

Daniel C. Beard School

Student / Parent Handbook

Preschool to 3rd Grade

Address:
Beard School
6445 West Strong Street
Chicago, IL 60656
<http://www.beard.cps.edu>

Main Office: 773-534-1228
Fax: 773-534-1247

Principal: Manda Lukic
Assistant Principal: Kerry Rush

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 supports 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 Beard School Excellence Framework Priorities:

Curriculum

The curriculum, what students should know and be able to do, makes standards come alive for students. All students have access to an academically rigorous curriculum that inspires students to think and contribute high quality work to authentic audiences beyond the classroom. The curriculum fully integrates academic and social emotional learning opportunities for all students, including diverse learners, English learners, and advanced learners. The school regularly examines the curriculum to check alignment to standards and opportunities for all students to meet those standards.

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 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 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.

Safety & Order

The school is characterized by high levels of safety and order. Students feel physically and emotionally safe from harm, and adults work to actively maintain a safe, orderly school environment.

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 to program and grade level of each student. There are two detailed assessments below that will be used school wide.

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.

K to 3rd 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, and Social Emotional Growth to drive student IEP's. This assessment assists teachers and IEP teams in identifying areas of need, aligns need areas to new 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.

Awards, Certifications, and Mentionables:

Beard School is very proud to have the following distinguished certifications, awards, or items in place:

- ExceleRate Gold Circle of Quality Award for Standard of Excellence in Pre-School Education
- "Exemplary" Supportive Schools Certified
- Creative School Certified "Excelling" in the Arts
- Beard has all digital awards on our CPS page
- Healthy School "Silver" Certified
- Certified Nature Outdoor Classroom
- Big Green Community Garden
- 95% of all Beard Teachers have ESL endorsements
- Received "Well Organized" rating on the 5 Essential Survey, the highest mark possible
- Snoezelen Sensory Room

- Rock Climbing Wall
- Walking Track
- School Playground
- Student Fitness Area
- Drama Room

Attendance and Absences

Attendance goal for all students is 95%. The Beard School bell times are 7:30am-2:30pm. There is a direct correlation to the success of your child and their attendance at school. In order for students to improve academically, socially and emotionally, they must be present at school, daily. In addition, students should be here for the start of the school day and are expected to be on time at 7:30am. Your child's attendance will be carefully monitored this year, and you will also be a part of your child's attendance plan.

All Beard parent families are being asked to sign this attendance contract. This contract states that it is expected that your child maintain a 95% average attendance rate, and that they arrive to school on time, every day. Student absence from school will be deemed an "excused absence" if it is for the following CPS Board approved valid reasons:

1. Student's illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency, with explanation
5. Circumstances which cause reasonable concern to the parent/guardian for child's safety or health as approved by the principal.
6. Other situations beyond the control of the student as determined by the principal

Vacations are unexcused absences, which will prompt a truancy letter being sent to your home. A copy of the attendance contract for all parents to sign each year will be sent home to all families. It is expected that families sign the contracts and return them to school. We ask that you make every effort and attempt to send your child to school every day. There is a direct correlation to student success and the student's daily attendance. As a school, it is our responsibility to promote daily attendance and punctuality to ensure that our students have an equitable chance at being successful both socially and academically. This can only be done by having students attend school daily. Below is an attendance plan that highlights what Beard will do to instill great student attendance.

Tier 1: Students with 0-3 days absent

1. Make attendance count daily. Send your children to school every day.
2. Every Friday will be Dance Friday, where students dance their way out of school at dismissal. Classrooms that have 100% attendance will choose the song that is played over the PA.
3. A monthly newsletter of all the students with "perfect attendance" will go home. These newsletters will be posted in the student lunchroom.
4. Sponsor many fun student engagement activities that will be supported throughout the year to encourage students to come to school. Student "Spirit Week" that has fun daily celebrations will be held the week prior to Winter Break. Fall Festival, Winter Assemblies, Field Trips, 100 Days Celebration and Literacy celebrations will be held to engage students into coming to school daily.
5. All parents will sign an attendance contract at the beginning of the year indicating the expectations Beard has for student attendance. **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. The same contract will be signed again by parents at the student's annual IEP meeting if one takes place. (Attendance Contracts Prek - 3)
6. 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 office. Attendance expectation rates will be found in the student parent handbooks, be downloadable from the school website, posted on the attendance board in the student lunchroom, and found posted throughout the building.
7. There will be an attendance coordinator (AC) in the office overseeing daily phone calls home to parents for students that are absent. 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 truancy letters are generated, mailed home and are on track for students that fall below the 95% attendance rate.
8. Daily robo calls will be made to the child's home by the school's computer system whenever an absence is reported in the computer by the teacher. The AC will call the home to find out why student is not attending school that day. **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.** Parents will be reminded to return absence excuse note back to the school, if one has not been received. Absence notes will be placed in the child's home communication binder to make it easier for their return back to the school.
9. Principal will send monthly phone calls home to all parents reminding them how important it is to send their child to school daily.
10. Beard School will have posted on the school web site a "Calendar of Events" which tells families of dates to come to the school and events that 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.
11. The student attendance rate for each child will be discussed by the teacher at every parent teacher conference and by the counselor at every IEP meeting held at the school.
12. The letter, "When and When Not to Send Your Child to School," will be sent home in October. This letter will also be found in student-parent handbooks. **"Students must be fever free and diarrhea free for 24 hours before sending students back to school. Send a doctor's note whenever possible, if students are taken to the doctor."**
13. The Beard School staff will be using the social and emotional learning curriculums of SS Grin and Second Step to improve student's overall quality experiences at the school. This will motivate students to attend daily.
14. Beard will utilize Positive Behavior Intervention Supports to create a positive learning climate that encourages all students to come to school.

