

PARENT HANDBOOK

2016 – 2017
SCHOOL YEAR

A HUNDRED YEARS FROM NOW

“... it will not matter what my bank account was,
the sort of house I lived in,
or the kind of car I drove
... but the world may be different
because I was important in the
life of a CHILD.”

DURKIN PARK ELEMENTARY SCHOOL
8445 S. KOLIN AVENUE
CHICAGO, ILLINOIS 60652
773-535-2322

773-535-2299 (fax)
www.durkinpark.com
DURKIN PARK ELEMENTARY SCHOOL
MISSION STATEMENT

We here at Durkin Park Elementary believe in providing each child with the opportunity to excel in academics and in life. We also believe that literacy is the key to that success. It is in that light that we are setting up a system that will give every child the utmost opportunity to excel in literacy.

We believe that we are partners in the education of our children and we welcome you into our school. We are devoted to creating a safe and secure learning environment in which we all work together with mutual respect and consideration.

SCHOOL BOUNDARIES

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

ORGANIZATIONAL CHART 2016—2017

Teacher	Grade	Room
Stacey Sileo	Pre-K	147
Elizabeth Heneham	Pre-K	149
Chris Healy	Kg.	135
Aracelli Pena	Kg. Bil	137
Jennifer Fleming	1 st	132
Tomas Reyes	1 st Bil	124
Molly Cranley	2 nd	126
Cynthia Chico	2 nd Bil	127
Maura Ryan	1 st /	125
Silvia Tejeda	3 rd	130
Kathleen Murphy	3 rd	131
Sheila Garvey	3 rd	133
Laura Sauerwein	4 th	106
Shantrice Ragland	4 th	103
Deborah Birmingham	4 th	105
Jillian Ryan	6 th	113
Cara West	6 th	110
Sandra Cruz	5 th	118
Guillermo Tejeda	5 th	120
Luis Rodriguez	5 th	123
Katherine Dugger	7 th	112
Diane Esquibel	7 th	114
Patrick McGrath	8 th	115
Helena Branch	8 th	117
Gina Adamik	Intermediate SPED	102
Margaret Myren	Intermediate SPED	104
Mary McMahon	Upper SPED	101
Michele Tardy	Primary SPED	133
Ed Wereldsma	Gym/Health	149
Craig Gonciarczyk	Tech Coordinator	108/134
Laura Kelly	Art	142
Feryal Al-Zubi	Arabic	
		103
Marykaye Neilsen	Reading	Library/140
Erin O'Neill	MTSS	139
Elisa Carlin	Bilingual/MTSS	104
Anabel Escobar	Teacher Assistant	113

Corina Hanson	Teacher Assistant	131
Kristine Gorman	Teacher Assistant	
Eric Reyes	Teacher Assistant	
Alexandra Rodriguez	Teacher Assistant	
Braulio Rodriguez	Teacher Assistant	
Maria Rojas	Teacher Assistant	
Kerry Whirity	Teacher Assistant	
Michael Martin	Security	
Curtis Deer	Engineer	
Liz Larmon	Counselor	136
Daniel Redmond	Principal	100A
Catherine Marin-Rios	Assistant Principal	109
Gabriela Calderon	Office Manager	100
Maria Escobar	Clerk Assistant	100

OUT OF UNIFORM DAYS

2016-17

September 6 -9, 2016	January 20, 2017	May 26, 2017
September 23, 2016	February 10, 2017	June 2, 2017
October 7, 2016	February 24, 2017	June 12 – 20,
October 21, 2016	March 10, 2017	
November 18, 2016	March 24, 2017	
December 9, 2016	April 21, 2017	
December 23, 2016	May 12, 2016	

DURKIN PARK ELEMENTARY
***TENTATIVE* SCHOOL YEAR CALENDER**

September

1 st	Open House 3:30pm – 5:00 pm
5 th	Labor Day
6 th	First Day of School (Students are out of uniform all week)
6 th – 10/7 score	TRC/DIBELS, mClass Math (K-2), NWEA for students with no prior year score
12 th	Students must wear uniforms
19 th – 10/21	REACH Performance Tasks (Pre-K – 8 th)
23 rd	Out of Uniform Day

