



John C. Burroughs Middle School Handbook
Burroughs Elementary School 3542 S. Washtenaw
Chicago, Illinois 60632 (773) 535-7226

School Staff

Principal: Mr. G. Varveris

Middle School Staff:

Mr. A. Piegari Mrs. A. Rodriguez Mrs. J. Radosevich

Mrs. K Lewandowski Mrs. T. Haynes Ms. A. Gutierrez

Art: Ms. Wagner

Physical Education: Ms. O'Boyle SEL/RTI: Ms. C Vasquez

Counselor: Mr .Barajas

ELPT: Ms. Perez

Special Education Team: Mr. R. Everett/Mr. Austermann, Ms. Poetzinger

Burroughs Middle School Vision

Burroughs Middle School is a collaboration of students, parents, teachers, staff, administrators, and community members who commit Burroughs to a lifelong relationship of service to students and the community.

Rules and policies are agreed upon and enforced to create a safe, unified, and respectful learning community where students exhibit self-discipline needed for success in the classroom and beyond.

Curriculum is responsive to the academic, social, emotional, and physical needs of the adolescent. Students are encouraged to work at their fullest potential in a student centered environment to promote achievement and success.

Burroughs Middle School is a learning community where all its members model respect and tolerance to help students become responsible citizens who will contribute to society. Whether a student is bound for college or alternative career choices, Burroughs Middle School is a high achieving school that promotes progress and lifelong learning to prepare students to meet the demands of the 21st century.

GRADING SCALE

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% or below

Missing work: Assignments that are marked as "Missing" in Gradebook will not be accepted beyond 10 school days after the initial due date. Students must notify teachers via email when they have completed their missing assignment in the 10 day window.

CPS PROMOTION POLICY

Burroughs Middle School will adhere to the CPS Promotion Policy.

UNIFORM/GROOMING POLICY

Uniform is enforced for equity and safety purposes. Uniforms promote a focus on learning and a sense of belonging in the Burroughs community. At any time Burroughs has the right to amend these policies.

- Observe basic standards of cleanliness, modesty, and good grooming.
- Physical appearance should neither disrupt the education program nor pose a safety hazard.
- **Gym shoes and solid navy blue bottoms are to be worn on the two days of physical education.** The school uniform should be worn by the students on days when there is no gym.
- No sandals, slippers or open toe shoes are allowed.
- Uniform shirts should be comfortably fitted, not form fitting and no midriff showing .

They must be solid white, solid navy blue, or solid light blue. They must have a collar OR Students may purchase and wear a "Burroughs Middle School" logo t-shirt, not a team or club t-shirt.

- During winter, solid navy blue, solid white sweatshirts or the "Burroughs Middle School" sweatshirt may be worn in the classroom. Students may **NOT** wear hoodies, jackets or any other colors.
- Uniform pants and sweat pants should be solid navy blue. No Jeans.
- On hot days, loosely fitted, solid navy shorts to the knees and solid navy capris may be worn.

CELLULAR/ELECTRONIC DEVICES POLICY

The Middle School vision dictates that the staff and students are creating a safe, respectful learning environment for all. This entails the need for specific attention and focus on academics. In order to ensure that distractions do not exist, **students are NOT allowed to have or use cell phones/ other electronic devices (airpods) at any time during the school day unless it is teacher directed.** If a student must have a cellphone in their possession, the cell phone needs to be brought to the office and will be kept in the office. If a student is caught using a cellphone for any reason, be it in the hall, cafeteria, at recess, during class, etc., the cellphone will be confiscated and turned into the office for parental pick-up. Mr. Varveris can meet with you in regards to returning the cell phone.

If you need to contact your child at any time during the school day, please contact the office. *Burroughs School or staff is not responsible for lost, damaged or stolen devices.*

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are not allowed to engage in any sort of PDA at Burroughs. Examples may include - kissing, hand holding, sitting on laps, etc.

ATHLETIC PROGRAM POLICY

- Students must have a signature from all grade-level teachers to participate in after school/sporting activities
- Students must demonstrate good conduct and show good sportsmanship inside and outside of school grounds to participate in activities.
- Students must earn a grade of "C" or higher to participate in activities.
- Be punctual and attend every event (practice, games, etc.)
- If a child is removed from sports due to their behavior, they will be suspended from competition, but must attend practice for a period of one week.

SCIENCE FAIR

All students in grades 6, 7, and 8 are required to complete a science fair project. The project is composed of a display board, an investigation, a written research report, and an oral presentation. Each student will be given instructions and handouts during class for the various steps of the project. Instruction in class, along with parental encouragement and supervision will help your child develop good time management skills and will ultimately result in a quality project.

8th Grade GRADUATION Fees are TBD-

- 1) Cap and Gown with Tassel (*Mandatory*)
- 2) Autograph book, Class t-shirt, Ribbon (*Optional*)
- 3) Graduation Luncheon Cruise-required at the time of booking (*Optional*)
- 4) Grade 8 End-of-Year Trip:required at the time of booking (*Optional*)

All families are responsible for the mandatory fees. Payments may be made at any time throughout the year at the main office. Fees may be subject to change.