15. The Principal will share attendance data records with the LSC through the principal report and staff members on a monthly basis. The principal will forward to the staff a copy of Beard's weekly/monthly attendance and share it in the weekly bulletin.
16. Students will be provided, on random bubble days of attendance, "Beard bucks" to use at the school store to purchase a attendance incentive item.
17. Members of the attendance team will provide students with a monthly "Perfect Attendance" certificate for no student absences, no early dismissals or no tardies for an entire month. Newsletter with student names on it will be sent home (via email) to all Beard families on a monthly basis. The Perfect Attendance newsletters will also be posted on a student bulletin board in the lunchroom.
18. All students that have improved attendance from the prior month will be entered into a raffle. The winner from this drawing will be announced as the new Student of the Month. This student will receive a certificate and have their picture posted on the attendance bulletin board in the lunchroom.
19. 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. 5 day, 10 day, and 18 day letters will be generated and mailed out to every student that has a significant number of unexcused absences.
2. All attendance team members will register for in the learning hub, "attendance module trainings" and successfully pass the test.
3. Twice a month, (printed dates on the attendance plan) the attendance team will sit down and analyze attendance data provided by Dashboard and the Network and develop individual student attendance tracking plans or cohorts that need improvement.
4. A meeting with parents will be held whenever a student's attendance rate is

dropping from 95%. Students that have significant absences will have an attendance plan developed by the teacher in conjunction with the parents. Teacher will ask parents to generate ideas on how to improve their child's attendance and bring it back up to 93%. This document lays out a plan that the parents will follow to improve their child's attendance rate. It will be signed by both parents and the teacher.

(Attendance Plan for Teachers)

5. Counselor will ensure that the proper medical codes are entered into SIM for each student in K-3rd. She will also work with the school nurse to ensure that all of the students are properly coded.
6. For targeted students in the red or yellow attendance areas in Dashboard, the school will work out a system where weekly phone calls from Blackboard Connect can be sent to parents to remind them to send their students to school.
7. Students that show monthly improvement from one month to the next and significantly improve their attendance to 95% will have their names entered into a drawing to be picked as the "Student of the Month."
8. Students that have improved attendance over the course of a year, will be provided with a "Most Improved" attendance certificate at the end of the school year during the Awards Assembly. Most improved is defined as going from red to green in dashboard ratings.
9. Student logger will continue to be utilized for the school to keep track of chronically truant students, meeting dates with parents, chronically absent students, and records of parent communications.
10. 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%.

Tier 3: Students with 10 or more days absent

1. 10 day and 18 day letters will be generated and mailed out to every student that has a significant number of unexcused absences.
2. The AP, Counselor or Psychologist will conduct a Home Visit to determine causes that has prevented student from attending school.

3. Administration develops an individual attendance plan with a parent at the school and has them sign the plan.
4. Daily attendance reminder wakeup call will be generated from Black Board connect. It will be utilized to remind parents to bring their children to school.
5. Case management meeting with the social worker and referrals to outside agencies for additional supports and assistance in getting the student to school.

Attendance - Celebration & Incentive Plan

Class Dojo

1. For students that have **Perfect Attendance** for the month, they will earn \$10 Beard Bucks or 10 points on Class Dojo to use at the school store for purchase of a desired item.
2. **Classrooms that have reached their 95% or higher attendance goals as a whole**, will be awarded with Class Dojo points that can be used for classroom celebrations such as a dance party, extra recess break, Beard Bucks, visit to the sensory room, visit to the drama room, visit to the garden, walk around the track, playing in the blacktop area, or extra gym time.
3. For students that have the **Most Improved Attendance** for the month, they will earn \$5 Beard Bucks or 5 points on Class Dojo to use at the school store for purchase of a desired item.
4. **For Most Improved Attendance Classrooms** that have shown growth leading up to 95% or higher as a whole, classrooms will be awarded with Class Dojo points that can be used for classroom celebrations such as a dance party, extra recess break, Beard Bucks, visit to the sensory room, visit to the drama room, visit to the garden, walk around the track, playing in the blacktop area, or extra gym time.

Published Sites

5. Classrooms that have the top attendance rates for the month will be given "Principal Shout Outs" on Class Dojo for everyone to celebrate student attendance success.

6. Students that have reached their **95% or higher individual attendance goals** for the month will be given a "Celebration Shout Out" on class dojo by their teacher once a month.
7. Names of students with "Perfect Monthly Attendance" newsletter (no absences, no tardies, no early dismissals) will be published in a newsletter and sent home to families to celebrate their attendance success.
8. The "Perfect Monthly Attendance," newsletter will be posted and maintained on an attendance bulletin board in the student lunchroom throughout the whole year to celebrate student's attendance.
9. Goals with the expectation of 95% will be posted throughout the school.

Awards

10. Monthly "Perfect Attendance" certificates are sent home with students for perfect attendance (no absences, no tardies or early dismissals) for an entire month.
11. In June we will have an "Awards Assembly" and at this assembly, students will earn either certificates or trophies for their successful attendance rate.
12. **For students that attended school over 95% of the time and had no tardies or early dismissals, these students will receive a certificate.**
13. **For students that maintained a 96% or higher attendance rate, and had no tardies or early dismissals, these students will receive a trophy.**
14. Students that have improved their attendance rate over the course of the year will receive a "**Most Improved**" certificate. Significantly improved is going from red to green in our dashboard system.

School Wide Fun

15. Classrooms that reach 95% or higher student attendance will get to select the song of their choice to dance too in the hallways on Dance Friday afternoons. If there is more than one, then lottery draw classroom selects the song.

