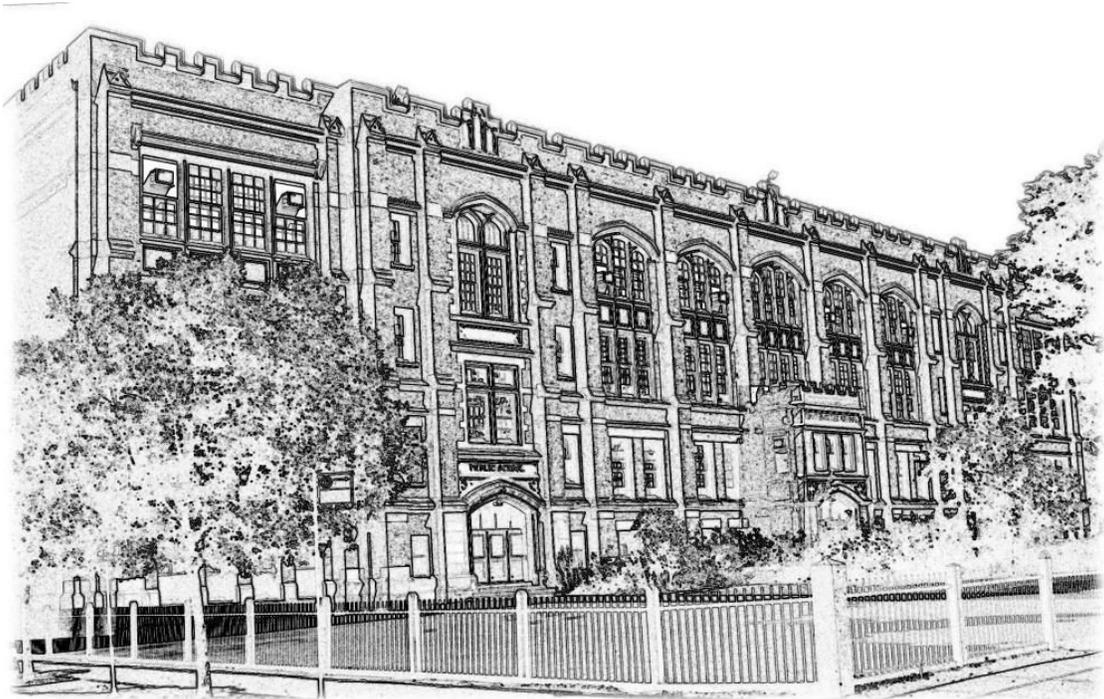


# BEAUBIEN PARENT-STUDENT HANDBOOK

2018 – 2019 Edition



Answers to Frequently Asked Questions for

Jean Baptiste Beaubien School  
5025 North Laramie  
Chicago, IL 60630 □  
(773) 534-3500  
[www.beaubienelementary.org](http://www.beaubienelementary.org)

Rev 8-2018

# SCHOOL SCHEDULE

## Daily Start and Dismissal Times

### Grades K–8

School hours are from 7:45 A.M. to 2:45 P.M., Monday through Friday. Students may arrive as early as 7:30 A.M. for “playtime” prior to the start of school. A first bell will sound at 7:40 A.M., at which time all students should line up with their respective classes. A second bell will ring at 7:45 A.M., at which time school officially begins.

For Kindergarten, the students will be welcomed by their teachers at Door 2 each morning at 7:45 A.M. and dismissed out the same doors at 2:45 P.M.

Classes will enter in the following doors:

- 1<sup>st</sup> – 5<sup>th</sup> Grade: Play lot (Door #7...400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 106, 107, 205, 206, 207, 208, 100, 102, 108, 305)
- 6<sup>th</sup> -7<sup>th</sup> Grade: North Lawn (Door #1...200, 201, 202, 210, 300, 302, 307, 308)
- 8<sup>th</sup> Grade: South Lawn (Door #3...209, 303, 309, 310)

Students are not allowed into the building prior to 7:40 A.M., except in cases of severe weather in which case, doors will open at 7:30 A.M.

