

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

### **Beard School**

6445 W. Strong St. & 4846 N. Natchez Ave.  
Chicago, IL 60656

Website:

<http://www.beard.cps.edu>

Main Office: 773-534-1228

Fax: 773-534-1247

Principal: Manda Lukic

Assistant Principal: Joan Hoyle Lynch

### **Student Hours:**

7:30am – 2:30pm full day

7:30-10:05 AM preschool

11:55-2:30 PM preschool

### **Beard School Vision Statement:**

Beard School provides students Preschool through 3rd grade, with intensive early childhood academic support along with behavior interventions so that students can be successful when they transition to their next school setting.

### **Beard School Mission Statement:**

Our mission is to provide students a common core aligned academic curriculum with high quality instruction through a supportive and safe environment. Holding high expectations for all students, staff will work to increase student achievement and achieve desirable student behaviors. With a highly trained and dedicated staff, Beard will utilize innovative and effective practices that ensure students have maximum opportunities to achieve established standards. This will be accomplished through intensive staff professional development and a highly developed level of collaborative school and parental partnership.

### **Beard School Colors:**

Blue and White

### **Beard School Mascot:**

Beard Bear

### **Behavioral Expectations:**

“Be Safe, Be Kind, Be Responsible”

### **Beard Attendance Expectations:**

Attendance Rate of 95%

### **3 CIWP Priorities of Beard School:**

**Instruction** - The teachers have finely honed instructional skills. They can shift from one approach to another as the situation demands by carefully monitoring the effect of their teaching on student learning. They seamlessly incorporate ideas and concepts from other parts of the curriculum into their explanations and activities. Their questions probe student thinking and serve to extend understanding. They promote the emergence of self-directed learners.

**Relational Trust** - The school is characterized by high levels of relational trust - the “glue” or the essential element that coordinates and supports the processes essential to effective school improvement -between all school participants. Interactions, both between the teacher and students and among students, are highly respectful, reflecting genuine warmth and caring. Students contribute to high levels of civility. Interactions are sensitive to students as individuals, appropriate to the ages and development of individual students, and to the context of the class. The net result of interactions is that of academic and personal connections among students and adults.

**Restorative Approaches to Discipline** -The school is characterized by having and implementing policies and procedures that emphasize proactive, instructive, and restorative approaches minimizing punitive consequences. Discipline practices primarily focus on shaping behavior as opposed to punishing behavior. The school only uses out-of-school suspension as a last resort and utilizes a systems-change approach to bring about a more restorative culture. The school is also characterized by strong and consistent school and classroom climates. The school reinforces positive behaviors and responds to misbehaviors in calm, respectful, and thoughtful ways, teaching students important

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

social and emotional skills that enable them to get along with others, make responsible decisions, and

focus on learning. When misbehavior occurs, the school seeks to understand the underlying reasons (root cause) in order to design a response that effectively changes student behavior using a menu of instructive, corrective and restorative responses.

### Angel Sense

If you have a GPS safety tracking device on your child, such as "Angel Sense," you are required to let the school staff know and obtain permission in order to use the device at school. Please know that you do not have permission to record without staff consent. We ask that the listen in feature be turned off during the school day to respect the privacy of other students in the class. Please schedule a meeting with the administration to determine your child's needs and if the device should be left on or not.

**Illinois wiretapping law** (also called the *Illinois eavesdropping law*) means that Illinois is a "two-party consent" state. Illinois made it a crime to use an "eavesdropping device" to overhear or record a phone call or conversations without the consent of all parties to the conversation. The law defined an "eavesdropping device" as "any device capable of being used to hear or record oral conversation or intercept, retain, or transcribe electronic communication whether such conversation or electronic communication is conducted in person, by telephone, or by any other means." Our goal is to make sure that everyone is working in accordance with the law.

### Arrival and Dismissal Procedures/Locations

School start and dismissal time is 7:30am-2:30pm. Half day preschool times are 7:30-10:05am and 11:55-2:30pm. Teachers will open the school doors promptly at 7:30am. Students and parents will not be allowed into the building prior to 7:30 daily.

1. DO NOT LEAVE YOUR CHILD UNATTENDED IN THE PLAYGROUNDS or IN FRONT of the school.
2. If you are tardy and the doors have closed, please bring your child around to the main

3. entrance DOOR 1. Your child will be marked tardy and someone from the office will escort your child to their homeroom.

### Arrival and Dismissal Doors

Classroom Number	Door Number	Door Number located on this street
<b>Half Day Preschool Programs Main Building</b>		
Session 1: 7:30-10:05am Session 2: 11:55-2:30pm		
119, 121	1	DOOR 1 is on Strong Street
117	11	DOOR 11 faces Nashville Street
<b>Preschool Main Building</b>		
7:30am-2:30pm		
110, 111, 112	4	DOOR 4 is on Natchez Ave.
<b>Preschool Annex Building</b>		
7:30am - 2:30pm		
201, 202, 203, 204, 205	12	DOOR 12 walk from Natchez St. to west end of building, is after the courtyard
206, 207, 208, 209, 210	13	DOOR 13 is on Natchez Street
<b>K, 1, 2, 3 Main Building</b>		
7:30am - 2:30pm		
105, 106	2	DOOR 2 is on Strong Street
104	7	DOOR 7 in courtyard
113, 115, 120, 122, 123, 125	1	DOOR 1 is on Strong Street - Class room numbers are painted on sidewalk

### Assessments

Assessments are data tracking tools in which teachers progress monitor student success. Based on this data, instructional strategies are implemented. All assessments will be appropriate for the grade level of each student. The school will use many assessments throughout the year, however two primary tools include the following.

#### Preschool students:

The Teaching Strategies Gold (TSG) is an authentic ongoing observation-based assessment system that helps a teacher assess preschool students in 9 domains of a child's developmental and academic growth. It creates a developmental profile of each child that utilizes scaffolding to plan their learning. Results of assessments are shared with parents at parent teacher conferences and at the end of the school year.

#### K to 3<sup>rd</sup> grade students:

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

The Student Annual Needs Determination Inventory (SANDI) is a specially designed comprehensive summative assessment for students with disabilities. We utilize the SANDI subtests in Reading, Communication, Math, Social Emotional Growth and Writing to drive student IEPs. This assessment assists teachers and IEP teams in identifying areas of need, aligns needed areas to state standards, guides IEP goal writing, and ensures access to standards-based instruction through evidence-based best practices. Results of assessments are shared with parents at parent teacher conferences and at the end of the school year.