16. Beard bucks will be given out to students on bubble days in celebration for simply being in attendance at school on that day.
17. Classrooms that have all students present for the day will be given a sign that says **“Hip Hip Hooray! We have 100% attendance today”** outside of their door. The office will provide classrooms with this daily acknowledgement outside of the classroom door and recollect them at the end of the day.
18. **3 Beard Attendance Bears** will be distributed to classrooms that reach and maintain their attendance goals of 95% or higher. Bears will be passed onto other classrooms that reach their goals if the room cannot hold onto their 95% attendance rate. Rooms can take pictures with the Bears and post them on the attendance board in the student lunchroom.
19. Beard will incorporate many new ideas throughout the year, initiated by parents or teachers to improve student attendance. As they are determined they will be announced and shared with all community and Beard stakeholders.

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. Please know that you do not have permission to record without staff permission. We ask that the listen in feature be turned off during the school day to respect the privacy of other students in the class.

Beard Bucks

Beard Bucks are given out to students when they earn a certain amount of Class Dojo points. The teacher will establish criteria at the beginning of the year, class rules and what can earn Beard Bucks. This will be shared with parents at the beginning of each school year. Beard Bucks are to be used at the school store at the end of the week to purchase a desired student item. Students may participate in the school store in a multitude of ways, dependent

on their developmental level or age. See the attendance plan for other ways of earning Beard Bucks.

Birthday wish list

We are a healthy school and look for ways to encourage healthy lifestyles. Children are encouraged to donate to the teachers’ Donors Choose web page request in lieu of a treat. Seeing as we are a healthy school and no longer accept food as treats for in school birthday celebrations, your whole family will be invited to help support the learning in the classroom by supporting projects the teacher is requesting. You can also feel free to bring non-edible items to share with students in the classroom.

Building Security

School start and dismissal times are 7:30am-2:30pm. 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. Classroom visits must be prearranged with the teacher, otherwise will not be allowed. It is expected that whenever a parent/visitor comes to Beard School, they must sign in at the security desk and check into the office. Parents/visitors need to check with the office to obtain a visitor’s pass before heading to the classroom. Please be ready to present an ID to security to be verified. All visitors may be subjected to a search through the use of a metal detector. When given your visitor badge, please wear it for the duration of your stay. If your child is tardy, please come to the office and fill out the tardy log. The office will call an ESP to come to the office and escort your child to his/her classroom. Parents are not allowed to open doors and allow other people into the school. This compromises the safety and security of staff. Please know, that only staff members are allowed to give access to people entering the building. No firearms are allowed in the school.

Beard School Related Electronic Links:

Beard School Website:
<http://www.beard.cps.edu/>

CPS website for Beard:

http://cps.edu/Schools/Find_a_school/Pages/findaschool.aspx

Class Dojo

<https://home.classdojo.com/#/login?redirectTo=%2Fstory&k=0qf4cc>

Beard Facebook Page:

<https://www.facebook.com/Beard-Elementary-Chicago-Public-School-1450595081913651/>

Remind.com

<https://www.remind.com/>

Parent Portal website:

<https://parent.cps.k12.il.us>

Parent Portal Instructions:

<http://impact.cps.edu/downloads/ParentPortalOrientationForParents.pdf>

School Spirit Wear Online Store:

<https://www.selectspiritwear.com/shop4/pc/viewCategories.asp>

Brick Fundraiser Order:

<http://www.thatsmybrick.com/beard/>

Twitter Account:

<https://twitter.com/beardprincipal>

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.

Bullying

Bullying is taken very seriously at Beard School and will not be tolerated. All situations that are reported will be investigated. "Bullying" means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, and meets all of the following criteria:

(1) An observed or perceived imbalance of power exists between the person(s) engaging in the bullying behavior(s) and the targeted student(s); and/or

student(s) were targeted based on prejudice or bias (as defined below).

(2) The behaviors are severe or pervasive (repeated over time), or there is a high likelihood that behaviors will be repeated. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the severity and if other elements of bullying are present.

(3) The intent of the person(s) engaging in the behavior is to cause physical or emotional harm to the targeted student(s)

(4) The behavior has or can be reasonably predicted to have one or more of the following effects:

(a) placing the student in reasonable fear of harm to the student's person or property;

(b) causing a substantially detrimental effect on the student's physical or mental health;

(c) substantially interfering with the student's academic performance; or

(d) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Cyberbullying" means using information and communication technologies to bully. This definition includes cyberbullying by means of technology that is not owned, leased, or used by the school district when an administrator or teacher receives a report that bullying through this means has occurred. This Policy does not require a district or school to staff or monitor any non-school related activity, function, or program.

"Retaliation" means any form of intimidation, reprisal including but not limited to the submission of knowingly false bullying allegations, or harassment directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying. Retaliation is prohibited and will result in the imposition of appropriate interventions/consequences according to this Policy and the SCC.

"Peer Conflict" means disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. Conflicts arise when two or more students with relatively similar observed or perceived power have

differences in opinion or perspectives. When school employees are aware of peer conflict, they are expected to guide students in developing new skills in social competency, learning personal boundaries and peaceably resolving conflict, and to model appropriate social interactions.

“Prejudice or bias” means motivation for bullying or harassment based in part or in whole by actual or perceived race, color, religion, sex, national origin or immigration status, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

“Restorative Measures” means a continuum of school-based alternatives to exclusionary discipline that are adapted to the particular needs of the school and community, contribute to maintaining school safety, protect the integrity of a positive and productive learning climate, teach students the personal and interpersonal skills they will need to be successful in school and society, serve to build and restore relationships among students, families, schools, and communities, and reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs.

Preventing Bullying

All CPS principals and staff shall work to develop safe, supportive school environments that prevent bullying through:

- Developing supportive school climate strategies, including clear expectations and share agreements to guide interactions between students, and between staff and students.
- Teaching all students social and emotional skills and establish classroom and school-wide practices that promote relationship-building, including teaching all school stakeholders to speak out when they see or hear bullying, degrading language, and bias or prejudice.
- Establish predictable responses and effective disciplinary practices that address root cause, teach skills, build empathy, and repair harm. Ensure all students, staff, and stakeholders know how your school plan to respond to bullying and harassment.