### Pre-Kindergarten

There is one session for Pre-K. Start time is at 7:30 and dismissal is at 2:25.

Pre-K will be welcomed by their teacher at Door 4 and will be dismissed from the same door. Please see Ms. Sweeney for a detailed schedule of the day.

### Dismissal

Students are dismissed at the end of their school day and will leave the building via their assigned exit. Teachers for each class will be at their respective door to ensure only authorized adults pick up their students.

Classes will exit out of the following doors: □

- Pre-K: Pre-K Door (Door #4)
- Kindergarten: Main Door (Door #2)

- 1<sup>st</sup> Grade: Back Parking Lot (Door #8)
- 1<sup>st</sup> Grade Options 408: Non-Bus (Door #7), Riding Bus (Door #10)
- 2<sup>nd</sup> Grade Non-Bus: Playlot (Door #7)
- 2<sup>nd</sup> Grade Riding Bus: Winnemac (Door #10)
- 3<sup>rd</sup> Grade Non-Bus: 106, 107, 400, 401 Playlot (Door #7)
- 3<sup>rd</sup> Grade Riding Bus: Winnemac (Door #10)
- 2<sup>nd</sup> Floor Wing: Winnemac (Door #11... 205, 206, 207)
- 3<sup>rd</sup> Floor Wing: North Lawn (Door #1...305, 307)
- Main Building North of Auditorium/Big Gym: North Lawn (Door #1...102, 108, 202, 208, 302, 303, 308)
- Main Building South of Auditorium/Big Gym: South Lawn (Door #3...100, 200, 201, 209, 210, 300, 309, 310)

Parents, guardians, and/or adults authorized to pick up children should wait outside their respective door for their children to leave the building. Parents should not come into the building to pick up their children unless there is an emergency.

## **PARKING**

Parking is allowed along the Roberts Square Park side [Area H on Appendix A – Building Map] of Laramie, Winnemac, and Argyle streets. However, you may not park in these areas between the hours of 8:00 A.M. and 10:00 A.M. unless you have a Beaubien parking permit. This limitation runs along Laramie and extends approximately 200 feet west of the school on both Winnemac and Argyle. These areas are clearly marked by street signs.

Parents volunteering for the day may pick up a temporary parking pass from the Main Office. This pass will allow you to park in the areas listed above.

The parking lot behind the main building [Area B on Appendix A – Building Map] is not to be used. Students walk through this area before school starts and after they are dismissed from class, and moving vehicles cause a safety hazard.

Parking on the school-side of all streets touching the school is prohibited from 8:00 A.M. to 4:30 P.M. This area is reserved for buses only. Parking on Winnemac and Argyle across from the park (and on Winnemac across from the school) is reserved for Permit 101 during the hours of 6:00 A.M. to 6:00 P.M.

## **Student Pick-up and Drop-off**

When picking up and dropping off students for school, make sure to park in a legal spot. Parents should then either walk their child or let him/her walk (if close enough) the rest of the way. This may require leaving the house a few minutes earlier, but it is much better than the alternative. During peak pick-up and drop-off times, a lot of traffic moves around the school. Stopping in the middle of the street to let a student out of the car, blocking crosswalks and intersections, and letting children run across the street unattended causes a lot of unnecessary congestion and is dangerous to the students.

Also, drivers should try to be courteous to our neighbors and not block driveways. Every year the school receives numerous complaints about this problem and we need everyone's help to ensure the safety of our students.

## **ATTENDANCE**

### **Attendance Policy**

Beaubien follows the Chicago Board of Education policy regarding student attendance.

#### **Excused Absence**

Excused absences include medical or religious reasons, illness, family emergency, or death of an immediate relative.

#### **Unexcused Absence (Truancy)**

Unexcused absences include all types of absence not included in the Excused Absence list. These include, but are not limited to, vacations, doctor's appointments, babysitting, waiting for deliveries, etc.