### **Attendance Plan**

Beard School currently has an attendance rate that is far below the district's required 95% expectation. There is a correlation to student success that is related directly to the student's attendance rate. As a school, we need to look at promoting daily attendance and punctuality to ensure that our students are as successful as they can be. The Beard School plan has been developed to ensure that all parents are doing the best that they can to ensure they make every attempt at sending their children to school daily.

Each time your child is absent, an absence note is required to be returned back to the school. Send a note to the school that has the student's name, room number, date(s) of absences, your signature and reason why your child was absent. The note will be entered into the computer by staff. If one of the reasons listed below is provided, the absence will change from unexcused to an excused absence. If the reason why your child's absence is not listed below, then the absence will remain unexcused. All absences are **unexcused** until a parent note with a signature is returned.

Excused absences include:

- student illness
- observance of a religious holiday (absence note is required)
- death in the immediate family
- family emergency
- circumstances which cause reasonable concern to the parent for their child's safety

or health (must be approved by the principal)

- other situations beyond control of the student (as determined by the principal)

Parents should not take vacations and trips during the school year. **Vacations will all be "unexcused absences."** Truancy letters will be sent home for **unexcused absences.** Vacations should be taken during the summer, winter and spring break sessions.

Student attendance is required daily from 7:30-2:30pm for all Beard Students enrolled. **There is no part time school available for students at Beard. Half Day programs are only provided to students in preschool half day programs. For full day programs, full attendance is required.**

Students that attend therapy sessions are considered absent. If this must happen, please send a copy of the doctor's/physician's order for therapy so that it can be added to the students attendance file.

### **Tier 1: Students with 0-3 days absent**

1. **Separate communication will be going home to all families regarding COVID policies for this year. Policies will be posted on the Beard School website and updated as needed or defined by the Chicago Health Department. Beard School is a school that will follow all Chicago Public School directed policies.**
2. Send your healthy child to school only.
3. **Students must be fever free, medicine free and diarrhea free for 24 hours before sending students back to school. Students should not be sent to school if they have any covid symptoms.**
4. Make attendance count daily. "Send your healthy child to school every day." This will

3

\*POLICIES ARE SUBJECT TO CHANGE BASED UPON CDC AND CPS COVID RELATED GUIDELINES\*

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

- be posted across the top of the school website through a scrolling message.
- All students will be offered programming utilizing Moving Forward learning gap afterschool programs that will help support unfinished learning for a student.
  - Signs with the attendance rate expectation of 95% will be posted throughout the school all year long.
  - Beard attendance contracts will be signed by all families at registration into Beard and at the beginning of each IEP meeting.  
**Students will strive to maintain at least a 95% or higher attendance rate all year, with no tardies and no early dismissals.** All incoming and new families will also sign the contract as they enroll into the school.
  - Any communications regarding attendance between the teacher and the parents/guardians will be sent to the attendance coordinator to be kept in the main office.
  - The Attendance Coordinator will call the home of each student that is marked absent daily and will keep a running log of each student and why they are absent for the day. **During the phone call, interventions for improvement of student attendance will be provided.** The AC will also ensure that parents sign and return back to school the "absence excuse notes." Once returned, the AC will input data into the computer. The AC will also make sure that all students remain on track towards a 95% attendance rate.
  - Beard will sponsor many fun student engagement activities throughout the year that will support student attendance. We will schedule activities around bubble days, which are high days of absence likelihoods.
  - Beard will develop an Attendance plan, a Celebration plan, and have attendance goals of 95% posted throughout the school and on the parent bulletin board in the main hallway. Attendance expectation rates will also be in the student parent handbooks and downloadable from the school website.
  - CPS will make daily robo calls to the student's home if an absence is reported by the teacher on the computer. There is no opting out from this attendance feature.
  - Principal will post on Seesaw attendance reminders to all parents reminding them how important it is to send their child their healthy child to school daily.
  - Robo calls will be issued to students that are absent for the day.
  - Beard School will post on the school website a parent / student engagement calendar which informs families of engagement dates. Involved families lead to student success. This will include parent monthly meetings, school related functions and events, and individual parent meetings. Bubble days which are at high risk for student absences will have special fun activities taking place to promote student attendance and promote school spirit weeks.

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

16. The student attendance rate for each child will be discussed by the teacher at every parent teacher conference and by the case

manager at every IEP meeting held at the school. All children will be encouraged to attend school daily. Student attendance rates will be printed on the back of report cards for those students that receive them.

17. The Beard School staff will be using Second Step to improve student's overall quality experiences at the school. This will motivate students to attend daily.
18. Beard will utilize Positive Behavior Intervention Supports (PBIS) to create a positive learning climate that encourages all students to come to school. (Be Safe, Be Kind, Be Responsible)
19. The Principal will share school wide attendance data records with the LSC through the principal report and staff members on a monthly basis. The counselor will share with the staff a copy of the attendance records on a regular basis.

### **Tier 2: Students with 4-9 days absent**

1. The development of an "individualized attendance plan" is for students that have **4-9 unexcused absences**. Parents that return absence notes (that are legitimately excused by CPS policy) do not have to have an individualized attendance plan in place.
2. Referral to a Moving Forward learning gap program afterschool that will help support unfinished learning for the student.

3. Absence notes will serve as attendance plans for all Tier 1 interventions (0-3 days.) For 4-9 days of unexcused absences, and no absence notes, homeroom teachers will reach out to parents to find out why a student has not been coming to school. This documentation will be sent to the Attendance Coordinator of Beard.

4. Teachers will either discuss with families through phone calls, have a meeting, or use electronic communication to contact families. Teachers will send all electronic forms of communication to the attendance coordinator.

5. An attendance plan is designed for students **that are not medically ill or attending weekly therapy sessions**. A meeting with parents will be held whenever a student's attendance rate is dropping from 95% and has fallen between 4-9 days of unexcused absences. This does not apply to illness, sickness or hospitalizations. Students that have significant unexcused absences will have an attendance plan developed by the teacher in conjunction with the family. Teachers will ask parents to generate ideas on how to improve their child's attendance and bring it back up to 95%. This document lays out a plan that the parents will follow to improve their child's attendance rate. The attendance plan is a documentation tool that is designed to encourage parents to bring students to school daily.

