

**Beard  
School**

**PreK to 3rd  
Grade**

**Student  
Parent  
Handbook**

# Daniel C. Beard School

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

## **Beard School**

6445 W. Strong Street - Main  
4846 N. Natchez Ave. - Annex  
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%

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

### **Priority #1 Curriculum & Instruction**

If we develop a scope and sequence for K-3 math curriculum and intentionally include higher order thinking practices across all grade levels then we see teachers actively engaging students in focusing on higher-order thinking skills, encouraging understanding, and expanding learning to increase understanding, which leads to an increase in math scores school wide as well as an increase in higher order thinking skills.

### **Priority #2 Inclusive and Supportive Learning Environment**

If we provide students with effective interventions, strategies and communication tools, then we will see an increase in interventions being delivered with fidelity within the classrooms, which leads to a decrease in students being referred to the MTSS team/BHT.

# Daniel C. Beard School

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

### 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 7:30-10:05 am 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. Students are considered tardy, if the school doors have closed. Please check in with the security officers if your child is late coming to school. Your child will be escorted to their classroom by a staff member.
3. Do not park on Strong Street, that is only for school buses. You will be asked to move your car.

### Arrival and Dismissal Doors

2023-2024		
Classroom Number	Door Number	Door Number located on this street
<b>Half Day Preschool</b>		
<b>Session 1: 7:30-10:05am Session 2: 11:55-2:30pm</b>		
119, 121	1	DOOR 1 is on Strong Street
207, 208	13	Door 13 is on Natchez Ave
202	12	DOOR 12 walk from Natchez St. to west end of building, is after the courtyard
<b>Full Day Preschool Classrooms - Annex Building</b>		
<b>7:30am - 2:30pm</b>		
201, 202, 203, 204, 205	12	DOOR 12 walk from Natchez St. to west end of building, is after the courtyard
206, 209, 210	13	DOOR 13 is on Natchez Street
<b>Full Day Classrooms - Main Building</b>		
<b>7:30am - 2:30pm</b>		
105, 106, 107	2	DOOR 2 is on Strong Street
104	7	DOOR 7 in courtyard
113, 115, 120, 122, 123, 125, 117, 115	1	DOOR 1 is on Strong Street - Class room numbers are painted on sidewalk
110, 111, 112, 108	4	DOOR 4 is on Natchez Ave.

### 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. Parents will be shared information derived from assessments.

#### 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.

# Daniel C. Beard School

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

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

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**

#### **Our attendance goal for the school is 95%.**

Beard School currently has an attendance rate below the district's required 96% 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.

**Excused absences include student illness, observance of a religious holiday, death in the immediate family emergency, circumstances which cause reasonable concern to you for your child's safety/health and other situations beyond control of the student. Written notes must be returned to the school to excuse absences.**

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

1. Make attendance count daily. "Send your healthy child to school every day." This will be posted across the top of the school website through a scrolling message.
2. Beard will sponsor many fun student engagement activities that support student attendance throughout the year. We will schedule activities around bubble days, which are high days of absence likelihoods.
3. The letter, "When to, and When Not to, Send Your Child to School," will be sent home regularly and posted on our website. This information will also be found in the student-parent handbooks.
4. Please do not send your child to school if they have a fever, diarrhea, are coughing, have a stuffy nose, or are sneezing. Students must be fever and symptom free for 24 hours before returning to school. This will help to keep everyone healthy and safe.
5. Signs with the attendance rate expectation of 95% will be posted throughout the school all year long.
6. Beard attendance contracts will be signed by all families at registration into Beard.
7. Beard attendance contracts will be signed by all families at all IEP meetings.
8. 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.
9. Members of the attendance team will analyze data and reach out to families where students have a high number of absences.
10. Beard will develop a Celebration plan where attendance can be celebrated.
11. Students' birthdays will be announced over the intercom daily.
12. Attendance rate expectations will be shared with parents in the Student - Parent Handbook.
13. There will be an attendance coordinator (AC) in the office overseeing daily phone calls home to parents for students that are absent. **A record log of reasons will be kept in the main office. 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
14. computer. The AC will also make sure that all students remain on track towards a 95% attendance rate.