Bus Transportation Services

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.

- Be ready and on time for the bus in the morning
- 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
- Obey the driver and bus aide
- Never run to and from the bus without a parent
- Stand back from the curb
- 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 office to notify you of the delay and the approximate time s/he should arrive home.
- In order to ensure smooth busing operations, it is very important that you notify the school of an address change should one occur.
- If your child is sick for the day, call the bus company and let them know to skip your stop
- Stay in your seat at all times – harness will be issued if this cannot be followed
- Seat belts are expected to be worn at all times.
- Do not yell or scream
- Wait for the driver’s signal before crossing
- Cross at least 10 feet in front of the bus
- Never crawl under a bus
- Changes to the home address without notifying the office can result in busing delays.

Buses drop off students in front of the school along Strong Street. Parents are not allowed to park their cars in front of the school on Strong Street at any time during a school day. Cars parking on the school side will be ticketed by the Chicago Police Dept.

Parking is available in the school parking lot or on the opposite side of the streets. Additional parking is available on Neenah, Nashville, and Natchez streets.

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.**

Bus Company Phone Numbers:

Alltown, Nelson Base 52: 773-248-0090
Alltown, Skokie Base 54: 847-674-0090
Alltown, West Base 59: 773-638-3660
Falcon/First Student: 773-638-8000
Illinois Central/Caravan: 773-924-5840
Sunrise, Madison Base 58: 773-378-1800
Sunrise, Vincennes Base 55: 773-420-4401
SCR: 773-967-6403

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

In your child's communication binder and 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. I would recommend that you download and print this page for easy reference on your refrigerator.

Calm Classroom

Beard 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.

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. Parents may write to the principal with a request; however, it 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.

Class Dojo

At Beard teachers implement Class Dojo into the student's school day. Class Dojo is a communication and behavior management tool for teachers to use with students and parents. With this tool teachers can give points to students throughout the day and have immediate communication with parents. At Beard, we use Class Dojo as a tool to reinforce positive behavior with our students and build communication with our families.

Committees for Parents to Join

If you would like to join one of the following committees any help would greatly be appreciated. Communications Committee, Garden Committee, Homeroom Parent, Local School Council, Olympics, Parent Advisory Council, School Events Committee, and School Wellness Committee. Forms to join the committees are available from our website page

under the Parent link, “parent committees.” Send your completed form to the office and we will make sure that it gets to the right committee group chairperson.

Communication to our Parents - Families

There are a variety of ways that Beard School engages parents through communication. When the school makes a phone home, only one parent is generally contact on the emergency form. It is assumed that members of a household will share messages about children. If there any legal proceedings, divorces, separations or custody battles going on, it is the family’s responsibility to inform the school staff. Here are ways that Beard communicates with parents:

- Beard School Website links
- Class Dojo
- Student Communication Folder
- Student Parent Handbook
- Phone Calls
- Weekly Classroom Newsletter
- Monthly Calendars
- Electronic Emails
- Parent Teacher Conferences twice a year
- Parent Engagement Events
- Robo Calls
- Facebook
- Remind.com
- Letters sent home
- Calendar of Events
- Posting information on the Parent Board in the main office
- Teacher pages – from the Beard School Website

Beard School Website

The Beard School Website has the most current and up to date information it. Bookmark our school’s website to get the latest information possible. The calendar of events is updated regularly so click on it often to see what is new. Press Shift and F5 to update it regularly on your computer. The website is: www.beard.cps.edu.

Class Dojo

Class Dojo is a classroom communication tool from teachers to parents. Teachers must send parents a link and they must be invited. Stories, pictures, and messages are instantly shared.

Student Communication Folder

All students will have a communication folder sent home with them on the first day of school. *This folder has the student-parent handbook in it.* Children with an IEP have a communication folder with daily activities section that teachers can write in to send home daily progress information. This folder travels between home and school on a daily basis. It will contain important information from school weekly, so please check it often. When teachers are absent, the page is left blank for the day as substitutes and assistants do not write in the communication folder.

Phone Calls

All staff members can be contacted by phone and left a message to return your call. You can call 773.534.1228 to leave a message 24 hours a day with your child’s teacher at any time. You should receive a call back within 24 hours to address your concern.

Weekly Classroom Newsletter

The weekly newsletter focuses on activities and dates of events going on at school. Weekly newsletters are sent home each Friday electronically. September will be hard copies until all parents have provided us with emails. At that point, we will only send out electronic information.

We will also translate the newsletter into Spanish for any Spanish speaking families requesting translations. If you do not have an email address, we will work with you to provide you a hard copy of information.

Email

All teachers have their emails listed on our website, as well as their web page. Email your child’s teacher and he/she should get back to you within 24 hours on a given school day. If you have an emergency or need to report an absence, please call the main office at 773-534-1228.

Parent Teacher Conferences

Twice a year, the school hosts parent teacher conferences in November and April each year for all Preschool through 3rd 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.” 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. Dates are already posted on the 2018-2019

CPS Calendar. Additional meetings can be scheduled throughout the year at any time.

Robo-Calling

Robo calls are phone calls sent out by the school in mass to all of our families. They usually are electronic reminders of important events that are taking place throughout the year. They are pre-recorded messages and made to every student's phone number as listed on the emergency form in our student information system. If you are not receiving them, then you need to provide a correct phone number to the office and we will update our system and your child's emergency form. Permission forms need to be signed to give us access to send out this information. This is also the mode of communication that can be used in case of an emergency, so please make sure you opt in. Forms are available in the main office.