6. If students are hospitalized or out for extended periods of time, and the reason behind the student's absence is known by the teacher, then no attendance plan will be created. Instead, parents are asked to send a **doctor's note** to the school and submit an

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

7. absence note with the dates of student absences. If the absence is due to a **therapy**, please have a therapist write a note to the school indicating times and dates the student will be in therapy, along with an absence note.
  8. The Beard School staff will be using the social and emotional learning curriculums of SS Grin and Second Step, the MTSS interventionist (Tier II), social workers and counselor, and the Behavioral Health Team to improve student's overall quality experiences at the school.
  9. 5 day chronic absenteeism letters will be generated and mailed out to every student that has a 5 more days of unexcused absences.
  10. Student Aspen journals will be utilized for the school to keep track of chronically truant students, meeting dates with parents, chronically absent students, and records of parent communications. SSM will also be used to upload information.
  11. If the student has an IEP, the IEP team will meet and make a personalized attendance contract during the student's annual review and discuss ways of improving student attendance with the parents, if attendance falls below 95% or 4-9 days unexcused absences.
- Tier 3: Students with 10 or more days absent**
1. 10 day and 18 day truancy notice letters will be generated and mailed out to every student that has a significant number of unexcused absences.
  2. A meeting with parents will be held whenever a student's attendance rate is dropping from 95% and has fallen to more than **10 days of unexcused absences**. This does not apply to illness, sickness or hospitalizations. Students that have significant absences will have an attendance plan developed by the counselor in conjunction with the family. The **counselor** will ask parents to generate ideas on how to improve their child's attendance and bring it back up to 96%. This document lays out a plan that the parents will follow to improve their child's attendance rate. The attendance plan will be a signed documentation tool that is designed to encourage parents to bring students to school daily. An attendance plan is designed for students that are not medically ill or in therapies. Doctor's notes will be encouraged to be brought in if they have not been brought in before.
  3. A meeting with parents will be held whenever a student's attendance rate is dropping from 96% and has fallen to more than **18 days of unexcused absences**. This does not apply to sickness or hospitalizations. Students that have significant absences will have an attendance plan developed by the **Assistant Principal** in conjunction with the family. The AP will ask parents to generate ideas on how to improve their child's attendance and bring it back up to 96%. This document lays out a plan that the parents will follow to improve their child's attendance rate. The attendance plan will be a signed

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

documentation tool that is designed to encourage parents to bring students to school daily. An attendance plan is designed for students that are not medically ill or in therapies. Doctor's notes will be encouraged to be brought in if they have not been brought in before.

4. The Beard School staff will be using the social and emotional learning curriculums of SS Grin and Second Step, a Behavioral Health Team, and an MTSS interventionist and counselor (Tier III) to improve student's overall quality experiences at the school. This will motivate students to attend daily.
5. ASPEN will be utilized for the school to keep track of chronically truant students, meeting dates with parents, chronically absent students, and records of parent communications.
6. If the student has an IEP, the case manager will present to the family a copy of the Beard School attendance contract to sign. The case manager will go over student attendance and discuss the strengths and areas of improvement for each student's attendance rate and discuss the importance of sending students to school daily. A team attendance plan can be developed at this time.
7. If there are more than 18 unexcused absences, and we have not been able to reach parents for a school meeting, the AP, Counselor, Social worker or Psychologist will conduct a Home Visit to determine causes that have prevented the student from attending school.

8. Counselor and social worker will schedule a meeting at the school to offer/schedule referrals to outside agencies for additional support and assistance being provided by these agencies to help parents in getting their child to school/or picking them up on time.
9. Referrals to after school programs will be offered to students as needed to support their attendance improvement.

### Celebration & Incentive Plan for Student Attendance Success

#### *Individual Student Success Celebrations*

- Student birthdays will be announced daily for celebration.
- Students that have improved their attendance rate over the course of the year will receive a **"Most Improved"** certificate at the end of the school year during their celebration ceremony. Significantly improved is going from red to yellow or yellow to green in dashboard, the school's attendance data tracking system. Red is below 89%, yellow is between 90-94% and green is above 95%.
- Students that have 100% perfect attendance all year long will get a trophy at the end of the year celebration ceremony.
- Students will participate in student engagement events and activities.

#### *School Wide Attendance Success Celebration*

- For students that have reached an attendance rate of 95%, a **certificate** for Best Attendance, will be awarded and

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

announced during the End of the Year celebration ceremony.

- For students that maintained a 96% or higher attendance rate at the end of the year, and had no tardies or early dismissals, a **trophy** will be awarded and announced at the End of the Year ceremony.
- Classrooms that reach 95% or higher student attendance as a classroom will get a KUDOS shoutout over the Public Announcements once a month.
- Classrooms that have reached their 95% or higher attendance goals as a whole EACH MONTH will get to keep the “**Beard attendance Bear**” in their classroom as a trophy for the great accomplishment for the month. Rooms can take pictures with the Bears and post them on the attendance board in the student lunchroom, or on Seesaw for all of the homeroom families to see. The Bear can also be the class mascot. If 95% as a whole class is not maintained each month, the Bear will go into hibernation until reached again the following month.
- Beard reserves the right to make changes to these policies as needed to determine student / staff safety and as prescribed by CDC and CPS guidelines.

### **Bilingual Advisory Committee (BAC)**

BAC meetings address issues relating to the education of English Learners (ELs) in TBE or TPI instructional contexts; provide information about CPS services, programs, and resources for students and families; and train parents to effectively participate in the overall governance of bilingual

education. BACs meet at the school at least five times a year, and include parent training and workshops. Five officers are elected annually and report to the Local School Council. The BAC Handbook provides detailed information about how BACs are organized and function and is offered in multiple languages.

### **Birthday Policy**

**No sweets, cakes, cupcakes, cookies, pizzas or treats will be shared with the students. If they are brought to the school, we will NOT pass them out. Instead, we will return them back to you at the end of the school day.** In keeping with the healthy schools policy, we are teaching our students to celebrate with fun rather than with food. We are a healthy school and work to encourage families to bring non-edible snacks like pencils, games, books, or small toys. Parents are encouraged to donate to the teachers’ Donors Choose web page request in lieu of a treat. Parents are also welcome to send a replenishment of school supplies needed in the classroom. You can also donate a book to the classroom on your child’s birthday. You can make arrangements to do this with your child’s teacher early in the school year as long as you are approved as a level 1 volunteer.