# Daniel C. Beard School

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

15. 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.
16. Principal will send monthly messages home to all parents reminding them how important it is to send their child to school daily.
17. Beard School will have posted on the school web site a "Calendar of Events" which informs families of dates to come to the school and which events will be taking place. 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.
18. 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. TSG report cards in the comment section will start off with an attendance rate. Regular student attendance rates will be printed on the back of the report card.
19. 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.
20. Beard will utilize Positive Behavior Intervention Supports (PBIS) to create a positive learning climate that encourages all students to come to school.
21. The Principal will share general attendance data monthly with the LSC. The counselor will share with the staff a copy of the attendance records on a weekly basis, so that intervention conversations can be held with families.
22. Parents should not take vacations and trips during the school year. All vacations are

unexcused absences and will result in absences for the child that will generate truancy letters. Vacations should be taken during the summer, winter and spring break sessions.

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

1. The 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 attendance plan in place.
2. Absence notes will serve as attendance plans for all Tier 1 interventions (0-3 days.) For 4-9 days absences, and no absence notes, teachers will reach out to parents to find out why a student has not been coming to school.
3. 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.
4. A meeting with parents will be held whenever a student's attendance rate is dropping below 95% and has fallen between 4-9 days of unexcused absences. This does not apply to 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. An attendance plan is designed
5. for students **that are not medically ill or in therapies.**

# Daniel C. Beard School

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

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 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.
  7. The Beard School staff will be using the social and emotional learning curriculums of SS Grin and Second Step with an MTSS interventionist (Tier II) and counselor to improve student's overall quality experiences at the school. This will motivate students to attend daily.
  8. 5 day chronic absenteeism letters will be generated and mailed out to every student that has a 5 more days of unexcused absences.
  9. Students that show significant improvement in their attendance rate throughout the year, will receive a certificate at the end of the school year celebration.
  10. Aspen journal 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.
  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 96% or 4-9 days unexcused absences.
2. A meeting with parents will be held whenever a student's attendance rate is dropping below 95% and has fallen to more than **10 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 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 95%. 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. The counselor will call or meet with parents and look at unexcused absences or absence patterns and develop a plan for how to get the student to school. Parents will sign the plan.
  4. A meeting with parents will be held whenever a student's attendance rate is dropping below 95% 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 95%. 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.

### **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.

# Daniel C. Beard School

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

5. The Beard School staff will be using the social and emotional learning curriculums of SS Grin and Second Step with an MTSS interventionist and counselor (Tier III) to improve student's overall quality experiences at the school. This will motivate students to attend daily.
6. 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.
7. 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 weakness of each student's attendance rate and discuss the importance of sending students to school daily.
8. If there are more than 18 unexcused absences, and we have not been able to reach parents for a school meeting, the AP, Counselor or Psychologist will conduct a Home Visit to determine causes that has prevented the student from attending school.
9. Counselor and social worker will schedule a meeting at the school to offer/schedule referrals to outside agencies for additional support and assistance in getting their child to school/or picking them up on time.
2. For students that maintained a 96% or higher attendance rate at the end of the year, and had no tardies or early dismissals, these students will receive a **trophy** during the End of the Year Celebration ceremonies.
3. Beard school will have **random bubble days** of attendance with fun engaging activities designed to improve attendance.
4. End of the year Bubble Parties for most improved tardies per classrooms.
5. Pom-Pons will be used to intrinsically motivate students to do well daily. Rewards will be decided once targets are reached.
6. Beard will incorporate many new ideas throughout the year to improve student attendance. As they are determined they will be announced and shared with all community and Beard stakeholders.