October

7 th	Progress Reports sent home/Out of Uniform Day
10 th	Columbus Day – No School
20 th	LSC Meeting 3:15pm

21st Out of Uniform Day

26th Picture Day(Pre-K – 7th)

November

4th School Improvement Day – No classes for students

9th Parent/Teacher Conferences – No classes for students

11th Veterans Day – School Closed

18th Out of Uniform Day

24th – 25th Thanksgiving Holiday – School Closed

December

9th Out of Uniform Day

12th – 1/27 TRC/DIBELS, mClass Math (K-2), NWEA MAP (2nd – 8th)

15th LSC Meeting

22nd Winter Assembly Pre-K – 2nd

23rd Out of Uniform Day

26th 1st Day of Winter Break

January

6th Last Day of Winter Break

9th Classes Resume – Progress Report sent home.

16th Dr. Martin Luther King Day – No school

17th – 2/17 ACCESS (K – 8th)

20th Out of Uniform Day

February

3rd School Improvement Day – No School for Students

10th Report Card Sent Home – Out of Uniform Day

16th LSC Meeting 3:15pm

20th Presidents' Day – No School

24th Out of Uniform

March

6th – 4/6 PARCC

10th Progress Reports sent home – Out of Uniform Day

24th Out of Uniform Day

April

7th School Improvement Day – No School for Students

10th – 14th Spring Break

17th Classes Resume

17th – 28th ISBE Science (5th and 8th)

19th Parent – Teacher Conferences – No School for Students

21st Out of Uniform Day

27th LSC Meeting 3:15pm

May

12th Out of Uniform

15th – 6/16 NWEA MAP, REACH Performance Tasks

19th Progress Reports sent home

25th LSC Meeting 3:15pm

26th Out of Uniform

29th Memorial Day – No School

June

12th Out of Uniform for the rest of the year

15th 8th Grade Graduation

16th Kindergarten Graduation

20th All School Picnic – Last Day of School

ATTENDANCE

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

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

For the safety of our children, we ask that you come to the office to meet your child for an early dismissal. A parent is requested to sign the early dismissal form. No one will be permitted to leave the building without his/her parent or some other authorized adult. In the latter case, please call the office to inform us who is picking up your child.

AMENDING HANDBOOK

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

BICYCLES

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

CELL PHONES

If a parent needs their child to have a cell phone, they must obtain **written approval from the principal** and the student must check their phone in at the office or with their teacher before school starts. We will follow the Student Code of Conduct

If a student is caught with a phone; it will be confiscated, placed in the main office until a **parent or guardian picks it up.**

CHILD ABUSE

Under Illinois law, school personnel are required to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect. Neglect may include failure to provide necessary food, shelter or medical care. Persons from this department must follow up the call by visiting the child's home. At times they will ask and will be given permission to speak with the child at school. Anyone may report suspected abuse or neglect. If you know of such a problem, you may call the 24 hour DCFS Hotline at 1-800-252-2873.

CHILD CUSTODY/STUDENT RECORDS

PARENT: A parent is either the natural parent of a child, a court appointed guardian, a foster parent of a child, or an individual acting as a parent in the absence of a natural parent. Because Durkin Park School assumes responsibility for children in the school, it is important that we be notified of any court-sanctioned arrangements regarding custody of and access to children whose parents are divorced and/or separated. Durkin Park School follows the provisions of the *FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)* and permits parents to inspect and review their child's school records. In order to review your child's permanent education records, parents are asked to submit a written request to the principal. In the case of non-custodial parents, the school will

provide such parents with access to the school records and other information pertaining to the child, including, medical, dental, and other school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CLASSROOM ASSIGNMENTS

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

CURRICULUM

The basic curriculum includes Reading, Language Arts, Mathematics, Science, Social Studies, Computer Science, Library, Art and Physical Education.