STUDENT/PARENT/TEACHER RIGHTS AND RESPONSIBILITIES

Student Responsibilities:

- Behave in a manner that is consistent with the CPS Uniform Discipline Code; know and follow school rules and procedures.
- Have pride in your school.
- Be honest and courteous.
- Refrain from drug use, alcohol use, and possession, concealment, or use of illegal weapons.
- Refrain from harsh and vulgar language.
- Respect the rights of fellow students, school personnel, and others, while setting a good example for other students to follow.
- Respect the possessions and privacy of fellow students and staff.
- Seek assistance from school personnel (social worker, teachers, or staff) to prevent or resolve conflicts.
- Report incidents or activities that may threaten or disrupt the school environment.
- Be punctual and attend every class. Present a written excuse when absent or tardy.
- You must possess a Hall Pass when leaving the classroom.
- Bullying will not be tolerated.
- Respect school property.
- Return school property in acceptable conditions in a timely manner.

Student Rights:

- Students will receive a free and appropriate public school education and counseling.
- Students will be graded on their academic performance.
- Students will receive an explanation of the basis for any grades received.
- Students will be allowed time to make up work after an excused absence.
- Students have the right to appeal decisions regarding an absence.
- Students will receive equal treatment in all aspects of the education system.
- Students will receive due process in disciplinary reassignment, in-school suspension, suspension for 10 days or less, and expulsion.
- Students will have privacy in personal possessions (subject to school officials' right to conduct searches when they are reasonable).

Disciplinary Action:

- The CPS Code of Conduct policy is enforced.
- Teacher-student conference
- Teacher-student-parent conference
- Teacher-student-parent-counselor-administrator conference
- Suspension

Parent Responsibilities:

- Present to school officials your case/cause in a calm, reasoned matter at a reasonable time.
- In the best interest of the student, work with the school on disciplinary matters.
- Visit the school regularly; obtain a visitor's pass.
- Plan the time/place for homework assignments and provide necessary supervision.
- Talk with your child about school activities and expected behavior.
- Assume responsibility for your child's prompt and regular compliance with attendance rules and procedures. **A note is required for all student absences.**
- Recognize the authority of the teacher in the classroom.
- Instill in the student respect of the law, including the rights of others.

- Be responsible for the periodic student health examinations required by law.
- Work to represent students' interests by attending school functions and meetings.
- Participate in school functions to inform the school of any concerns you may have.
- Attend all requested open houses, conferences, and report card pick-ups.
- Volunteer 1-3 days throughout the year to help: fundraisers, chaperone field trips, chaperone dances, set up for functions, etc.
- Ensure the student attends school daily with minimal disruption to the academic learning process.

Parent Rights:

- Receive regular official reports to the student's academic progress.
- Receive an explanation of the basis of any grade given by the teacher, prompt report of the student's tardiness, or absence from one or more classes
- Receive information concerning the complete program offered in school.
- Participate in local school organizations and volunteer activities.
- Receive, as requested, a conference with the teacher and/or the principal.
- Receive a copy of misconduct reports when issued by the school.
- Exercise the right to appeal disciplinary actions, when appropriate.

Teacher Responsibilities:

- Use professional ethics in relationships with students, parents, the community, and other school personnel.
- Know and enforce school rules courteously, consistently, and fairly, and deal with misconduct quickly, firmly, and impartially.
- Devote school hours exclusively to official duties; Attend class on a regular basis and be punctual.
- Inform parents about the academic progress and conduct of their children, using established citywide criteria.
- Demonstrate, by attitude and actions, genuine concern and respect for each student.
- Plan and conduct a program of instruction that captures the interest and meets the needs of each student.
- Be sensitive to the behavior of each student, and work with the student assistance personnel and Engage students in positive behavior intervention.
- Manage classroom routines to contribute to the program of instruction and to the development of civic responsibilities.
- Observe the basic standards of cleanliness, modesty, and good grooming.
- Assign homework to students during their suspension.

Teacher Rights:

- Be present at any disciplinary conference concerning serious classroom disruption.
- Be free from any physical or verbal threats from parents and students while carrying out teaching and other duties.
- Have guarantees as cited in the Agreement between the Board of Education of the City of Chicago and the Chicago Teachers Union.

*****All matters that are not listed in this document will be referred to the "Chicago Public Schools: Uniform Discipline Code" booklet and other mandated CPS policies/ guidelines*****

(Please fill out this form and submit it to your homeroom teacher)

Burroughs Middle School Handbook Contract

I have read the Burroughs Middle School handbook. I understand and accept the rules and policies of the Burroughs Middle School handbook and CPS policy. I agree to support the efforts of all Burroughs staff and I will do my best to ensure the success of my child.

He leído el manual de Burroughs Middle School. Entiendo y acepto las reglas y políticas del manual y la política de CPS. Estoy de acuerdo en apoyar los esfuerzos de todo el personal de Burroughs y haré todo lo posible para asegurar el éxito de mi hijo/a.

Student Name/Nombre del Estudiante: _____

Grade/Grado: _____

Class/Salon: _____

Parent/Guardian Name: _____

Signature/ Firma: _____

Contact Phone Number/ Numero de Telefono: _____

Date/Fecha: _____