### **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.

### **Celebration Plan for Student Attendance Success**

1. 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 (attendance data tracking system). Red is below 89%, yellow is between 90-94% and green is above 95%.

# Daniel C. Beard School

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

### **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.

### **Building Security**

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. Beard School has 3 Safety Security Officers.

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. No visitors are allowed in the building without checking in with the security officer at the main entrance of the school. An ID is required to gain entrance to either Beard School building. Failure to provide an ID to a security officer will deny you access to the building.
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. For all parents that have students in the Annex building, all parents will use door #13. You will need to provide an ID to gain access inside the building.
4. 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 officers will call someone from your child's classroom to ensure they receive your delivered item.
5. Parents that come late into the school must provide the security officer with a legal ID that identifies who they are. A visitor's ID badge will be created for the

parent, so that they can gain access to the main office.

6. 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 to show the Security officer.

7. When buzzing the doorbell to get into the school, stand in front of the camera so that we can identify who you are before we open the door to allow you in.

8. There are cameras recording all movement at all entry point doors, hallways and school grounds of the building at all times.

9. Visitors must speak in a respectful manner and tone whenever they are at Beard School. Violation of this rule will result in you being asked to leave the school property.

10. Parents cannot "hang out" in the school playground waiting for their children. Parents must understand that the playground is for children only. Parents can wait outside of the school for their children.

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 to be carried into the school by any visitor.

### **Bus - Transportation Services**

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

\*Know your child's bus route number and bus company name for concerns that may arise

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

\*Know your child's bus route number and bus company name for concerns that may arise

Beard School is not in charge of the buses and cannot control any situations that may be occurring with buses. Please call CPS transportation at 773-553-2860 to report concerns.



# Daniel C. Beard School

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

To report issues that are happening with your child's bus route, please call your child's bus company with the route number for an immediate response.

Bus service is provided free of charge to students that have IEP's (disabilities or special needs) only. Below are the rules sent out by CPS for the students and parents that ride the bus to school. A white form must be completed after your child's IEP team has agreed to transportation for the student. Beard School has a bus coordinator that can help families navigate questions around transportation.

1. Be ready and on time for the bus in the morning
2. 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!
3. In the instance that you are unable to meet your child at the bus, you must authorize another person to be able to pick up your child. This is a form that the school office has. Please complete this form and provide 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. Students will not be allowed to go with anyone if they are not on file.
4. The bus driver and bus aide must be obeyed at all times.
5. Students must be picked up and dropped off at the same location Monday through Friday.
6. 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.
7. 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.
8. If your child is sick for the day, call the bus company and let them know to skip your address.
9. The student is required to remain in their seat for the entire duration of the ride. A harness can be issued on the child's IEP if one is needed to keep him/her safe.
10. Seat belts are expected to be worn at all times.
11. Wait for the driver's signal before crossing
12. Cross at least 10 feet in front of the bus

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

### 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 on the school grounds 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, changing rooms or bathrooms..

### 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

# Daniel C. Beard School

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

specific language, please submit a request 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. Your child's teacher will contact you to introduce themselves before the first day of school.

### 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. Seesaw  
<https://app.seesaw.me/#/login>
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. Emails - (update us if they change)
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. Teachers also post Donors Choose donations all the time on Seesaw. Feel free to support our teachers requests so that your children have access to awesome new things. 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 an Authorization Pick Up form and bring us a photocopy of the person's ID along with his/her phone number. We will allow a student to go home with this person if the form is on file only. **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 presented to the staff during registration or when court

# Daniel C. Beard School

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

documents are issued. A copy of those documents must be provided to the school to remain in the student's file folder.

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

### 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 by the deadlines provided.

### 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, books, 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

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 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

# Daniel C. Beard School

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

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-3<sup>rd</sup> 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 3<sup>rd</sup> 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. The Beard School website also has access to many different apps that can be used for student practice of work.

### **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 2<sup>nd</sup> 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 offices 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 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 held in person in the library. 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. .

