

**Burroughs  
Parent/Family  
&  
Student  
Handbook**

**2022-2023 School Year**

## SCHOOL PERSONNEL

<u>Classrooms</u>		<u>Staff</u>	<u>Student Teachers</u>
Modular, 996	Pre-K	Anita Garcia	
Modular, 995	Pre-K	Barbara Davey	
Modular, 997	Kdg.	Maria Reyes	
Room 001	Gr. 1	Anali Guzman	MaryClaire Mangan
Room 105	Gr. 2nd	Irma Mora	Elizabeth Torres
Room 106	Gr. 2nd	Estervina Rodriguez	
Room 104	Gr. 3	Lucia Delgado	Karina Santos
Room 101	Gr. 3	Patricia Keating	Melissa Hernandez
Room 306	Gr. 4	Maribel Herrera	Jocelyn Moreno
Room 305	Gr. 4	Marissa De La Riva	Daniela Valdez
Room 302	Gr. 5	Omar Gonzalez	
Room 301	Gr. 5	Robert Burton-Vasquez	
 <b><u>Middle School</u></b>			
Room 201	Gr. 6	Katie Lewandowski, LA/Sci	Elizanena Ibarra
Room 203	Gr. 6	Aracely Gutierrez, LA/Math	
Room 202	Gr. 7	Trinity Haynes, LA/Sci	
Room 204	Gr. 7	Tony Piegari, LA/SS	
Room 205	Gr. 8	Alma Rodriguez, LA/SS	Carolina Barillas
Room 206	Gr. 8	Jennifer Radosevich, Math/Sci	Angeles Quezada
 <b><u>Ancillary Staff</u></b>			
Room	Art	Stefani Wagner	
Room 303	P.E.	Lauren O'Boyle	
Room 103	RTI/SEL	Carla Vazquez	
Modular, 998	Drama/Music.	Delores Dousias	
 <b><u>DL Staff</u></b>			
Room 005	D.L. Support	Maria Garcia	
Room 006	D.L. Support	Ryan Everett	
Room 006	D.L. Support	Cheryl Poetzing	
Room 005	D.L. Support	Christopher Austermann	
Room 005	D. L. Support	Brendan Cole	
Room 005 A	Case Mgr./D.L. Support/STLS/Records	Susan Colclasure	
 <b><u>ELPT</u></b>			
Room 103	Bilingual Resource Teacher	Melanie Perez	
 <b><u>RSP's</u></b>			
Room 005 A	Psychologist	Karen Hernandez	
Room 005 A	CPS Social Worker	Jessica Sandoval	
Room 005 A	Nurse (P.T.)	Danielle Gibson (504's)	
Room 005 A	Nurse (F.T.)	TBD	
Room 002	Counselor	Michael Barajas	
Room 005 A	Speech	Riane Graham	
Room 005 A	OT	Nancy Reynolds	
Room 005 A	PT	Caitlin Case	
 <b><u>Office</u></b>			
Main Office	Clerk	Lucy Rodriguez	
Main Office	Clerk	Raquel Camargo	

Main Office

Attendance

Maria Diaz

**BPNC**

BPNC Office

Resource Coordinator

Gaby Lopez

BPNC Office

RCA

Andrea Magana

Main floor

Security

Quiahuitl Quezada

Room 002

BPNC Social Worker

Jessica Munoz

Room 002

BPNC Case Manager

Meliza Priego

**Security**

Security Guard

Indira Perugachi

**Cafeteria**

Room 102

Kitchen Manager

Rhonda Oliva

Room 102

Lunchroom Attendant

Maria Arteaga

Room 102

Lunchroom Attendant

Dimitrius Dousias

Room 102

Lunchroom Porter

Henry Conner

**Custodial**

Room 005 A

Engineer

Blake Cermak

Room 005 A

Custodian

Yesenia Oquendo

Room 005 A

Custodian

Johnell Winkfield

Room 005

Custodian

Guadalupe, Aguilar

Room 005

.5 Custodian

Olga Garcia

**Teacher Assistants**

Special Education

Kathleen Monroy

Special Education

Juan Herrera

Special Education

Cesar Gonzalez

Special Education

Clara Rebelledo

Special Education

Martha Mendoza

Special Education

Christina Almazan

Special Education

Angelica Salgado

Teacher Assistant 001

Enriqueta Romero

Pre-K

Luz Lemus

Pre-K

Jocelyn Garcia

**Misc Employees**

301,203

Monica Escobar

Recess/Lunch

Adela Chavez

Recess/Lunch

Judith Arreola

**Administration**

Principal

Grant Varveris

# SCHOOL PROCEDURES

## ABSENCES AND EXCUSES

Call between 7:30 a.m. and 8:30 a.m. to report if your child will be absent. Please send a note of explanation when your child returns, otherwise the student will be considered truant. If a child is absent, school personnel will call the home by 10:00 a.m.