Facebook

Beard School has its own Facebook page that is managed by the administration of the school. Please join the page at:

<https://www.facebook.com/pages/Beard-School/1450595081913651>

Beard School staff to maintain the right to block any families that do not use the site appropriately. There also is another Facebook Community page that is run by the parents only. The page is called "Beard Parent & Community Group" page.

Remind.com

If you would like to receive quick texts and updates about events going on at the school, (less than 40 characters) including weather closings, then sign up to receive quick texts through this easy and fast process:

To receive messages via text:

text to: **81010** with the following message:

@beardsch

You can opt out of messages at any time by replying unsubscribe @beardsch

You can also get the email and text reminder if you go to <https://www.remind.com/> and sign up that way with the same information above. This will send you email alerts as well.

Letters Sent home

You will periodically receive letters from the Principal or school regarding important information from the district. They will be placed in your child's backpack

and sent home. Every attempt will be made to send it to you electronically first.

Twitter Account: Manda Lukic@BeardPrincipal

Sign Up Genius is an email link sent out to families to sign up for times and responsibilities at the school.

Donations

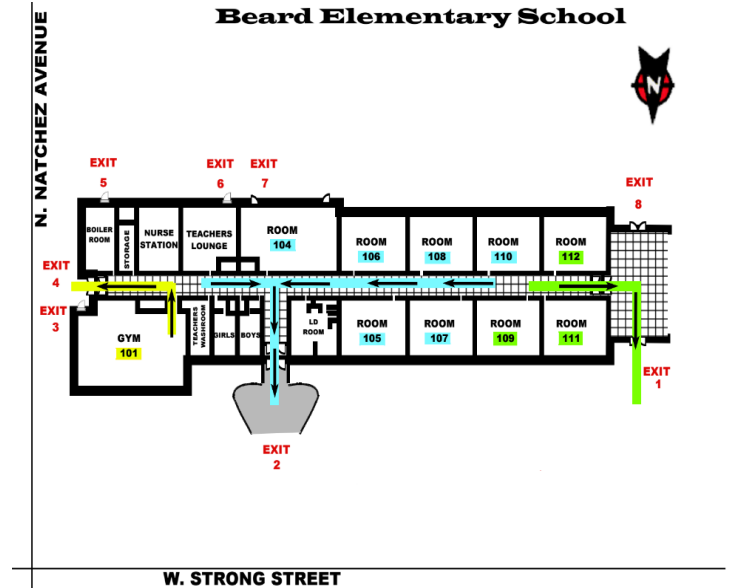
If you would like to donate to Beard School, please make your donation/check out to "Beard School." Electronic donations can also be provided to the school through the Epay/Donation button found on the right side of the school website page. Thank you for helping us build stronger programs!



Entrance and Dismissal Procedures/Locations

School start and dismissal time is 7:30am-2:30pm. As a school policy, parents are asked to wait outside with their child before the start of the school day. Teachers begin their school day at 7:30, so we ask that parents remain outside lined up by their room numbers that are painted on the floor. Teachers will meet students by their room numbers and escort them inside. Please walk your children all the way to the door and wait until the door is opened by the teacher(s). DO NOT LEAVE YOUR CHILD UNATTENDED IN THE PLAYGROUND or IN FRONT of the school. **If you are tardy and the classroom has already gone in, please bring your child around to the main entrance. Bring them to the office, and we will call down the paraprofessional to escort your child to the room.**

K-3 rd	Morning Drop off time	Entry through Door #	Dismissal time -afternoon pick up time	Exit through Door #
Students riding the bus	7:30am	1	2:30pm	1
Parents driving their children to school	7:30am	1	2:30pm	4



Emergency Information Request Form

When an accident or illness is reported to the office, parents/guardians on the emergency forms will be notified. All parents are required to fill out and return the Emergency Information Request Form for each student—even if all of the information is unchanged from last year. These records also contain information regarding the person we should be contacted in the event the school cannot reach the parent. If this information is not kept current and an emergency arises, 911 will be called. If your child becomes sick 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. **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 documents are issued. A copy of those documents must be provided to the school to remain in the student’s file folder.

PRESCHOOL Times and Locations:	Morning Drop Off Time	Drop off by Door #	Afternoon Pick Up Time	Pick Up by Door #
104am	7:30am	7	10:05am	7
104pm	11:55am	4	2:30pm	7
108am	7:30am	6	10:05am	6
108pm	11:55am	4	2:30pm	6
122am	7:30am	1	10:05am	1
122 pm	11:55am	1	2:30pm	4
125am	7:30am	1	10:05am	1
125pm	11:55am	1	2:30pm	4
106 full day	7:30am	6	2:30pm	6
107 full day	7:30am	6	2:30pm	6
111 full day	7:30am	3	2:30pm	3

Family Income Forms

Applications for the Family Income Forms are sent home annually in September. We ask that all applications be returned to the school. The purpose of this form is for CPS to obtain information about families' income to determine school funding. Regardless of income, all forms should be returned back to the school.

Field Trips

Full time students will all participate in community-based trips at least three times a year. Field trips support student learning that are directly tied to classroom instruction, are aligned to the common core state standards and the student's IEP if there is one. Parent permission must be provided in writing in order for a student to attend. Any parents that are chaperoning on a field trip must also obtain volunteer clearance approval Level II through the CPS volunteer process. Because space on the bus is limited on field trips, parents that are asked to chaperone will be rotated to give all parents/guardians a chance to attend.

We still however; want parents to join us on field trips, so if you would like to meet the school at the location, you are more than welcome to do so. You still however must be an approved CPS chaperone. Please make sure that your student has their Beard field trip T-shirt on the day of their travels.