The school also offers students the following educational opportunities:

- utilization of the Computer Lab
- Accelerated Reading Program
- Study Island
- Involvement in Student Council, Yearbook Club, PBIS Team, Pep Squad
- Learning through use of audio-visual media
- In and out of school cultural programs which include performances, trips to the city's museums, etc.
- Encouragement of students to develop their talents, i.e. participation in various contests and academic competitions

DISCIPLINE

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

actions will be subject to disciplinary actions. Consequences will include but not be limited to student/teacher conference, parent/teacher conference, detention and suspension. The school follows and will enforce completely the Chicago Public Schools Student Code of Conduct.

To develop cohesiveness for all students, increase efficiency and continue to build a safe school environment, the following five rules shall be in effect for all students in all grades at Durkin Park Elementary School:

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself at all times.
3. Always wait for permission before speaking and leaving your seat.
4. ALWAYS LEAVE ELECTRONIC EQUIPMENT, food*, gum and candy AT HOME. (*Students are allowed to bring a lunch for personal consumption.)
5. Show Respect to Others at ALL TIMES.

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

REASSIGNMENT GUIDELINES

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

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

A student should complete their assignment in the alternative environment. This new room is free of the distractions and stimuli that led to the student's negative behavior. **A student that is still not following classroom rules is desperately in need of an intervention by the office, counselor, security or all of the above.**

STUDENT CREED:

I follow directions the first time they are given.

I keep hands, feet and objects to myself at all times.

I always wait for permission before speaking and leaving my seat.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the

instructional program. The aim of the educational field trip is to have it correlate with class work. A signed permission form from a parent or guardian is required for all field trips. Participation in a field trip is a privilege, not a right. The school reserves the right to deny a student participation in a field trip for failure to meet academic and/or behavioral requirements.

ELECTRONICS

No electronic devices will be allowed in school. The school is not responsible for lost or stolen items.

EMERGENCY PROCEDURE

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

If your telephone number at home or at work changes during the course of the school year, be sure to notify the school office.

ENTRANCE AND DISMISSAL PROCEDURES

School hours are 7:40 A.M. until 2:45 P.M. each day. Please have your child at school no later than 7:45 A.M. Children should not arrive earlier than 7:30 A.M. or remain on the school grounds later than 2:55 P.M. unless they are participating in a supervised activity. Supervision will not be provided for students who arrive before 7:30 A.M. or remain later than 2:55 P.M. The above procedures are designed for the safety and well being of your children.

The students in Grades 1 – 3 will enter and dismiss through doorway 6 adjacent to the playground. Students in 4 – 8 will enter through doorway 4. Students in 4 – 5 will exit through doorway 2. Students in 7 – 8 will exit through doorway 3 and students in 6th grade will exit through doorway 4. Students in Kindergarten will enter and dismiss through main entrance. Pre-K entry and dismissal procedures will be provided by the teacher on the first day of school.

Please note the following safety guidelines for all children:

- Do not park on Kolin Avenue in front of school.
- Please park on 85th Street or on 84th Street when dropping off or picking up your child(ren).

- Please insist that your child(ren) cross at the corner with the patrol guards and then come to your car.
- Double parking is very hazardous.
- Finally, please use extra caution on rainy and snowy days.

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

School hours are 7:45am to 2:45pm. With the new Full School Day, staff does not report until 7:45am. For your child's safety we advise that students should not arrive at school before that time because there will be no one in the building to supervise students. Also, due to the change in school hours we will be following the Chicago Public School policy on stranded students as outlined below.