### **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 10:30am – 12:30pm. Students are welcome to bring their own lunches if they prefer.

# Daniel C. Beard School

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

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.

### **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 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 - Student 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

# Daniel C. Beard School

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

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. Author Day Celebration
18. Valentine's Day Dance Party
19. Earth Day Celebration
20. ABC Countdown
21. Beard Tours
22. Art Auction
23. Staff Appreciation Week
24. 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 (see CPS calendar for dates) 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 available for appointments for you 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. **Parents are not allowed to park their cars in front of the school on Strong Street at any time during the 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. These are the parking rules for anyone driving students to Beard:

1. No cars are allowed to park on Strong Street for arrival or dismissal. Strong Street is for school buses only.
2. Parents are not allowed to park or block a neighbor's driveway or alley with their car.
3. Parents are not allowed to park in the school's parking lot. This parking lot is only for staff members only.
4. Parents are not allowed to park on or block school crosswalks (the white painted on street lines connecting sidewalks).
5. Parents will not argue with staff members that are asked to be outside working to keep your children safe.
6. Parents may need to park your car and walk more than a block with your child to the school for entry and dismissal.
7. Parents are not allowed to drive past buses while students are boarding or deboarding a bus.
8. Parents are not allowed to press car horns around the school because it scares the students and disturbs the neighbors that work from home..
9. Parents are not allowed to drive faster than 5 miles per an hour around the perimeter of the school.
10. Parents 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.

# Daniel C. Beard School

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

“Be Safe, Be Kind, Be Responsible” is our PBIS phrase to teach behavioral expectations.

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.

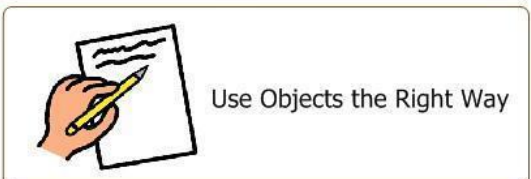
## Be Safe



## Be Kind



## Be Responsible



# Daniel C. Beard School

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

### **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. Many students are afraid of dogs, so you will be asked to not bring your dog to the arrival or dismissal of students.

### **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 sent home from the school. The dates of when the photographers come out to the school will be shared on the calendar of our website page and seesaw 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 for 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 any time

### **Picking Up a Student**

In the instance that you are unable to pick up your child from school, and you send someone else, that person must have an Authorization to Pick Up form on file and at the school. You must authorize another person to be able to pick up your child. This is a form that the school office has. Please complete this form and provide 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. Students will not be allowed to go with anyone if they are not on file.

### **Recess**

All students will go outside daily. 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 in 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



# Daniel C. Beard School

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

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 keep and wear on Beard Gear Wear Fridays. Every dollar helps with our planning, 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 seesaw 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. All students will receive an iPad at the beginning of the year so that any practice assignments can be accessed.

### **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. We understand that some families cannot afford school supplies. If this is the case, please let the principal know so that we can help with support. We often times receive outside donations which go straight to the students. 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 student 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 an IL 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

# Daniel C. Beard School

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

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(for half day students), 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 and show your picture ID to receive a badge from the Security Officer. Only then can you take your child to the main office to have someone escort him/her to 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 at the end of the year 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 13 different languages. Seesaw, our communication platform can also be translated into many languages. We will ask our staff to translate 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. 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.

### **Visiting the Classroom**

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 their child's teacher to come and pick them up. It is expected that whenever a parent/visitor comes to Beard School, they must present their ID to the Security Officers at the security desk. A badge will be then printed for you. 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. Classroom observations can take place for up to 45 minutes, once a semester. An application must be provided to the case manager for approval. 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 will result in the police being called.

### **Visitor Conduct Policy**

Any visitors coming inside of Beard School must be an approved level 1 cleared CPS volunteer. 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 will result in removal from our 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

# Daniel C. Beard School

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

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.