Food

We encourage all parents to send Healthy snacks or nonfood items to school instead of sweets, birthday cake or pizza for celebrations. We as a school, are on the CPS School Wellness program and are practicing and modeling healthy eating habits. As such we will not use food as an incentive, nor have any food related fundraisers. Our gardens will be used to grow healthy foods and show students how these foods are used to fuel our bodies. We encourage exercise and find ways to incorporate a healthy lifestyle in every aspect of our curriculum.

If you would like for your child to have warmed foods, please send it 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 it to be cooled, make sure to send it in a thermal cool bag.

Beard School is an **ALLERGEN FREE ZONE** school due to all of the severe allergies students have. It is a CPS

Policy that food made at home cannot be brought to school to be passed out. If you would like to bring treats to school, they must be store bought food only, have nutritional value, and be on the approved Schools Healthy Food checklist. Please be mindful of the fact that many students have severe allergies and food restrictions when sending items to school. For birthday celebrations, the best alternative is to send non-food items such as pencils, stickers, etc.. Please speak to your child's teacher if you plan to bring food items to discuss what items are appropriate and safe to bring.

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. 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 2019, you will submit your application in fall 2018, between October 2nd and December 1. 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 until December 1 of the 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.

Go Noodle

Go Noodle is used with many of our classrooms to engage students in movement and mindfulness. They are videos that students love to sing and dance too during the school day for sensory breaks and transitions.

Grading Scale (Preschool)

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 and Winter at Parent Teacher Conferences.

Grading Scale (K-3rd grade only)

Grading Scale (modified criteria)
100-90 A
89-80 B
79-70 C
69-60 D
59 and below F

Kindergarten through 3rd grade Beard students will be graded using a **modified grading criterion** in the areas noted below. Parents will be notified of the student's progress toward meeting quarterly benchmarks and goals on the Chicago Public Schools IEP Progress 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:

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

Healthy Schools

Beard School will strictly adhere to the Chicago Public Schools Healthy School Certification guidelines. Effective the 2014-2015 school year, student celebrations, such as birthdays, will only be celebrated with non-food items. In lieu of snacks, we encourage our families to celebrate by passing out stickers, trinkets, pencils, to celebrate with classmates. We may permit food or beverages if they are of nutritional value and are on the Learn well approved food checklist for Chicago Public Schools. Please consider bringing something to school from the teacher's wish list found on her webpage.

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. Students in 1st through 3rd grade may be given homework periodically throughout the year through one of our electronic supplemental programs or core curriculum that that Beard uses. Your child's teacher will have passwords for all the programs that are assigned. If homework does become a problem, please speak to your child's teacher to review what is being sent home.

Immunization Requirements

As required by state law, students are to have all health examinations and immunizations and eye exams on file at the school by October 15th. If current physical exams 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 calls from CPS until immunizations have been returned back to the school. Please check CPS's health website for required and necessary forms. A CPS letter of expected immunizations will be found in your student/parent handbook as an addendum. All Head Start programs and all kindergarten students are required to have an annual dental exam completed by a licensed dentist. They are due by May 15th.

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. 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 charity 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 whose main responsibility is to work with the principal to review and approve the budget, CIWP, develop school policy, and evaluate the principal yearly. They are also responsible for hiring the principal of the school should a vacancy open. The council meets in the library on a monthly basis for about an hour to conduct business. 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 prior to the LSC meeting. Local School Council Reps for the 2018-2019 School Year include the following members. Principal: Manda Lukic, Parent Representatives are: Toni Sandoval, Laura Blaylock, Jerry Januszewski, Karissa Reynolds, Tabatha Schein, and TBA. Teacher Representatives are: Joan Hoyle Lynch and Michele Van Pelt, ESP Representative is: TBA, and Community Representatives: Nicole Domico and Tracey Peters.

Lunch & Breakfast

Seated Breakfast and Lunch are free for all students. Students have a 23-minute seated lunch period, followed by a 23-minute recess play session. Lunch periods are scheduled between 10:45am – 12:15pm. Students are welcome to bring their own lunches if s/he does not want to eat the school meal that is provided for free. We are an allergen ZONE free school and have special tables available for students with specific allergies during lunch. Foods will not be microwaved for students. If you would like for your child to have warmed foods, please send it in a thermos where it will be kept warm, or a cooler bag to keep it cool.

Breakfast is offered to all students in the morning. Students have a seated breakfast in the classroom at 7:30am. All students are expected to be in the building at 7:30 for the start of the school day and pledge, and PBIS cheer, regardless if they are having breakfast or not. 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 supply completed physician's order authorization and consent forms from the doctor and the parent to the school. This needs to be done yearly. No medication will be given to children without proper medical forms being completed and on school file. Forms are available from the nurse or the school counselor. Medication must be handed to a bus attendant or dropped off at the main office (ie, a student may not transport medication in a backpack, pocket, etc) once all the forms have been completed. See the medication policy on the Beard website for specifics on the medication policy.

Monthly Calendar

A calendar of monthly events is sent home at the beginning of each month along with a weekly newsletter from the school. These will be emailed out to families unless a hard copy is requested. Dates and times for parent monthly meetings, LSC meetings, non-attendance days and special events taking place at the school are indicated on the calendar, as well as the Beard School website. The yearly projection of the Calendar of Events gives you a snapshot idea of when the date of the event will be held in the future.

Music

Beard School provides the students with music through two CPS vendors. Tiny Tune Makers provides a weekly music program to all preschool students. Music Alive provides music programming to all students Kindergarten through 3rd grade.

PAC – Parent Advisory Council

The Parent Advisory Council's role is to support the role of all parents as partners in the school. All family members are welcome to attend to the monthly PAC meetings and provide support around how to improve the school's involvement with families. They are at 7:30am in the IEP conference room once a month. It is designed to empower parents to inspire, give voice and assist their children to achieve educational goals. The PAC can provide activities, organize events, support and train parents to improve their literacy and parenting skills, provide information to parents that will enable them to work with the school, and work with the teachers, staff and parents to involve parents as equal partners in the education of students.