STUDENTS WHO ARE STRANDED AT SCHOOL

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

1. The Principal or the Principal's designee, who must be a member of the professional educational staff of the school building, will remain with the student until the student is picked up by a parent, guardian, or emergency contact OR until a police officer or Department of Family Services Division of Child Protection Investigator (CPI) takes protective custody of the student.
2. School staff shall call the parent or guardian who usually picks up the student. If that person cannot be reached, staff should leave a voice message, if possible, stating, "If the parent, guardian, or emergency contact does not come to the school to pick up the child by 4:30pm, the school will be obligated to call the Chicago Police Department and the Department of Child and Family Services Hotline to report child neglect." Staff should leave the voice message with all emergency contacts.
3. If by 4:30 pm the parent, guardian, or emergency contact has not been reached and/or no one has come to pick up the student, school staff shall call:
 - a. DCFS Hotline at 1-800-25-ABUSE (252-2873) to report child neglect and
 - b. CPS Student Safety Center at 773-553-3335 to explain that a student is stranded and to provide the student's emergency information.
4. The CPS Student Safety Center shall:
 - a. Continue to attempt to locate the parent, guardian, or emergency contact;
 - b. Arrange for the Chicago department of Family and Support Service to provide transportation if the parent, guardian or emergency contact requires assistance to get to school.
 - c. As a last resort, call 911 to ask the police to come to the school to take protective custody of the student;

- d. If the police decline to come to the school, advise the Principal or his/her designee that they may transport the student to the local police station, and ask to speak to the Desk Sergeant.

EXTRA-CURRICULAR ACTIVITIES

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

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

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

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

No student may participate in an extra-curricular activity the day of absence from school.

HOMEWORK

Homework is a necessary component in the sequence of a child's education and is assigned to provide reinforcement, practice application, and enrich what is learned in class. It helps to develop independent, responsible work and study habits and it aides the

growth of a closer relationship between home and school.

Students are responsible for maintaining a homework assignment book listing assignments and due dates. Students are expected to complete all homework assignments carefully and accurately and to turn them in by the due date. The following are approximate time allocations:

- Kindergarten 15 minutes per day
- Grades 1 – 3 30 minutes per day
- Grades 4 – 6 45 minutes per day
- Grades 7 – 8 90 minutes per day

If a student misses an assignment due to absence, it is the responsibility, upon his/her return, to find out what is missed and to complete the work.

IMMUNIZATION

The State of Illinois requires that all students entering Kindergarten, sixth grade, High School and those students, regardless of grade, who are new to a school, provide a completed physical examination including proof of updated immunizations. Vision exams are required for students entering Kindergarten or new to a school. Dental examination are required for students entering Kindergarten, 2nd and 6th grade. These forms must be completed and returned the first day of school. Please take care of this parental obligation so your child will not be excluded from school. **According to State Law, all students should be sent home by the 15th of October** if the physical examination and immunization are not on file and up-to-date in the school office.

INCLEMENT WEATHER

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

LIBRARY/MEDIA CENTER

All materials in the Library/Media Center are provided for the benefit and use of the

students as stipulated by the following library policy:

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

MEDICATION

Ordinarily, school personnel will not dispense medication to students. The administration of medication is discouraged during school hours unless it is absolutely necessary. If a physician requires a child to take medication during school hours, the parent must submit the proper documentation to the school nurse and must make arrangements with the principal.

NEWSLETTER

In an effort to keep the lines of communication open between school and home, a school newsletter containing important information will be sent home with the students on the first of the month, or as close to that date as possible. Please, take time to read this each month, as this is the most up-to-date information regarding school news and events. You can also view this information on the school's website.

PARENT ADVISORY COMMITTEE

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

PARENTAL CONCERNS (Guidelines)

A parent/guardian who has a question or concern regarding a situation involving his/her

child is urged to follow these guidelines:

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

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

PATROL

The School Safety Patrol is made up of sixth, seventh and eighth grade boys and girls. These students are stationed at strategic corners adjacent to the school property. Students on patrol duty must always wear a patrol belt and be courteous and helpful. Since these students give some of their time for this duty, all other students are expected to obey the patrol members and to treat them with respect. Parents are responsible for the safety of their children traveling to and from school. The purpose of the patrol is to assist, where possible, in the safe conduct of students to and from school. However, by providing this service, Durkin Park Elementary School and Chicago Public Schools accept no liability for the safety of the students. There may be a time, due to circumstances beyond the control of the school, when a student patrol person is not on duty at a crossing.