#### **Vacations**

Vacations are considered an unexcused absence. Parents are asked to plan their vacations on days when school is not in session.

## **Tardiness**

If a child arrives late to school (see start times in section entitled SCHOOL SCHEDULE), he/she should go directly to their homeroom before 8:15 A.M. After 8:15 a.m., they should go directly to the Main Office and get a Tardy Slip before going to their classroom.

The number of times a student is late is reflected on his/her report card. Therefore, it is important that parents make every effort to ensure their children get to school on time, every day. Tardiness not only interferes with the child's education, but also disrupts the education process of his entire class.

Students will be required to serve 1 detention for every 5 tardy arrivals. Students who arrive late due to late arrival of their bus will not be considered tardy.

## **What to Do If Your Child Is Absent**

The following steps should be taken if your child will be absent from school:

1. Contact the school at (773) 534-3500 and select the prompt for the Attendance Office. You must call before 7:45 A.M. each day that your child is absent. *Note: Parents/guardians will be notified via an automated attendant that their children are not in attendance even if a phone call was made to school to ensure the safety of all students.*
2. Send a signed note with your child on the first day he/she returns to school explaining why the student was absent. The note must include the date that the student is returning to school.

For your convenience, a sample School Absence Note is located in Appendix B. You may copy and use this note if needed.

If your child returns to school without a signed and dated note, he/she will be considered truant (unexcused) during the time absent—even if the student was ill.

## **DRESS CODE AND CONDUCT**

### **School Uniforms**

Beaubien Elementary School does not require uniforms. However, appropriate clothing is required to create an atmosphere conducive to learning, with the following dress code always in effect.

### **Dress Code**

We believe achievement is enhanced when children are appropriately dressed at school:

1. Garments and/or jewelry (including earrings) that display or suggest the following are not permitted: sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics including hair etchings. Items that provoke or may tend to provoke violence or disruption in the school shall not be worn.
2. Only skirts and shorts which are reasonable, appropriate length (defined as two-thirds of the length from the waist to the middle of the knee) and fastened at the waist are acceptable.
3. Tank tops must have wide straps. Material covering entire front and back should be long enough to tuck inside and must cover all undergarments.
4. No Spandex skirts or shorts. Pants, which include leggings/jeggings, must have over garment coverage to fingertip length.
5. Shoes shall be worn and be securely fastened to the feet. Footwear must be suitable for outdoor physical education classes and unsafe shoes such as “flip flops,” slippers, and shoes with wheels are not allowed.
6. Due to potential injuries during physical education and daily recess, facial piercings are not permitted.
7. The use of the Beaubien name, mascot, or logo may not be used on articles of clothing, unless approved by the Principal.

### **Gym Class Attire**

Beaubien Gear is always acceptable for gym class. Students may also wear a white shirt that does not have any printing on the back with shorts or slacks (no dresses or skirts). Footwear should be rubber soled, “gym” shoes.

## **Student Conduct**

Students are responsible for behaving in a manner that permits uninterrupted learning to take place. Beaubien School follows the Student Code of Conduct of the Chicago Public Schools. This code identifies inappropriate student behavior and provides for specific disciplinary action for each category of misconduct. In addition, a detention policy exists. Furthermore, Beaubien Elementary utilizes the Olweus Bullying Prevention Program along with The Second Step curriculum to help students make positive choices.

## **Detentions and Suspensions**

Students violating rules may receive a detention or suspension. Students on the transportation system (those who ride busses) serve detentions from 7:15 A.M. to 7:45 A.M. Students that are not on the transportation system serve detentions from 2:45 P.M. to 3:15 P.M. Failure to serve a detention will result in additional detentions/ suspension, which is normally served outside of school.

Parents will be informed of a detention with a notice that they must sign and return to school.

## **EMERGENCY INFORMATION**

### **Emergency Information Request Form**

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.

Furthermore, parents must immediately notify the school if an address, phone number, or any other contact information changes during the school year. In an emergency, every minute can count!