Parent Classroom Observation Policy

Parents and/or therapists are welcome to come to Beard School and observe their child/student in the classroom setting. 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 related 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 (40 to 60 minutes) to minimize the disruption to other students in the classroom. Please note that teachers are unavailable for conferencing directly after the observation unless their prep period follows immediately after the observation or there is a time scheduled for discussion. Beard School has limits as to how many observations can take place within a year with one teacher. Upon entering the building all visitors are expected to sign in at the security desk, then check into the office.

Parent Engagement Events

1. Meet and Greet Back to School Welcome
2. Curriculum Night
3. Fall Festival
4. Beard Olympics
5. Winter Assemblies
6. Local School Council Meetings
7. PAC Meetings
8. Mystery Monthly Reader

9. 3rd grade Transition Meeting
10. 3rd Grade Farewell Ceremony
11. Kindergarten Celebration
12. Prek End of the year Celebration
13. Prek Transition Meeting
14. Recognition Ceremonies
15. Parent Teacher Conferences
16. Parent Resource Fairs on Parent Teacher Conference Days
17. State of the School Address (on parent teacher conference day)
18. 3 yearly Field Trips
19. Big Green Community Gardening Events
20. Beard Tours
21. Usborne Book Fairs
22. NPR Fair at DePaul Prep
23. Science Fair
24. Art Auction
25. Staff Appreciation Week
26. Science Fair
27. Partners in Play
28. The Nora Project

Parent/Visitor Conduct Policy

All parents/visitors that come into the school are expected to conduct themselves in a respectful manner while in the school and during meetings. 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 our students that have sensory needs. 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, and trying to access areas without permission. Failure to adhere to this school policy will result in the adult(s) being asked to leave the school and possible police involvement.

Parent Portal

Parents have access to their children's grades at all times through the year using the Parent Portal. 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 online.

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 called "Sign Up" genius which gives 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

Do not park in front of the school from 6:00am till 5:00pm. Parents are not allowed to park in front of the school on Strong street. School buses line up the entire length of Strong Street. Parking here will result in your car being ticketed or towed by the Chicago Police. There is plenty of legal parking in the neighborhood of the school or in the back of our school in the parking lot. Please respect our neighbors by not parking in their driveways.

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 supports that involve specialized and individualized interventions.

See our expectations on the next page:

"Be Safe, Be Responsible, and Be Kind," are our 3 behavioral expectations. Please feel free to use this language at home so that you can help reinforce our behavioral expectations at school.

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 Kind



Body to Yourself

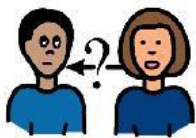


Wait Your Turn

Be Responsible



Use Objects the Right Way



Ask for Help



Body to Yourself

Permission Form for Robo Calls

In order to get robo calls from the school you must sign a permission form to opt in and receive phone calls. Please ask the office for a form to sign if you are not receiving phone calls from the school.

Physical Education

The new PE policy mandates that full day students receive at least 120 minutes a week of recess and physical education. This will be provided through the gym teacher, walking on the student track, and support programs such as “Me Moves, Calm Classroom, Go Noodle, and yoga.” All students must wear their gym shoes during recess or PE to ensure their safety.

Physical Examination

Law requires a physical examination and specific immunizations for all children entering school in Prek, Kindergarten and for new students. Medical and Dental records should be completed before the first day of school and given to the office. Students will be excluded from school if these records are not on file before the October 1 of the school year. If excluded, a child may not attend school or classes until such time as proof of compliance has been presented and accepted.

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 house. The dates of when the photographers will be coming are on the calendar of events page found on our website, class dojo and through the weekly newsletter.

Playground

All families and community members of the Beard School have equal access and opportunity to using the school’s outdoor playground, kitchen learning community garden, and playlot in back of the school. These areas will remain open and unlocked for the

community to enjoy year-round from 7:00am to 7:00pm. All parents can use the playground before, during, or after school hours. Please be aware that during school hours the playground is used with classrooms during student recess. You can use the playground with other students out there, but your child may potentially get hurt by older students while playing out there. It is up to parent discretion if you allow your children to play in the playground. No staff supervision will be provided if your child has not begun/has ended the school day.

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 23-minute recess period daily after their lunch. Students may also receive additional recess breaks as incentives throughout the day in the playground, school gardens or blacktop areas of the school. Students will be supervised by teachers/paraprofessionals while they are outside. All of these areas are secured by gates that will not allow students to go into the streets. 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

Recycling Program

Beard School is participating in a community paper recycling fundraising program. For every ton of paper collected, the school receives additional funding. It is open to the community and any parents that want to drop off any recycling. The program is being offered through Midwest Recycling. The recycling bin can be found on the property in the parking lot on Natchez as you enter the parking lot. If you have newspapers, magazines, or any other paper materials that need to be recycled, consider taking them to Beard School. This is an easy, free way to help give back to the school.

Safety Drills

Every year we have mandatory safety drills for our students. These drills are very important so that students will be prepared for how to react in the case of an emergency. The drills that we are required by law to conduct include:

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

All students and staff must participate in practicing all of the drills. We will also send home a letter notifying parents which drills will be practiced and on which days. The same information will be sent home via Class Dojo, the weekly newsletter, and the monthly calendar.

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.

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, field trips, Velcro, lamination, ink for the classrooms, 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 a field trip. 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.

School Hours

School hours for students are 7:30am to 2:30pm for students that attend full day preschool or Kindergarten through 3rd grade. For preschool students attending half day morning sessions, hours are from 7:30-10:05 am. For preschool students attending half day afternoon sessions hours are from 11:55-2:30 pm.