PERSONAL AND SOCIAL DEVELOPMENT SKILLS

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

Between Kindergarten and Grade 3, Durkin Park students will learn to:

- Share things
- Listen attentively
- Practice self-control
- Work neatly and carefully
- Finish assignments on time
- Practice basic rules of courtesy
- Express ideas in group activities
- Work independently and interdependently
- Ask questions when something is not understood
- Demonstrate respect for authority, other students and property
- Recognize dangerous situations, physically and verbally resist such situations and report such incidents to parents, principal or teachers

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

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

Between Grade 7 and Grade 8, Durkin Park students:

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

If a child’s behavior or social interactions are problematic, there is usually an underlying cause. Such problems will often affect the student’s ability to learn and the teacher’s

ability to teach. It may also affect the entire learning environment of the classroom. It is then the duty of the home and school to intervene and to arrive at the cause and seek a solution. Please be in touch with your child's teacher if such issues arise.

PHYSICAL EDUCATION

On a student's P.E. day, he/she is required to wear the official school P.E. uniform. The P.E. uniform will be comprised of the following: white or gray Durkin Park t-shirt or purple Durkin Park sweatshirt (for colder weather), gray Durkin Park sweatpants with purple lettering, purple Durkin Park flannel pajama pants with white lettering and/or purple Durkin Park shorts with white lettering. Gym shorts may be worn to school until October 15th and again beginning May 1st. After October 15th, shorts must be worn under the sweatpants if students wish to wear shorts to P.E. class. The uniforms can be purchased in the office. A uniform referral slip will be given to any student not in uniform.

PICTURE/PHOTOGRAPHY

Durkin Park adheres to the CPS Policy on photographing students. A consent form allowing your child to have his/her picture taken or be a part of a video done for school will be sent home the first week of school. It must be signed and returned in order for your child to have his/her likeness copied.

PROGRESS REPORTS/REPORT CARDS

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

Progress Reports

October 7, 2016

January 9, 2016

March 10, 2017

May 19, 2017

Report Cards

November 9, 2016*

February 10, 2017

April 19, 2017*

June 20, 2017

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

GRADING SCALE:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 & Below

RECOMMENDATIONS

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

RETENTION

We follow the Promotion Policy adopted by Chicago Public Schools.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Meal Program applications will be sent home at the beginning of the school year. You will be notified of CPS Guidelines. Breakfast is available for all students at no charge.

SCHOOL SECURITY

All parents, volunteers, and visitors should use the main entrance, stop at the security desk and sign in and then report to the office to secure a visitor's pass. When leaving the building, the visitor must sign out and return the pass. For our children's safety, it is important to know who is in the building at all times. School doors remain locked during school hours and a security system will admit visitors only through the main front doors. Students are not allowed to open the door for visitors.

SCHOOL VISITATION

Parents are welcome to visit classrooms when appropriate arrangements have been made. It is sincerely believed visits to the classroom help foster understanding and encourage good home-school communication. Parents who are interested in observing the learning activities of their children are asked to notify the school office prior to the visit.

SEARCH AND SEIZURE

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

While lockers, desks, and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks, and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the students present, in order to fulfill the school's responsibility of maintaining proper safety, control, and management of the school.

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

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

policy.

SERVICE

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

STANDARDIZED TESTING

Students in grades two through eight are assessed in Reading and Math on the NWEA and PARCC Tests. Students in grades five and eight are assessed in Science. Students in grades Kindergarten through second are administered the DIBELS/IDEL and mCLASS three times a year. These achievement tests are important indicators of a student's progress in basic mastery of grade level skills.

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

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

STUDENT FEES

Student fees for the 2016-2017 school year are \$30 Dollars for one student, \$45 dollars for two students and \$60 dollars for three or more students as approved by the Local School Council. All fees go back to provide student services and defray student costs. The student fee is essential to help support the daily operation of the school. It is important for school families to understand the need to pay the student activity fee. Failure to pay school fees by October 15, 2016 will result in the following restrictions taking affect:

1. No printing in the computer lab
2. Higher fees for buses on field trips
3. Inability to participate in extra-curricular activities
4. School reserves the right to charge a late fee of up to 15%.