### **Building Security**

1. Since teachers begin their school day at 7:30, no parents or students will be allowed into the building. All families and students are to remain outside and wait for your child’s teacher to come and pick up your child from their designated waiting location.
2. There will be a Security Officer posted at the main entrance door of both buildings throughout the day to monitor visitors and allow staff members into doors.
3. All school doors will remain locked throughout the day. To enter the Main Building school we ask that all parents with students in the main building, use door #1. To enter the Annex building, all parents will use door #13. You will need to provide an ID to gain access inside the building. Failure

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

4. to provide an ID to a security officer will deny you access to the building.
5. Parents must have appointments to be in the classroom while students are present in the building. Anything that needs to be dropped off for students can be left on the table in the vestibules of the main offices.. The security officer will call someone from the room to retrieve the item.
6. Parents that come late into the school must provide the security officer with a legal ID that identifies who they are. A visitors ID badge will be created for you if you go into the main office of any Beard building.
7. Parents visiting the school must have an appointment with a staff member, otherwise will be denied access to the school. Please bring the email with you confirming the appointment.
8. When buzzing to get into the school, stand in front of the camera so that we can identify who you are before we buzz open the door to allow you in.
9. There are cameras recording all movement at all entry points, hallways and doorways of the building at all times.
10. Beard School has in place an Emergency Management Plan that is submitted at the beginning of each school year. This is required by state law. This plan is updated on a constant basis and shared with the Emergency Management and Safety Team of the school.
11. Safety code drills are practiced with all students and staff members on a yearly basis so that all are familiar with procedures. We will practice comprehensive drills with all of our students and staff upon school resuming session to ensure preparedness in the event of an emergency. CPS crisis code drills are termed: ELSA (Evacuation, Lockdown, Shelter-in-place, and All Clear)
12. No firearms are allowed in the school.

### **Bus - Transportation Services**

Bus service is provided free of charge to students that have IEP's (disabilities or special needs) only. It is completed at the IEP meeting. Below are the rules sent out by CPS for the students and parents that ride the bus to school. A white form must

- Be ready and on time for the bus in the morning
- Please do not allow your child to run over to the bus on their own. Parents/Guardians must be with their children at all times – no exceptions!
- In the instance that you are unable to meet your child at the bus, you must authorize another person for release. Please submit the person's name and a photocopy of his/her ID to the main office. Parents must have permission forms on file with the school if they are giving permission to others to pick up or drop off their child
- The bus driver and bus aide must be obeyed at all times.
- Students must be picked up and dropped off at the same location Monday through Friday.
- In the event that buses are running late for afternoon drop off, you will receive a phone call from the school notifying you of the delay and the approximate time your child should arrive home.
- Report address changes immediately. It takes two weeks to route up a student on a new route. Not reporting the address change on time will result in a break in service for your child.
- If your child is sick for the day, call the bus company and let them know to skip your address.
- The student is required to remain in their seat for the entire duration of the ride. A harness will be issued if this cannot be followed.
- Seat belts are expected to be worn at all times.
- Wait for the driver's signal before crossing
- Cross at least 10 feet in front of the bus

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

- If your child requires a harness for transportation, ensure with the bus company that it is being used daily and properly.

**Parents are not allowed to park their cars in front of the school on Strong Street at any time during a school day.** Buses drop off students in front of the school along Strong Street. Cars parking on the school side will be ticketed by the Chicago Police Dept. Parking is available on the opposite side of the streets or throughout the neighborhood. Please be courteous to our neighbors and refrain from blocking their driveways and double parking.

**Beard School is not in charge of the buses and cannot control any situations that may be occurring with buses.** If you call the school, we will direct you to call the following numbers listed below. **To report issues that are happening with your child's bus route, please call your child's bus company with the route number.**

### **For CONCERNS WITH BUSING, PLEASE CALL THE FOLLOWING:**

**CPS Transportation:** 773-553-2860

\*Please indicate your child's bus route and bus company when calling to ask questions.

**Bus Aide Number:** 773-553-2850

\*Please indicate your child's bus route and bus company when calling to ask questions regarding your bus aide.

### **Calendar of Events**

On the school website, you will find a calendar of events with important dates of opportunities for student and parent engagement. Events taking place at Beard School are planned one year in advance so that you can participate and plan accordingly. Because of unforeseen circumstances, dates may change. Dates for events will also be posted on Seesaw.

### **Calm Classroom**

Beard School uses Calm Classroom with all the students, school wide. This program teaches students mindfulness-based techniques to create a calmer learning environment. It teaches students self-awareness, mental focus, and emotional resilience through short breathing exercises that occur throughout the day. This is done at least three times a day.

### **Cameras**

Beard School has live recording cameras located in school hallways, the library, gym, student lunchrooms and around the perimeter of the school. There are cameras that record activities both inside and outside of the school. No cameras are located inside the classrooms.

### **Classroom Assignment For the Following Year**

It is the goal of Beard School to provide the best educational setting for all students. To accomplish this task, Beard School administrators and staff regularly review a child's data profile in assigning them to a homeroom for the next school year. When assigning students to a classroom, it is based on the following criteria:

- student's academic performance
- student's learning style
- the appropriate balance and composition of students in each class
- communication levels of each student
- social emotional levels of support needed
- knowledge of student-to-student interactions

This is a very thoughtful, planned, and intentional process; therefore, requests will not be honored for a teacher or classroom preference. If you prefer that your child have a paraprofessional that speaks a specific language, please do so in writing. Parents may send requests to the principal. However, requests may not be honored based upon the criteria above. Parents can find out which classrooms their child is assigned to by logging into the parent portal before the start of the school year. Beard School will send out the name of your child's homeroom teacher in August prior to their first day.

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

### Communication

There are a variety of ways that Beard School engages parents through communication. Please know that when the school makes a phone call home, only one parent is generally contacted from the emergency form. It is assumed that members of the same household will share messages about their children. If there are any legal proceedings, divorces, separations or custody battles going on, it is the family's responsibility to inform the school staff.

1. *Email*
2. *Phone Calls*
3. *Beard School Website*  
<http://www.beard.cps.edu/>
4. *CPS website for Beard*  
<https://www.cps.edu/schools/schoolprofiles/beard>
5. *Seesaw*  
<https://app.seesaw.me/#/login>
6. *Parent Teacher Conferences* - Twice a year, the school hosts parent teacher conferences in November and March each year for all Preschool through 3<sup>rd</sup> grade parents. Parents will pick up their child's progress report and discuss it with the teacher. Parents will be sent an invite by the teacher for a time through an app called "Sign Up Genius" or "Google Calendar". Parents will come to the school at the selected time and sit down with the teacher to talk about their child's progress. It is expected that all parents come to Beard to visit with your child's teacher. Additional meetings can be scheduled throughout the year at any time.
7. *Sign Up Genius* - Is an email that will be sent to you by your child's teacher. Through this link, parents sign up to volunteer for Beard School events, roles, responsibilities, parent teacher conferences and other activities.