Student Illness

As much as the school encourages daily student attendance, when a child has a fever, diarrhea, a contagious rash, or is vomiting, he or she should remain at home and be taken to the doctor. If a student becomes ill at school, the nurse will call to inform the parent of the illness and request that the child be picked up. Students must remain fever free, without medication, for 24 hours before returning to school. Please see the Beard School website for a reference sheet on **“When to send and when to not send your child to school if they are ill.”**

School Photographs

For our school events, we will take many pictures of the children. Pictures are posted on our website, bulletin boards, classrooms, or newsletters to share with our families about the fun things that we do a Beard. If you prefer we do not post pictures of your child anywhere, please make sure you fill out a media consent form that tells us not to post pictures.

Student Supply Lists

School supply forms will be going home to all students at the end of the year. The school supply lists will also be available on the Beard School website to download. Due to the diversity of the classrooms, each teacher may have additional items for you to purchase at the beginning of the school year on their class web page. Individualized teacher wish lists can be also downloaded.

Student 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.

Tardy Policy

If you have brought your child to school later than 7:30am, (or after 11:55am for the afternoon preschool session) you will be asked to bring your child to the main office (door #1) and fill out the tardy log located on the office counter. The office will call a paraprofessional to come to the office and escort your child to his/her classroom. Parents will not be allowed to walk students down to the classroom. See our “walking students to their classroom policy.” An appointment is necessary if you need to speak to the teacher. The attendance coordinator will enter times into the computer for record keeping purposes. Since all teachers take attendance at 7:30am, all parents must sign in the Tardy Log at the time of entry so that the student absence can be corrected to being present.

Transition Plans

Beard recognizes that transitioning from one grade to the next, or from one school to the next, can be a difficult process for some families. We have worked on developing two unique plans for both the Preschool and 3rd Grade Students leaving Beard. Transition plans are downloadable from our website, parent tab.

Translators

We understand that many families do not read or speak English. We have many staff members at Beard that speak different languages. We will ask our staff to translate in conversations when 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. Class Dojo is one of our programs that translate into many languages for parents. Beard School has over 27 different languages spoken by our student 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 more 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. Parents and children will be allowed to wait in the main entrance vestibules on inclement weather days. The security officer will allow our families in on these days. It is expected that whenever a parent/visitor comes to Beard School, they must sign in at the security desk and check into the office.

Parents/visitors need to check with the office to obtain a visitor's pass before heading to the classroom. Please be ready to present an ID to security if asked to do so. When given your visitor badge, please wear it for the duration of your stay. Classroom visits must be prearranged with the teacher. 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, and trying to access areas without permission. Visitors not able to follow our policies will be asked to leave the school.

Volunteers

There are two types of volunteers that can work in CPS schools. The Volunteer Coordinator at Beard School will review your application in CiviCore and approve your application to move forward with next steps in the process. If you are interested in chaperoning on a field trip, you must apply to cpsvolunteers.org to obtain approval. If you are interested in becoming a Level II volunteer, please call the school for more information.

The types of volunteers are called Level I and II. Volunteer Programs are intended to provide a stream-lined pathway for parents and community stakeholders to contribute their valuable time and talents to the learning and enrichment experience of our students. All volunteer candidates must complete a volunteer application through the Chicago Public Schools CiviCore database. Please visit: cpsvolunteers.org to start your application.

Examples of Level I Volunteers:

- Overnight-Field Trip Chaperones
- Mentors
- Tutors
- Coaches
- Non-supervised classroom assistants

Examples of Level II Volunteers:

- Day-Field Trip chaperones
- Assistants in schools with administrative duties
- Other volunteer activities in contact with students while supervised

Level II Volunteers

A fingerprint criminal background check is not required for Level II Volunteers. A Level II Volunteer is:

1. A parent providing supervised volunteer service in their child's school or classroom for less than 10 hours/week;
2. Any individual providing volunteer service for less than 5 hours/week at a school where s/he does not have a child enrolled;

3. A parent accompanying his/her child's class on a one-day field trip or another type of extracurricular activity that does not involve an overnight stay;
4. An individual providing volunteer service on projects/activities involving no or nominal contact with children.

the room. Our goal is to create a quiet and safe atmosphere for all of our students to learn in. Having parents come to the office and having a staff member escort your child to the classroom, will help us meet these goals.

Walking students to their classroom policy

At Beard School, we understand how difficult transitions can be for some students on the first day of school. We would like to invite parents to walk their child to the classroom on the first day of school to help ease any concerns their child may be experiencing. **After the first day of the student's attendance, we ask that you line up students outside at their respective homeroom number waiting areas. Homeroom numbers are painted on the floors. You can wait there and your child's teacher/paraprofessional will pick them up. If you are late bringing your child to school, please bring your child to the office.**

Ultimately the goal is to have your child be as independent as possible as he/she starts their school day. We recognize that every child reacts differently to coming to school. Some students may experience anxiety during the first few days of school while others may not. **Please know that crying and or resistance to come to school is very a common behavior.** These behaviors will decrease over time, as the student becomes more acclimated to the school environment and more independent. Parents can help us with difficult transitions by leaving the classroom so that students can begin to foster independence, create routines, and build trust between staff members and students. Please trust that your children are in very good and safe hands.

We hope that walking your child to his/her classroom on the first day ONLY will help comfort your child with the transition. Our goal is to have your child be an independent thinker and learner. Please assist us in helping your child reach his/her independent goals, by modeling waiting outside for the teacher, or by bringing them to the office if you are running late at arrival.

The safety and security of all our students and staff is our number one priority. If you are bringing in your child late to school, please bring them to the school office. The office will call someone from your child's classroom to come down and escort him/her back to