STUDENT ILLNESS AND ACCIDENTS AT SCHOOL

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

STUDENT COUNCIL

The purpose of Student Council is to encourage leadership and involvement in planning school activities, to promote school spirit and to maintain order. A student government program develops responsibility in the students and enables them to become more effective leaders in the democratic process.

TECHNOLOGY

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

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

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

TELEPHONE USE

The school telephone is installed for official business. Students may use the school phone only in an emergency, and only with the permission of the teacher AND office personnel. Teachers and students are only called to the phone during class periods in the event of an emergency. Otherwise, the secretary will take a message and deliver it to the proper person. The school office will handle emergency calls.

TEXTBOOKS

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

UNIFORMS

Part of a student's growth process is learning to dress appropriately; therefore, cleanliness and proper grooming are expected of each student. The complete uniform is to be worn to school by all students in Grades 1-8. It is recommended that Kindergarten students also wear the school uniform. Students not in uniform will be issued a uniform referral slip.

The school uniform consists of a white or powder blue shirt or blouse, navy blue or black trousers, slacks, or skirts (no jeans) and appropriate foot wear. Students will only be allowed to wear shorts and tee shirts on gym day. Students may not wear hooded sweatshirts, hats, headgear or clothing emblazoned with insignia of any kind other than the school's name. Boys may not wear earrings and girls may not wear make-up.

Throughout the school year, students have opportunities to come to school in non-uniform clothing. On these days if a student chooses not to participate, he/she will be required to wear the school uniform. Tank tops, midriff tops, inappropriate tee shirts and mini skirts are not permitted.

UNIFORM POLICY GRADES 6 – 8

- **Shirts** – Plain Light Blue or White blouse of uniform polo shirt (**NO LOGOS**). Shirts must be long enough to be tucked in.
- **Slacks** – Dark Blue or Black uniform pants (No skirts or shorts)
- **Sweaters** – Plain (i.e. no logos such as North Face or hoods) Navy Blue or White

- or all Durkin Park School issued gear.
- **Gym Days Only** – Durkin Park T-Shirt (or other school program related t-shirt) and Shorts or Sweatpants or Flannel Pajama Pants (or other school issued gear) **OR** Plain White T-Shirt and Plain Navy Blue or Black shorts or jogging pants **(No stripes or logos)**
- All clothing must fit APPROPRIATELY – No mid-riff, tight, low-cut, see-through or oversized clothing.
- **Jewelry** – Small Stud earrings (Ladies only)

Not Permitted (A Detention Referral WILL BE ISSUED)

- Fitted jeans or ‘jean-like’ materials
- Skinny-type pants
- Shirts not tucked in, with ruffles or decorative buttons, see-through or showing cleavage
- Low rise pants, skirts or skorts
- Chains, string, jewelry, decorative belts around the waist
- Excessive Make-up/Visible tattoos
- Rubber bands or other accessories at wrists or ankles/Rubber wristbands with logos
- Large hoops or oversized earrings
- Designs in hair (including eccentric haircuts and/or bright colors)
- Bandages used to conceal piercing. **Facial piercing and male earrings must be removed prior to entering the building.**
- Facial piercing on any part of the body (including but limited to nose, eyebrows, tongue)
- Hats worn in the building (boys and girls)

VACATION

Parents occasionally wish to take their children out of school for several days because of family matters. Durkin Park School encourages families to limit the time students miss school due to family vacations. Families are encouraged to plan such vacations when school is not in session. Although students make up work, valuable teacher/student instructional time can never be made up. Students are encouraged to review material as well as read ahead in their school subject. Procedures and time limits for making up work after the student returns to school will be determined by the teacher. The teacher should not be expected to prepare assignments for the student prior to the vacation.