## ATTENDANCE AND TRUANCY

The bell to line up rings at 8:25 a.m. Our entrance bell at 8:30 a.m.. Any child arriving at school after 8:40 a.m. will be marked tardy. Dismissal is at 3:30 pm. Extended day dismissal is at 4:30pm.

Regular attendance is vital to a student's academic success in school. Per the Illinois School Code, a student is considered to be truant "if absent without valid cause (illness, religious holiday, death in the immediate family, and family emergency)" for a school day or a portion thereof. Chronic truancy is defined as a student who has been absent without valid cause for at least 18 of the prior 180 attendance days.

Requests for an early dismissal are made in the main office and students are released only to an authorized adult listed on our emergency forms. Doctor and dental appointments should be made for after school and on Saturdays.

## BREAKFAST PROGRAM

Burroughs is part of the "Universal Breakfast" program. Students enter at 8:30 AM and may pick-up a hot or cold breakfast as they enter the building and will eat it in their classroom.

## **\*NEW\*** BIRTHDAY CELEBRATIONS

We know that birthdays are a wonderful time to celebrate our students and at Burroughs we want to build healthy habits for our students. As in the past Birthday celebrations for our students should not be celebrated with food. Other alternative ideas include : stickers, books, pencils, cards, crafts, healthy snacks and much more.

## CAFETERIA EXPECTATIONS

- All students will remain seated in their assigned areas unless they have permission to leave their seats.
- Students must raise their hands if they need something.
- All students are expected to keep the tabletops and floors clean.
- All students are expected to use quiet voices in the cafeteria.
- All students are expected to walk in the cafeteria.
- All students are expected to follow the directions provided by all staff and speak to them in a respectful manner.

Burroughs has been designated as a Healthy School and students are **not allowed** to bring foods such as candy, gum, chips, and pop from home.

## COVID 19 POLICIES

<https://www.cps.edu/services-and-supports/covid-19-resources/>

## DISCIPLINE

The Chicago Board of Education is the governing body of the Chicago Public Schools and is responsible for establishing policies under which the public schools operate. The Board has adopted a Uniform Discipline Code (UDC) to promote desirable student conduct and behavior.

This code acknowledges that the Chicago Public Schools has the responsibility for ensuring a safe school environment for all students. However, it expects all students enrolled in the Chicago public Schools to accept responsibility for their actions and behavior. “Those students who commit acts of misconduct which seriously disrupt the orderly educational process will be suspended immediately and face possible expulsion.”

For further information, see the [Chicago Public School Uniform Discipline Code handbook](#).

### **EMERGENCY INFORMATION**

Students must have an emergency form on file showing up-to-date email addresses, phone numbers and who to contact in case of an emergency. This form is sent home each September and should be returned promptly. Any information changes should be reported to the office immediately.

### **FIELD TRIPS**

A permission slip is sent home prior to any field trip describing the trip and explaining any fees involved. This permission slip must be signed by the parent/guardian and returned to the teacher. Parents going on the field trips as chaperones may not take siblings, non-school-age children, or students in other classrooms, on the trip with them.

### **FIRE, DISASTER AND LOCKDOWN DRILLS**

There are monthly emergency fire drills. These are precautions taken to protect your child during the school day so they can prepare to react appropriately if an actual emergency does occur.

### **\*NEW\* FIRST TWO WEEKS OF SCHOOL**

We ask that no parents come into school during the school day for the first two weeks. This time will allow us to set the structures we need to have a successful school year.