### **GRADING SCALE**

100-90	A
89-80	B
79-70	C
69-60	D
59 & Below	F

## **SAFETY PROCEDURES**

### **Early Student Arrival**

Students should not arrive at school prior to 7:30 A.M. because there is no supervision and therefore could be dangerous. Also, the cold winter temperatures can make it hazardous for students who will be waiting for extended periods of time.

### **Entering Building**

To ensure the safety of our students, parents who wish to enter the building must enter through the Main Entrance [Door 2 on Appendix A – Building Map] and stop in the Main Office to show identification when asked and obtain a pass.

Parents are not allowed into the building after 2:45 P.M. to pick up their children after class. Teachers will bring their students to their pre-identified exit at the end of the school day for parent pick-up. If you are running late, please contact the office and the teacher will bring your child to the main office.

## **MEDICAL**

### **Medication Needed During School Hours**

Beaubien Elementary follows the Chicago Public School policy regarding the administration of medication during school hours. If your child needs to receive medication while at school, contact the school nurse to find out what paperwork is needed. This includes EpiPens, inhalers, and medications both over the counter and prescribed.

## **MISCELLANEOUS POLICIES**

### **\$75 Instructional Fee**

The \$75 instructional per student fee was implemented by Beaubien Elementary (not the PTO) to enable the school to purchase instructional materials for our students. These funds are needed so the school can purchase up-to-date materials that the students need to get the best education possible.

The instructional fee can be paid at the Main Office. Students may also give the fee to their teacher in a sealed envelope marked “Instructional Fee.” Payment must be

made using cash or money order only—no checks please. Thank you in advance for your support! We are currently working on an online credit card system. Information will be forthcoming.

### **Cell Phones**

Students may bring cellphones to school. However, they may not turn them on or use them in the school building. Beaubien School/Staff is not responsible if the phone is lost or stolen.

A student using a cell phone in the building is given one warning; a second offense results in the phone being sent to the office and picked up by the student at the end of the day. Phones are confiscated on the third offense and will be returned to parents who must come to the Main Office to claim them. In the event of a fourth offense, students will not be allowed to bring their cell phone to school.

### **Lost and Found**

Lost and Found is located in the Link area [Area A on Appendix A – Building Map] between the main building and the Annex.

These bins are emptied at the end of each semester. Any items unclaimed are donated to charity.

### **No Dogs**

For both safety and liability reasons, school policy prohibits dogs from being on school property.

### **No Smoking**

State law prohibits smoking on school district property or within 15 feet of any school entrance.

### **Water Bottles**

Students may bring water bottles to school; however, they cannot cause a disruption to the classroom environment. This policy follows the *CPS Healthy Snacks and Beverage Policy* guidelines which state that water bottles have to be, “unflavored, have 0 mg of sodium, have no nutritive or non-nutritive sweeteners, be non-carbonated, be caffeine free, and have no additives except those minerals normally added to tap water.” Not abiding by the guidelines will result in a verbal warning (first offense), confiscation of bottle for remainder of the school day

(second offense), and losing water bottle privileges for the duration of that quarter (third offense).

## **BUSING**

### **Bus Parking**

The school buses park along the school on Laramie and Winnemac. Although they are present mostly during drop-off and pick-up times, field trips and other special events may cause busses to be at Beaubien at any time during the school day.

Therefore, parents should never park in these areas during the school day for any reason—not even for a short period of time!

### **What to Do If the Bus Is Late**

During the first two weeks of school, the bus situation is usually hectic, so your patience is appreciated. As a general rule, parents should wait for 10 – 15 minutes after their child’s pick-up or drop-off time before doing anything. Traffic issues can delay a bus by that amount of time.

If the child’s bus is more than 15 minutes late, the first place to contact is the bus company.

Bus companies for Beaubien are assigned by Student Transportation Services and change from year to year, please contact the Main Office with any questions.

Parents should know the number of the bus route their child is on before calling the bus company. The bus company should be able to provide information regarding the status of the child’s bus.