8. *Robo-Calling* - Robo calls are phone calls sent out by the school in mass by the principal to all of our families. They usually are electronic voice messages of important messages that are taking place throughout the year. They are pre-recorded messages and are sent to every student's phone number listed on the emergency form.
9. *Letters Sent home* - You will periodically receive letters from the Principal or school regarding important information from the district.

### Donations

If you would like to donate to Beard School, please make your donation/check out to "Beard School." Electronic donations can also be provided to the school through the Epay/Donation button found on the right side of the school website page. Thank you for helping us build stronger programs!

### Emergency Forms

When an accident or illness is reported for your child, the staff will immediately notify the people listed as parents/guardians on the emergency forms. All parents are required to fill out an Emergency Form for each student that attends Beard. Each year, a new form must be filled out. It is vital that on these forms you list an alternative emergency contact that can be contacted in the event of an emergency and you cannot be reached. If your child becomes sick or has an injury at school, an adult member of our staff will escort your child to the hospital. Our first priority is the health and safety of our students. If you would like for someone other than a family member to pick up your child, please stop by the office to fill out appropriate paperwork and bring us a photocopy of the person's ID along with his/her phone number and a signed note indicating you are allowing this person to pick up or drop off the student.

**If there are legal proceedings, divorce, separation, or a custody battle going on, it is the family's responsibility to inform the school staff about who is to be contacted.** All legal documentation must be

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

presented to the staff during registration or when court documents are issued. A copy of those documents must be provided to the school to remain in the student's file folder.

### **Family Income Forms**

Applications for the Family Income Forms are sent home annually at the beginning of each school year. We ask that all applications be returned to the school. The purpose of this form is so that CPS can obtain information about families' income levels to determine appropriate levels of funding for our school. Regardless of income, all forms should be returned back to the school. Forms can be downloaded from our website and sent back to school completed.

### **Food**

Food sent from home to be shared with all students will not be allowed for celebrations. If parents want to send items for celebrations they are encouraged to send nonfood items to school to be passed out to

classmates. In lieu of snacks, we encourage our families to celebrate by passing out stickers, trinkets, pencils, toys or other non-edible items. NO sweets, birthday cake or pizza will be allowed for celebrations. Beard School adheres to the CPS Healthy School Wellness policy. The exception will be for students that have food as an incentive written on their IEPs.

Beard School does not warm up food that is brought from home. How you send food to school is how it will be served to your child. If you would like for your child to have warmed foods, please send food items in a thermos where it will be kept warm throughout the day. The school does not microwave food, nor do we have refrigerators to keep food cold. If you would like for your child's food to remain cooled until lunch time, then send the food in a thermal cool bag.

Please be mindful of the fact that many students have severe allergies and food restrictions when sending items to school. There may be times when your child's teacher may reach out to you to discuss

lunches that students are bringing to school. We encourage all families not to send peanut foods to school due to all of the food allergies students have.

### **GoCPS**

If you would like to have the option to enroll your child into a different school outside of your neighborhood attendance area school after your child transitions from Beard, please use the Chicago Public School's Office of Access and Enrollment program called "Go CPS" application process found on <https://go.cps.edu/> Every street address in the city of Chicago is assigned one attendance area (or "neighborhood") elementary school and one neighborhood high school. In most cases, your child can attend your designated neighborhood school without having to submit an application. (For information on enrolling your child in your neighborhood school, contact the school directly.) To find your neighborhood school, visit the **CPS School Locator**, which can be found at [www.cps.edu](http://www.cps.edu). For any other school in the Chicago Public Schools

system, you will have to submit an application if you want your child to be considered for enrollment. You are not restricted to schools that are close to your home; there is a wide variety of academic options throughout the city. Applications are submitted the year before your child will enroll – if your child will enroll in fall 2023, you will submit your application in fall 2022. Please visit the website below to see the types of schools and programs available, which applications to use, how students are selected, and how parents are notified. We have a link on our website for the GoCPS application <https://go.cps.edu/>

All parents can apply to any school within this program by the Fall deadline (TBA) of this school year to be considered for the following school year. Reminders go home in the calendar regularly to all families so they don't miss the deadline. Once the deadline passes, you automatically default to your neighborhood school.

### **Grading Scale (Preschool)**

**Preschool does not receive grades. TSG observational data is shared with parents during**

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

**parent teacher conferences.** Preschool students do not get letter grades or reports until they are in Kindergarten. All parents will receive a summary of the TSG observation assessments from the Fall, Winter and Spring assessments at Parent Teacher Conferences and at the end of the school year.

### Grading Scale (modified criteria K-3RD)

100-90 **A**

89-80 **B**

79-70 **C**

69-60 **D**

59 and below **F**

A = Exceeds benchmark/goal criteria

B = Meeting benchmark/goal criteria

C = Emerging/progressing skills toward benchmark/goal criteria

D = Lack of progress skills toward benchmark/goal criteria

F = Excessive unexcused absences

Kindergarten through 3<sup>rd</sup> grade Beard students will be graded using **a significantly modified grading criterion** in the areas noted below. This has been CPS board approved and will be used for all of our K-3rd grade students. Parents will be notified of the student's progress toward meeting quarterly benchmarks and goals on the Chicago Public Schools Progress Report card every 5 weeks of school for Kindergarten through 3rd grades. Report Card Distributions will take place at the end of each quarter. A copy of the grading standard will be sent home with each report card. In Language Arts/Reading, Math, Science and Social Studies standard classroom grades **are based on a significantly modified curriculum**. Student grades will assess instructionally appropriate materials in all content subject areas, based on IEP goals and quarterly benchmarks. The following letter grades on the report card equate to the following criteria:

**\*Before giving your child a D on their report card, your teacher will have an academic intervention meeting with you prior to report card distribution.**

### Homework Policy

At Beard School, there is no mandatory homework that is assigned to any student. No percentage of homework will count towards a student's grade. If homework is assigned for the evening, it is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. There are no punitive consequences for not completing homework, as it is not meant to cause stress in a child's life. Seesaw is a common platform that will be used for homework practice.