### **GRADES and HONOR ROLL**

Students receive grades on a report card provided at the end of each 10-week quarter. Grades reflect academic performance and class participation. The grading scale is:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

Each quarter students will have the opportunity to be on the following:

Principal Honor Roll - All A's in all courses

Scholastic Honor Roll - All A's and 1 B

Conduct and Effort Honor Roll - No major behavior infractions and working hard on a day to day basis

Perfect Attendance - No absences and no tardies

### **HOMEWORK POLICY**

Homework is assigned throughout the grade levels on a regular basis. The homework assignments are meaningful, reasonable, and reflect the standards of the instructional program. They promote accountability and engage the students in review. Therefore, students are expected to complete and turn in all homework assignments.

Parents are to provide a space and quiet time for the child/children to do homework. Please make sure all homework is being done.

## **INCLEMENT WEATHER**

On days when the weather is too cold, raining or snowing, please do not send your child to school before 8:25 a.m.

## **LOST & DAMAGED BOOKS**

Lost and damaged books must be paid for by parents or guardians of students who are assigned the books. Transfers, final report cards, and graduation records will not be issued until such books have been paid for in full.

## **ELECTRONIC DEVICES**

Chromebooks and iPads will be assigned to students throughout the year. Students will be responsible for damages occurred to devices while in their possession.

## **HEALTH PHYSICAL/IMMUNIZATIONS AND PERTINENT INFORMATION**

**Minimum health Requirements:** Evidence shows that healthy students have better attendance and perform better in school academically. The health requirements laid out in the informational sheet provided apply to all children enrolled in a Chicago Public School. Children must provide proof of required immunizations and health exams before October 15, 2021, or they will face exclusion from school.

A detailed listing of the immunizations required by grade-level is provided every year. Additional copies are available in the office. Please contact the office if you have any questions regarding what is needed for your child.

**Asthma:** If your child has asthma, please inform the school as soon as possible. Parents and doctors must complete the “Asthma Action” form that confirms the diagnosis of asthma, and states that the student understands and has demonstrated knowledge of when and how to self-administer inhaled medicine.

**Other Health Conditions:** If your child has a health condition that requires accommodations in school, the school must be notified ASAP. Please provide any written information from the doctor with limitations, restrictions, precautions, special needs and plan of care while in school.

## **MEDICATION**

In order to meet all the needs of the children, all medical conditions must be reported to the office.

If a student is on prescribed medication, please make every effort to give student medication before and after school. If medication has to be administered during school hours, we must have on file in the office, a signed form by the parent/guardian and physician. Medications must be brought to school in their original containers and must match the prescribed medication on the doctor’s form. No over-the-counter medications (i.e. aspirin, Tylenol) will be given to students.

## **PARENT CONFERENCES**

Parents may meet with teachers before or after school or at any other agreed upon time that does not interfere with the instructional program. Effort will be made to accommodate the work schedule of the parent, but the integrity of the instructional program cannot be jeopardized.

## **PARKING**

There will be no parking in front of the school at entrance or dismissal time. Parents may park on 35th Place and 36th Street when picking up their children. Police barricades will prohibit cars from parking on Washtenaw Avenue. School buses are the only vehicles that will be allowed on Washtenaw Avenue.

## **PLAYGROUND EXPECTATIONS**

- All students are expected to behave appropriately on the playground in accordance with school rules.
- All students are expected to speak with respect, kindness and use appropriate language at all times.
- All students are expected to line up appropriately and in an orderly manner when the whistle is blown.
- All students are expected to walk in an orderly manner to and from the playground area.
- All students are expected to follow the directions provided by staff and speak to them in a respectful manner.
- All students must stay with the adult on duty when walking to the playground.

### **Menu of Consequences:**

1. All students will be given appropriate warnings to stop behaviors of concern.
2. Continued inappropriate behavior will result in phone calls home and possibly a loss of recess in which students will be supervised.
3. Depending on behaviors that may be long-standing, students may be provided with an alternate place to have lunch and recess.
4. Depending on severity of behavior, the consequence may be an in-school or out-of-school suspension.

### **PROGRESS REPORTS**

At the end of the fifth week of each marking period, all children from grades one through eight will receive a mid-quarter progress report which is to be signed by a parent/guardian and returned to the teacher. In some cases a teacher will request a conference, or as a parent, you may request a conference by indicating such on the progress report. However, feel free to request a conference with your child's teacher whenever you feel it necessary.