### **Busing Concerns**

Parents who have concerns about their child’s bus situation should contact Mr. Kotis in the Main Office. He is responsible for coordinating transportation.

### **Riding Home on Another Bus**

Students may NOT ride to a friend’s house on another bus. All students may only ride home on their own bus route. There are no exceptions to this policy. Please send a written note to your child’s teacher if he/she is not riding the bus home and notify the bus company as well.

## MEALS

Hot and cold meals are offered for breakfast and lunch. Menus can be found on line monthly in order to let families plan when they want their children to receive meals at school. [Lunch Menu](#)

Students may also purchase white or chocolate milk to accompany their lunch from home.

### **Breakfast**

Breakfast at Beaubien is available at no cost to all students. Breakfast is served from 7:45 A.M. to 8:00 A.M. Children take their breakfast bag and milk when they enter the building and eat it in their homeroom.

### **Lunch**

Students are able to participate in our hot lunch program or bring a bag lunch from home. Students who wish to purchase milk need to have the money ready for their homeroom teacher every morning. To make this process move as quickly as possible exact change is appreciated. Placing the money in a baggie or envelope is suggested. Price TBD.

## **CPS Family Income Information Form**

A CPS Family Income Information Form is sent home with every student on the first day of school to be filled out and returned.

All parents are REQUIRED to sign and return this form every year. It is imperative to our school funding that every student fills one out.

## REPORT CARDS AND GRADES

### Report Card Pick-up Days

Report cards are distributed after the end of each quarter according to the following schedule:

	Qtr. End Date	Report Card Distribution
First Quarter	November 1	November 14 (Conferences)
Second Quarter	January 31	February 8 (Sent Home)
Third Quarter	April 4	April 10 (Conferences)
Fourth Quarter	June 18	June 18 (Sent Home)

First and third quarter report cards will be distributed during the Parent-Teacher Conference. They do not need to be signed and returned. Second and fourth quarter report cards will be sent home with the student.

Parents are expected to review and sign the report card, and return it to the teacher, for the second quarter. Parents will keep the report card at the end of the fourth quarter.

Parents who have questions about a grade should contact their student's teacher as soon as possible.

## PARENT-TEACHER MEETINGS

### Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled for November 14<sup>th</sup> and April 10<sup>th</sup>. During these times your child's teacher will be discussing his/her performance and grades. Report cards will also be handed out.

Parents are expected to come to school on these days to pick up their student's report cards. Some teachers set up conference times with their parents while others use a first-come first-serve policy.

## **Other Meetings With Your Child's Teacher**

An Open House is scheduled for Friday, September 14<sup>th</sup> from 6:30 P.M. to 8:00 P.M. This is a great time to visit the school and get general information about your child's classroom and curriculum.

Teachers will not be able to meet individually with any parents at this time.

If there is a need to talk to your student's teacher during the school year, you can send a message via their preferred method of communication (a note, email, or phone message) indicating the need for parent/teacher conference. The teacher will then work with you in scheduling the meeting. Conferences are scheduled either before or after school to prevent any interruption in classroom activities.

## **Contacting By Phone**

All staff members can be contacted by phone via the school phone number and staff member's extension. Please note that teachers will try their best to return phone calls within 24 hours. If it is an emergency, please leave a message with the main office and they will forward it to the teacher.

## **AFTER SCHOOL PROGRAMS**

After School Counts – This is an academic based program that students are invited to attend by their teachers. It consists of a program focusing on Reading and Math or Homework Club. After School Counts is staffed by Beaubien staff members. We also have after school clubs which generally start mid October. Sponsored Clubs will be announced in the October.

