hanson	SECA- PK	151	chanson1@cps.edu
Samantha Lopez	SECA- PK	152	slopez200@cps.edu
Diane Joliff	SECA- PE	153	djoliff@cps.edu
Miriam Trevino	Teacher Assistant- PE	153	mrtrevino@cps.edu
Jocelyn Rey	Teacher Assistant- PK	152	jreyreyes@cps.edu
Raquel Sotelo	Teacher Assistant- PK	149	rsotelo16@cps.edu
Kerry Whirity	Teacher Assistant- PK	151	kawhirity@cps.edu
Nancy Rodriguez	Teacher Assistant- PK	150	nrodriguez205@cps.edu
Alexandra Rodriguez	Teacher Assistant- K/1		ajrodriguez1@cps.edu
Maria Escobar	Attendance & Teacher Assistant	100	mescobar@cps.edu
Veronica Martinez	Restorative Justice Coordinator	Link	vmartinez9@cps.edu
Paul Veloso	Security	Door 2	peveloso@cps.edu
Daniel Quijano	Security	Door 1	dquijano4@cps.edu
Isabel Perez	Support Staff	100	iperez121@cps.edu
Shanetha Riley	Cafeteria Manager		slriley1@cps.edu
Maria Santiago	Cafeteria Attendant		
Consuelo Zavala	Cafeteria Cook		
Joshua Smith	Cafeteria Porter		
Carolina Ayala	Custodian		
Dylan	Custodian		
Donnell Clayton	Engineer		dclayton10@cps.edu
Erin O'Neill	Instructional Coach	P-2	emaloney@cps.edu

Colleen Reynolds	Counselor	136	cmreynolds@cps.edu
Tómas Reyes	ELPT	Link	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

DURKIN PARK ELEMENTARY
TENTATIVE SCHOOL 2024-2025 YEAR CALENDAR

August

22 Back to School Night

26 First Day of School

September

2 Labor Day Holiday- **School Closed**

3 Star360 & i-Ready BOY District Assessments Start

6 Back to School Field Day

9-12 Afterschool Parent Nights

26 First QUARTER progress reports sent home

27 Teacher Professional Development Day- **No Classes**

October

1-31 Principal Appreciation Month

1 Principal Coffee Talk

2 National Custodian Day

10 Literacy Night

14 Indigenous Peoples' Day Holiday – **School Closed**

16 School Picture Day Grades PE-7

18 Family Movie Night

25 End of the 1st QTR

31 Durkin Park Harvest Festival (tentative)

November

4 First QUARTER Parent Teacher Conferences- **No classes**

5 Election Day – **No classes**

14 Math Night

20 ESP Appreciation Day

22 2nd QUARTER progress report sent home

25-29 Thanksgiving Holiday – **School Closed**

December

3 Principal Coffee Talk

13 Holiday Showcase

16-20 Spirit Week

23- January 3 Winter Break- **School Closed**

January

6 Classes Resume

7 Principal Coffee Talk

13 Star360 & i-Ready MOY District Assessments Start

15 ACCESS Testing Starts

16 Science and Civics Night

17 End of 2nd QUARTER

20 Dr. Martin Luther King Day – **School Closed**

21 School Improvement Day – **No Classes**

24 2nd QUARTER report cards sent home/ 1st Semester Awards

February

3-7 Counselor Appreciation Week

4 Principal Coffee Talk

13 DL/EL Night

14 3rd QUARTER Progress Reports sent home

17 Presidents' Day Holiday– **School Closed**

25 Teacher Professional Development Day- **No Classes**

March

1-31 National Social Worker Month

3 3rd-8th Grade Illinois Assessment of Readiness Starts

4 Principal Coffee Talk

10 5th & 8th Grade Illinois Science Assessment Starts

17-21 Spirit Week

21 End of 3rd QUARTER

24-28 Spring Break - **School Closed**

31 School Improvement Day- **No Classes**

April

1 Parent Teacher Conferences- **No classes**

2 Classes Resume

7-11 Assistant Principal Appreciation Week

18 Teacher Professional Development Day- **No classes**

23 Clerk Appreciation Day

25 Father & Daughter Dance

May

2 4th QUARTER progress reports sent home/Mother & Son Bowling

5 Star360 & i-Ready BOY District Assessments Start

5-9 Teacher Appreciation Week

6 Principal Coffee Talk

7 National Bike to School Day

9 Mother's Day Celebration

12-16 Nurse Appreciation Week

26 Memorial Day Holiday –**School Closed**

June

9 8th Grade Graduation (tentative)

11 End of the Year Field Day

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

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.