### Physical Exam and Immunization Requirements

As required by state law, all new Prekindergarten, Kindergarten, and new transfer students are to have all physical exams and immunizations completed and on file at the school by October 15th. If current physical exams and immunizations are not on school file by this date, then your child is not in compliance with the law and may be excluded from attending school until such file is on record with the school. You will receive notifications from CPS until physical exams and immunizations have been turned into school. Vision exams are also required for all Kindergarten students, and Dental Exams are required for all Kindergarten and 2nd grade students. Below please review the expectations for minimum health requirements for a student enrolled in a Chicago Public School. Minimum Health Requirements can be found on the school website.

### Lost and Found

Please label all of your child's clothing including shoes. Clothing and large items that have been found will be placed in the "Lost and Found Bin" located outside of the main office, door #1. Every effort will be made to return labeled items to the owners. On Report Card Pick Up days, a table will be set out in front of the main office with all items that have been lost. Unclaimed items will be donated to a charity of our choice after a reasonable length of time.

### Local School Council Members

Six parents are needed every two years to join the Local School Council. The LSC is an elected governing body of the school members whose main

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

responsibility is to work with the principal to review and approve the budget, meet on a regular basis and review the CIWP, develop school policy, and evaluate the principal annually. They are also responsible for hiring the next principal of the school should a vacancy open. The council meets at the school on a monthly basis for about an hour to conduct business. All meetings will be done virtually. Meetings are open to the public and anyone may address the council by signing in at the beginning of the meeting. Meeting dates and times are found on the Beard School Website and posted on the parent board in the main office. It will also be posted on the windows by all doors 48 hours prior to the LSC meeting. Local School Council representatives are listed on the Beard School Website, under the Parent tab, LSC link. LSC emails are also listed there.

### **Lunch & Breakfast**

Breakfast and Lunch are free for all students. Students have a 30 minute seated lunch period, and a 30-minute recess play session. Lunch periods are scheduled between 10:45am – 12:30pm. Students are welcome to bring their own lunches if they prefer. Students will be eating in both lunchrooms of the annex and main building.

Breakfast is offered to all students in the morning. Students have a seated breakfast in the classroom starting at 7:30am. All students are expected to be in the building at 7:30 for the start of the school day, pledge, PBIS cheer, birthday shout outs, and announcements, even if students have already had breakfast. Menus are available to download monthly from the [school website](#).

### **Masks**

Masks are optional per CDC guidelines.

### **Medication Authorization**

In order for a child to be allowed to take medication at school, it is required by CPS medication policy that the parent provide us with a completed physician's order authorization and consent forms from the doctor. No medication will be given to children without proper medical forms being completed and on school file. Forms are available from the school

nurse or case manager. Medication must be handed to a bus attendant or dropped off at the main office. Students may not transport medication in their backpacks or on their person.

### **Parent Advisory Council - (PAC)**

Each academic year, schools establish Parent Advisory Councils (PACs) to bring together parents/legal guardians, teachers/staff, and community stakeholders to work with their school principal in the planning, design, implementation, and evaluation of the Title I Program.

PACs empower parents to inspire and assist their children in achieving educational goals. PAC activities include:

- Provide input on amendments and future Title I programs
- Advise the principal on how Title 1 parent engagement funds can be spent in alignment with the school's Continuous Improvement Work Plan
- Jointly develop and approve a parent involvement policy which includes a school-parent compact
- Share ESSA (Every Student Succeeds Act) Title I information updates received from the School Community Engagement Office
- Provide assistance, support, and training to parents to improve their literacy and parent skills
- Work to create equal partnerships between teachers, staff, and parents in the education of students
- Provide information to parents that will enable them to work with the school to promote their children's grade level progress

PACs meet monthly throughout the school year. Meetings are open to the public. PAC meeting attendants decide when virtual meetings are held.

### **Parent Classroom Observation Policy**

Parents and/or therapists who would like to come to Beard School and observe their child/student in the classroom setting must have an approved reason by the school's administration for the observation. If

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

approved, observations must be scheduled in advance by completing an observation request form, with three preferable dates, then returning it to the office. Once the Observation Request Form has been submitted, you will receive a confirmation letter back, confirming dates and times of teacher and/or service provider availability. These forms are a requirement in order to observe a student at school. We ask that observers remain in the classroom for a reasonable amount of time (up to 45 minutes) to minimize the disruption to other students in the classroom. One of our staff members will be in the room with you during the course of the observation. Please note that teachers are unavailable for conferencing directly after the observation unless their prep period follows immediately after the observation and time has been scheduled for a discussion. Beard School has limits as to how many observations can take place within a year. All visitors must be pre approved as a level 1 cleared CPS volunteer before entering Beard School. For the observation date, a photo ID must be provided for admittance using the VMS system. Visitors must wear a visitor badge at all times while in the building.

### **Parent Engagement Events**

The following activities will be provided by the Beard School to engage both parents and students throughout the school year. Parents must have a level 1 approval to be allowed in the building for many of these events.

1. Meet and Greet
2. Fall Festival
3. Halloween Costume Parade
4. Kindness Month
5. Winter Festival
6. Field Day
7. Peace Day
8. PAC / BAC / LSC Meetings
9. School Spirit Week
10. Chime Music for K-3rd grade
11. 3rd grade Transition Meeting for Parents
12. Prek Transition Meetings for Parents
13. Pre K through 3rd Grade End of the Year Celebration Ceremonies

14. Parent Teacher Conferences
15. State of the School Address
16. 100 Day Student Celebration
17. Literacy Day Celebration
18. Valentine's Day Dance Party
19. Earth Day Celebration
20. ABC Countdown
21. End of the Year Celebration Ceremonies
22. Beard Tours
23. Art Auction
24. Square 1 Art Tiles
25. Staff Appreciation Week
26. Paraprofessional Appreciation Week
27. Urban Gateways Cultural Performances

### **Parent Portal**

All parents have access to their children's grades and attendance at all times through the year using the Parent Portal. The only exception to grades is preschool. PreK students do not get grades. Using your child's CPS ID number and a PIN number provided by the school, a parent can keep track of the student's progress and attendance through this portal. [Parent and Student Portal \(Aspen\) | Chicago Public Schools](#)

### **Parent Teacher Conferences**

Parent Teacher conferences are held twice a year (in November and April) where parents are given a report card for their child's progress. Teachers will send parents an invitation link through Sign Up Genius and this will give you time slots to select when to meet with your child's teacher. Available meeting times will be on a first come first sign up basis. Emails are generally sent out two weeks prior to the parent teacher conference meeting dates.