Right At School – Right at School is a program that offers a variety of classes for the students as well as childcare. It is tuition based and staffed by employees of the Right at School company. More information on this program can be accessed on the Beaubien website [Beaubien Website](#) or [Right At School](#)

## **PARENT CLASSROOM OBSERVATION POLICY**

Parents who wish to observe their children's teacher in the classroom while class is in session are always welcome. However, in order to minimize disruptions, the following rules must be followed:

1. A parent sends in a written request to observe the classroom and includes three dates and times they are available to attend.
2. The parent is then notified of the date and time chosen.
3. The parent (one parent only) may observe the class for a 40- minute period once a semester for that teacher.
4. Only one parent visitor is allowed per day for each teacher; no more than two visitors per teacher per week are allowed.
5. Parent visitors may NOT participate in or disrupt the class in any manner. When time has expired the parent must leave.

## **PARENTAL RESPONSIBILITIES**

Parents can play a key role in helping their children succeed at Beaubien by:

1. Insisting that their children do their homework nightly;
2. Providing their children with a quiet place to study;
3. Encouraging, supporting and showing interest in their school activities and accomplishments;
4. Reading to their younger children or having their older children read to them;
5. Becoming involved in some way in a school related activity. Joining the PTO is a great place to start! □

## **VOLUNTEERING**

### **Inside the Classroom**

If you are interested in volunteering within a classroom at a Chicago Public School, you will first need to register [here](#).

After completing and submitting the forms, a background check must be completed by the Chicago Police Department (which can take from 2 to 6 weeks). The need for parent volunteers in the classrooms and on field trips is determined by each individual teacher; contact the teachers directly. All parents must register on the CPS volunteer page and have a copy of their driver's license on file in the main office.

### **Outside the Classroom**

The Parent Teacher Organization (PTO) is always looking for volunteers to get

involved. If you are interested in helping—even for a short amount of time—contact the PTO’s Volunteer Coordinator. Please note that you do NOT have to be a member of the PTO to volunteer!

## **SCHOOL ORGANIZATIONS**

### **Local School Council (LSC)**

The LSC is a group of elected representatives from the Beaubien school community whose membership is comprised of the principal, two teachers, one non-teaching staff member, six parents, and two community representatives. Their job is to help oversee the spending of some of the school’s state allocated funds, approving the annual school budget, and conducting the annual performance evaluation of the principal. Meetings are open to the public and are held the second Tuesday of each month at 6:30 P.M. in the Library. Meeting dates are also posted in the Banner and on the school marquee.