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.

EARLY DISMISSALS-

For the safety of our children, we ask that you come to the main office to meet your child for an early dismissal. Early dismissals are not allowed in the Early Childhood building or Mobile building.

Phone calls requesting an early dismissal will not be accepted. Students will be called upon parent arrival and escorted to the main office. A parent is requested to sign the early dismissal log. 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.

CHRONIC ABSENTEEISM-

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.

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. For the purpose that 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, Civics, Social Emotional Learning, Computer Science, Library, Art, Arabic, Health 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"> ● Wipe your feet before entering the building. ● Enter and exit the building through your assigned door. 	<ul style="list-style-type: none"> ● Remember to walk. Do not run. ● Keep to the right side of the hallway. ● When walking with your class, stay with class. ● When walking without your class, keep moving towards your destination. ● Always have a hallway pass when traveling without your class. ● Follow the personal device policy. 	<ul style="list-style-type: none"> ● Keep your hands and feet to yourself. ● Silent greetings only. ● Level 0 noise level in the hallway. 	<ul style="list-style-type: none"> ● Be patient, others may move at a different pace than yours.

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

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

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

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

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

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

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.

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 at your earliest convenience.

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 Doors

Grade/Grado	Door/Puerta	Grade/Grado	Door/Puerta
PreK Room 152 & 153	13	PreK Room 149	15
PreK Room 150 & 151	14	4th	16
K and 1st	1	5th	2
2nd and 3rd	Door 7- Entrance Door 6- Dismissal	7th	4
6th	2	8th	3

Durkin Park
Elementary School

PreK and K dismissal 2:35 PM
1-8 Grade dismissal 2:45 PM

Please note the following safety guidelines for all children:

- Please park on 85th Street or on 84th 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 or obstruct traffic.**
- Please use extra caution on rainy and snowy days.
- **Do not use the staff parking lot to drop off your child or as a walkway.**

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

EXTRA-CURRICULAR (CPS Sports) 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 and per the teacher's behavior contract.

CELL PHONES are not permitted during practice times, while students are still in school.

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, 2nd and 6th 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.

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 for student arrival and recess will be held indoors.

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.

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.

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 and parents must report to the main office upon arrival. If a physician requires a child to take medication during school hours, the parent must submit the proper documentation to the school nurse. Students are not allowed to carry medicine in their backpacks, such as aspirin pills, cough syrup, or antibiotics. Such medications will be confiscated by school personnel and consequences will be given accordingly.

PARENT NEWSLETTER

In an effort to keep the lines of communication open between school and home, a school newsletter 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 in respective order:

1. 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.
2. If the concern cannot be resolved with the teacher, the parent/guardian should then request a conference with an administrator by calling the main office to schedule an appointment. 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 black sweatpants and sneakers. **Students dressed in inappropriate shoes 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.

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 26, 2024	November 4, 2024*
November 22, 2024	January 24, 2025
February 14, 2025	April 1, 2025*
May 2, 2025	June 12, 2025

* 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

CPS PROMOTION POLICY

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

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.**

RECOMMENDATIONS

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

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 SAFETY & SECURITY

All visitors should use the main entrance, which is Door #1, to enter the building. Visitors are not allowed to enter the building through other doors, unless previously authorized or escorted by school personnel. 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.

STANDARDIZED TESTING

Students in grades 3rd through 8th are assessed in Reading and Math with the Renaissance Star360 exam. Students in grades Kindergarten through 2nd 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.

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.

STUDENT FEES

Student fees for the 2024-2025 school year are \$50 dollars for one student and \$25 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 6, 2024** 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.**

SCHOOL 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.

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 Student Code of Conduct.

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. **Non approved Durkin Park school gear- such as homemade Durkin Park clothing and clothing purchased from online stores with the school logo or name is prohibited.**

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. Mrs. Calderon accepts donations of gently used school uniforms.

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.

Not Permitted (A Community 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.**
- **Non approved Durkin Park school gear- such as homemade Durkin Park clothing and school clothing purchased from online stores.**
- **Footwear- Crocs, Slides, Flip Flops**

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 2024-2025 calendar [here](#).

Student absences during personal vacations will NOT be excused and may affect their academic and attendance performance.

END OF HANDBOOK

This handbook has been prepared by Durkin Park's administration. Should you have any questions or concerns regarding the information provided here please contact us at durkinparkes@gmail.com.