### **Parking**

Parents can find plenty of parking in the neighborhood. Please be aware that some streets have permit parking that belong to Harwood Heights. Barricades will be set outside from 7:00-7:45am and 2:00-2:45pm. These are the parking rules for anyone driving students to Beard:

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

1. Beard families are not allowed to park or block a neighbor's driveway or alley with their car.
2. Beard families are not allowed to park in the school's parking lot. The parking lot is only for staff members.
3. Beard families are not allowed to park on Strong Street. Strong Street will be closed off at dismissal and entry times.
4. Beard families are not allowed not allowed to park on Strong Street unless they have a student in a wheelchair or a student that has mobility issues. A school permit will be provided to you if you are allowed to park on Strong Street because of your child with mobility concerns.
5. Beard families are not allowed to park on or block school crosswalks (the white lines connecting sidewalks).
6. Beard families will not argue with staff members that are asked to be outside working to keep your children safe.
7. Beard families may need to park your car and walk more than a block with your child to the school for entry and dismissal.
8. Beard families are not allowed to move barricades or open gates to find parking or gain access to closed off streets.
9. Beard families are not allowed to press car horns around the school because it scares the students.
10. Beard families are not allowed to drive faster than 5 miles per an hour around the perimeter of the school.
11. Beard families are not allowed to drive on a neighbor's lawn to turn your car around.

### **PBIS**

*Positive Behavior Intervention and Supports (PBIS)* are used school wide at Beard to reduce undesirable behaviors and to create a positive and safe climate for students. Emphasis is put on prevention of problem behaviors and development of prosocial skills. It is based on the idea that if students have universal and clearly defined behavioral expectations and anticipated responses to their behavior; then

students will meet those expectations. There are 3 tiers used at Beard School.

- Tier 1: Universal level is designed to support all students.
- Tier 2: Focus on targeted support through small groups.
- Tier 3: Intensive level of support that involves specialized and individualized interventions.

### **Permission Form for Robo Calls**

In order to get robo calls from the school, all parents must provide the school with permission to opt in and receive phone calls. This form is completed upon enrollment at registration. If you want to be removed from receiving calls, please email the principal to remove your name from the call list. Please ask the office for a form to sign if you are not receiving phone calls from the school.

### **Pets**

There are no animals allowed on Chicago Public School playgrounds or property. If you bring your pets, please remain on the sidewalks across the street from the schools.

### **Pictures**

A professional photographer takes individual and group portraits every year. We use Van Gogh School Photographers at <https://vangoghphoto.com/>. All orders are purchased online. Although each child is photographed, there is no obligation to order pictures. Payments are due in full and pictures will be mailed to your home. The dates of when the photographers come out to the school will be shared on the calendar of our website page.

### **Playground**

All families and community members of the Beard School have equal access and opportunity to use the school's outdoor learning spaces. These areas will remain open and unlocked the community to enjoy year-round when school is not in session. Please be aware that during school hours the playground is off limits to the community. There are no pets allowed on Chicago Public Schools property at anytime.

# Daniel C. Beard School

Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

## Be Safe



## Be Kind



### “Be Safe, Be Responsible, and Be Kind,”

These are our 3 behavioral expectations for all Beard Students. Please feel free to use this language at home so that you can help reinforce our behavioral expectations at school. This is the language that we use when we speak with our children.

Be Kind....

- Use kind words
- Keep your body to yourself
- Wait your turn

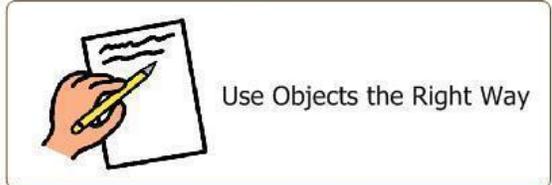
Be Safe...

- Body to yourself
- Stay with the group
- Feet on the floor
- Use objects the right way
- Follow Directions
- Walking feet (no running)

Be Responsible...

- Use objects the right way
- Ask for help
- Body to yourself
- Follow directions
- Be ready to learn

## Be Responsible



# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

### Recess

Chicago Public Schools has an outdoor recess policy where all children are expected to go outside daily. Recess provides an opportunity for physical activity, fosters an enjoyment of movement and exercise, and aids social development. Studies have found daily recess can enhance cognitive skills, reduce behavioral problems, and increase attention and concentration in the classroom. Recess also facilitates stress reduction, supports learning outside the classroom, and offers a break from instruction. Recess privileges will never be taken away except for inclement weather conditions that make going outside unsafe. All students will have a 30-minute recess period daily along with their lunch period. Preschool has 60 minutes of recess daily. Students may also receive additional recess breaks as incentives throughout the day in the playground, around the school or in the school gardens as needed to support social emotional learning. Students will be supervised by teachers and/or paraprofessionals while they are outside. All of these areas are secured by gates that will not allow students to go into the streets. Cameras are also located outside recording at all times in all of the play areas. In the case of inclement weather, recess will be held indoors. Please ensure that your child is dressed appropriately for outdoor recess. If we feel the student is not dressed warmly enough, we will provide them with extra layers to keep warm.

#### Cold Weather Guidelines:

- Above 32 degrees with or without wind chill, recess will be held outdoors.
- Between 31 and 15 degrees with or without wind chill, Principal discretion.
- Below 15 degrees with or without wind chill, recess will be indoors.

#### Warm Weather Guidelines:

- Heat index of 90 degrees or below, recess will be outside
- Heat index between 91 to 94 degrees, Principal discretion
- Heat index above 95 degrees, recess will be indoors

### Safety Drills

Every year we have mandatory safety drills and training for our students and staff. These drills are very important and necessary part of student learning so that students and staff will be prepared and know how to react in the case of an emergency. We will send Seesaw messages home to all of our families letting you know the dates of when we plan on having these practices. We always do our best to provide calm environments to our students when practicing. All students and staff must participate in the practicing of all of these drills. The following safety drills are required:

- 1 Law Enforcement drill (also known as lock down drills and involve the police being here)
- 1 Shelter in Place drill
- 1 Bus Evacuation drill
- 3 Evacuation / Fire drills
- 2 Allergen-epi pen drill

### Second Step

Second Step is Beard School's social emotional curriculum that gives students the tools to excel in and out of the classroom. It focuses instruction on emotion management, situational awareness and academic achievement. Students learn valuable skills sets that help them navigate through their school and community. Students will receive at least 30 minutes weekly of this instruction. Second Step rules are:

- 1. Eyes are Watching**
- 2. Ears are Listening**
- 3. Voices Quiet**
- 4. Bodies Calm**

### School Donations

Beard School does not collect school fees from any of the students. We ask every family, if they can, to donate \$50.00 to cover the costs of instructional supplies, art supplies, classroom supplies, Velcro, lamination, ink for the printers in classrooms, garden supplies, or other projects/items that may come up in the school year. Your \$50 donation will also provide your child with a Beard School t-shirt that they can have to wear on field trips and Beard Gear Wear Fridays. Every dollar helps with our planning,

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

and we understand that some families can't. Please know that it's ok, if you do not donate. It's optional and there is no pressure to send donations if it's a hardship to your family.