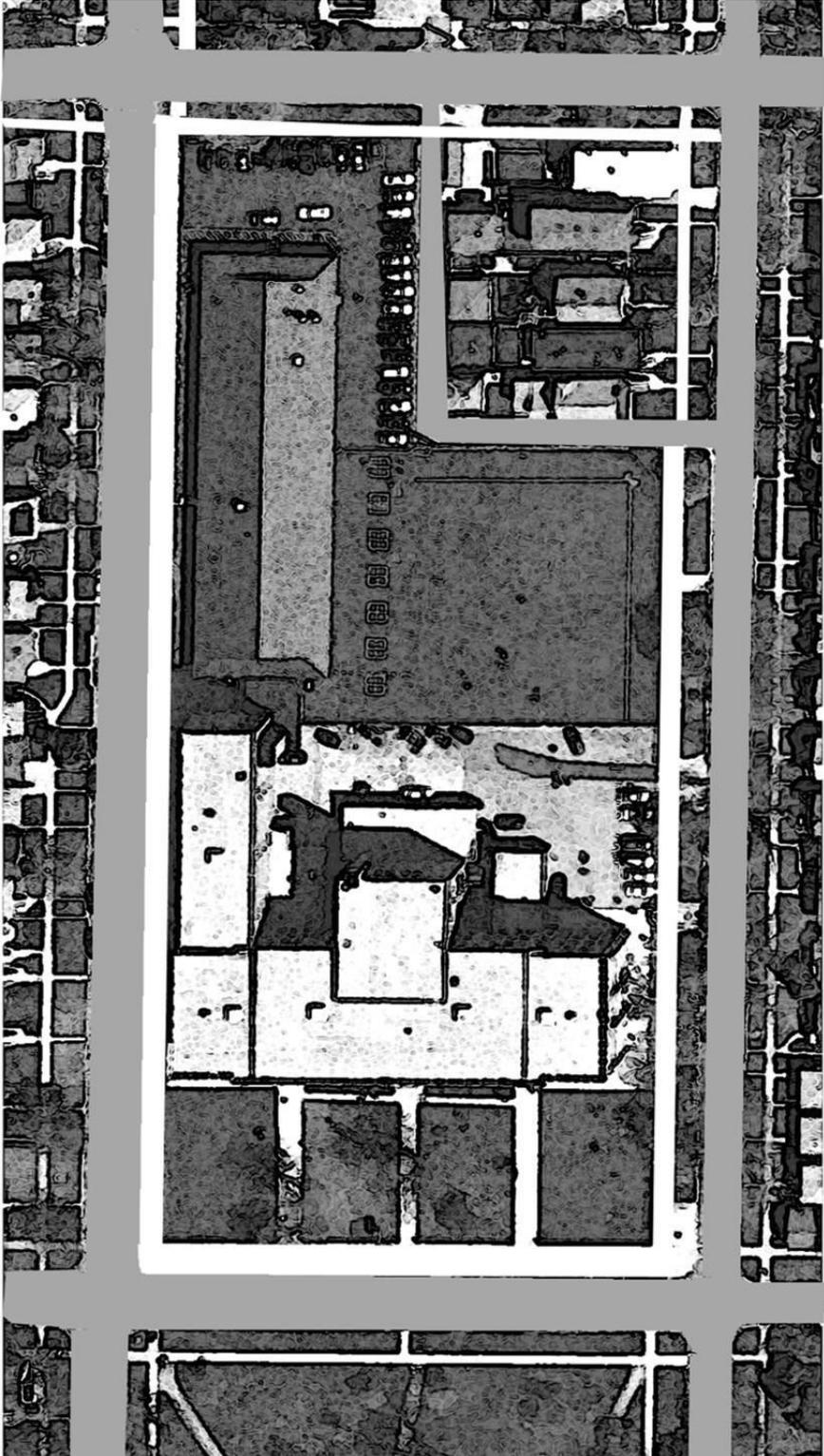
### **Parent Teacher Organization (PTO)**

The PTO is a group of Parents and Teachers who support the students of Beaubien in a variety of ways. The purpose of the PTO is to provide an opportunity for parents and teachers to work together to provide the best education possible for all Beaubien students. Through annual activities, events, and supplies, the PTO provides students, faculty, and staff with the tools necessary to maximize learning.

A membership drive is held at the start of each school year for those who are interested in supporting the PTO. The \$15 annual dues are used as seed money to begin providing the programs that promote a rich learning environment at Beaubien. Every dollar raised at a PTO sponsored fundraiser/event throughout the year goes right back to our school to finance the budgeted events and items for the year.

Information on meeting dates and times as well as the officers for the 2018-2019 school year can be found on the PTO page of the Beaubien website.

APPENDIX A – Building and Parking Map



## **MAP LEGEND**

- 1 North Laramie Avenue doors
  - 2 Center Laramie Avenue entrance – Main entrance to building
  - 3 South Laramie Avenue doors
  - 4 Argyle Street doors
  - 5 Argyle Street Link doors
  - 6 LeClaire Avenue doors
  - 7 Winnemac Avenue Link doors
  - 8 Winnemac Avenue Building doors
- 
- A Link between main building and Annex
  - B Back parking lot
  - C Teacher parking lot
  - D Back play lot
  - E Front play lot
  - F Main building
  - G Annex
  - H Roberts Square Park

## **APPENDIX B – SCHOOL ABSENCE NOTE**

Below is a sample Absence Note that may be used to explain why your student was absent from school on a particular day. You may make copies of this note if needed.

<b>SCHOOL ABSENCE NOTE</b>
Today's Date _____
My child, _____, CHILD'S NAME
was absent from school on _____ DATE(S)
because _____
_____
_____
_____
_____
_____
_____
_____
<b>SIGNED</b> _____ PARENT/GUARDIAN SIGNATURE