### **School Hours**

School hours for students are 7:30am to 2:30pm for students in a Full Day program. Students in a half day morning program are from 7:30-10:05 am. Students in a half day afternoon program are from 11:55-2:30 pm.

### **Seesaw**

Seesaw is the primary parent communication tool. All parents / guardians should be on the see saw app. It will need to be downloaded to your phone. Your child's teacher will send you an invitation link to join Seesaw. All information gets shared to parents via the Seesaw app. In the case of remote learning, Seesaw can also be used to complete student work. It is accessible via your child's iPad.

### **Supply Lists**

The school student donation supply list is available to you at any time by downloading it from the school's website. Due to the diversity of classrooms, some teachers may have unique items on their supply lists. These can be found on their personal web page. We understand that some families cannot afford school supplies. If this is the case, please let one of our team members know so that we can help with support. These school supply lists are optional and not required of any family.

### **Student and Resident Teachers**

Beard School has always served as a teaching school for student teachers in the fields of early childhood and special education. We believe strongly in providing a foundation that will lead to developing excellent teachers that work with our students in the future. Today, accreditation to become a teacher requires that teachers videotape themselves teaching students. This is a mandatory new requirement which once completed, gets sent to the state for review. If your child's classroom is assigned a student teacher either for the fall or spring, the student teacher will be sending home a video

permission form from Pearson to be signed by you. This form gives permission for your child to be in the teaching video which is submitted on the student teacher's behalf for approval of becoming a state certified teacher.

### **Substitute Teachers**

It is a policy at Beard School that if you have a child enrolled at the school, or are a relative of a child at Beard School, you will not be allowed to be a substitute teacher at the school. This presents a conflict of interest and may not be in the best interest of the student. Once the substitute teacher or relative of the child is unenrolled from Beard School, then the sub teacher or relative can be called to work at the school.

### **Tardy Policy**

Your child is considered tardy if they are brought to school after 7:30am or 11:55am, depending on which session they attend. If you must ring the doorbell buzzer to gain access to the school, then please know that your child is considered tardy. You must bring your child to the main entrances of , Door 1 or Door 13. Someone at the door will escort your child to his/her/their classroom.

### **Transition Meetings**

Beard recognizes that transitioning from one grade to the next, or from one school to the next, can be a difficult process for families. We have worked on developing two unique plans for both the Preschool and 3<sup>rd</sup> grade students leaving Beard School and transition to new schools. Transition plans and parent meetings will be held to discuss strategies for a successful Beard School transition.

### **Translators**

We understand that many families do not read or speak English. We have many staff members at Beard that speak over 10 different languages. We will ask our staff to translate in conversations as needed. Whenever possible, we will do our best to provide any home school communications in a child's native language. Please let the office know that you prefer translated copies or your child's report card in your native language. Seesaw, which is our

# Daniel C. Beard School

## Student / Parent Handbook Preschool to 3<sup>rd</sup> Grade

communication platform, allows parents to translate the message into their language if it is available. Since Beard School has over 27 different languages spoken by our families, we always are in need of parents to help us translate. If you are available to translate, please stop by the office and let us know which language you speak and your availability. It makes all the difference in the world, in making a family feel welcomed to our school.

### **Visitor Policy in the Building**

As a school policy, parents are asked to wait outside with their children before the start of the school day. Teachers begin their school day at 7:30, so we ask that parents remain outside and wait for your child's teacher to come and pick your children up. It is expected that whenever a parent/visitor comes to Beard School, they must sign in at the security desk, then check into the office. Please be ready to present an ID to security. When given your visitor badge, please wear it for the duration of your stay.

Classroom visits must be pre arranged with the teacher and an appointment must be confirmed. You must be a level 2 approved volunteer to request and visit the classroom. Parents are not allowed to open doors and allow other people into the school. This compromises the safety and security of all. Please know that only security staff members are allowed to give access to people entering the building. If a parent is behaving inappropriately for a school setting, they will be asked to leave the school premises. This includes but is not limited to yelling, shouting, swearing, loitering, assaulting and trying to access areas without permission. Visitors not able to follow our policies will be asked to leave the school. Failure to adhere to the Beard School policies may result in the police being called.

### **Visitor Conduct Policy**

Any visitors coming inside of Beard School just be an approved level 1 cleared CPS volunteer. This includes being vaccinated and showing proof of vaccination, fingerprinting, background check and TB testing. Visitors must be able to provide proof on CIVICORE that they have been approved to enter school.

Becoming an approved volunteer begins with an application found on the Beard School website. Upon entering the building all visitors are expected to provide their ID to security officers to be scanned. Failure to provide an ID will prevent you access to the school. Security will print you a badge using your ID. Visitors must wear a visitor badge at all times while in the building. All parents/visitors that come into the school are expected to conduct themselves in a respectful manner while in the school and during meetings. If a parent/visitor is behaving inappropriately for a school setting, they will be asked to leave the school premises. This includes but is not limited to yelling, shouting, swearing, loitering, assaulting, and trying to access areas without permission. Our staff has a right to carry out their work in a safe environment. Violence, foul language and / or abusive behaviors are not acceptable. Verbal threats or acts of violence toward any staff member at Beard will not be tolerated and may result in removal from this facility and / or prosecution. A reminder that firearms are not allowed in the building. Due to the sensitivity of the diverse learning needs of our students, conversational voice tones are expected to be used. This is for the benefit of our students that have sensory needs.

### **Volunteers**

To become a volunteer at Beard School please apply here: [CPS Volunteer Application](#)

There are two types of volunteers, Level I and Level II. The Volunteer Coordinator at Beard School will review your application in CiviCore and move you forward to your next steps in the application process. To complete the process, you should visit the main office and provide an ID to the clerk so that you can be approved. Failure to do so will result in the disqualification of your application. Principals have the right to assign / distinguish / approve / decline / change/ volunteer activities as deemed necessary. Without completion of the application, you will not be able to volunteer for any school activities.