### **PROMOTION POLICY - GRADES 3, 6, 8**

CPS students in grades 3, 6, and 8 must meet certain promotion criteria related to final grades and test scores in order to be promoted to the next grade. The promotion criteria

(<https://www.cps.edu/academics/getting-to-the-next-grade/>)

will be explained to all parents of students in grades 3, 6, and 8 at the Quarter One Report Card Pick-Up conference.

### **REPORT CARDS**

Report cards will be given to parents following the end of the first, second and third marking periods. Parents must meet with their child's teacher in order to receive the report card.

## **RULES AND POLICIES**

### **GENERAL RULES / CONSEQUENCES**

Please review and discuss your child's classroom rules and the school-wide general rules listed below. Each case of pupil misconduct will be reviewed individually, which assumes that previous history will be taken into account when deciding upon appropriate consequences.

1. Any deliberate physical damage done to the school (e.g., graffiti, broken desks, etc.) will result in a police report being filed by the school, as well as an automatic suspension from school for a specified amount of time. Retribution will be expected.
2. No throwing rocks, snowballs, or other items.
3. Burroughs has adopted a strict "no cell phone during the school day" policy. A rising increase in the misuse of cell phones throughout the school day has become a deterrent to our students' educational experience and academic progress. Unauthorized cell phone use will result in the phone being immediately confiscated and turned in to the office. A parent may retrieve the phone after meeting with the school Administration.

4. Gum chewing and consuming food or beverages in the classroom (outside of breakfast and authorized celebrations) are not allowed.
5. **Burroughs school is not responsible for damaged, lost, or stolen cell phones.**

## **SCHOOL SAFETY AND SECURITY PLAN**

### **Playground (before school)**

Playground coverage does not begin until 8:00 a.m. Please do not send your children to school prior to that time. At 8:00, adult coverage begins. At 8:25 a.m., they begin to line the children up for their entrance into the building. They also assist the children as they enter the building from their assigned doors at 8:30 a.m. For safety reasons, students may not be in the school building prior to the 8:30 a.m. entrance time.

**Recess:** All students are monitored during the recess period.

### **STUDENT PICK-UP**

All students who are picked up at the end of the school day by a parent or guardian should always be picked up on time. If you find that you are running late, please notify the office.

## **SPORTS/ATHLETICS PROGRAM**

Burroughs offers a variety of seasonal sports including Football and Basketball. Students will be notified of upcoming programs and the scheduled practice times and games. Interested students will be provided with detailed information and a permission slip to be signed by the parent.

## **STUDENT ATHLETE EXPECTATIONS**

All team members are expected to:

1. Follow all school rules and regulations.
2. Keep up with all school work.
3. Show good behavior at all times.
4. Be working to capacity in all subject areas.
5. Attend and be on time for all games and practices.
6. Follow directions given by coaches.
7. Work to improve sports skills.
8. Come prepared for all games and practices.
9. Show good sportsmanship at all athletic competitions.
10. Represent the Burroughs School in a positive way.

Students who are unable to fulfill these responsibilities will not be eligible to participate in the Burroughs School Sports Program.

## **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.

## **VACATION**

Please understand that if you keep your child out of school to go on a family vacation, you are going against the rules of the Board of Education and the School Code of Illinois (to keep a child from school “except for valid cause.”) The valid cause reasons are: “death in the family, family emergencies, illness, and religious holidays”. Your child will be considered truant if kept out of school for any reasons other than those listed above.

## **EIGHTH GRADE INFORMATION**

### **EIGHTH GRADE FEES**

As part of our eighth grade program and activities, each eighth grade student is responsible for paying for fees. Fees may include, but not limited to: field trips, luncheon, cap & gown, ribbon, autograph book, pictures, and a pin. This fee is due in its entirety by June 1st. All fees must be paid before any activities are planned or items ordered. Further details will be provided at the 8<sup>th</sup> grade meeting during the school year.

### **EIGHTH GRADE DEBTS**

All outstanding debts: graduation fees and lost books must be paid in full before transcripts, report cards and diplomas are issued to students.

### **HIGH SCHOOL INFORMATION DAY AND APPLICATIONS**

All high school information can be found here - <https://go.cps.edu/>. Our school counselor will meet with each student and help all families through the application process.

## **PARENT/FAMILY INVOLVEMENT**

### **COMMUNITY SCHOOL/BPNC**

This program is designed to include students and parents of the community. Please contact Lizbeth Gonzalez through the office for further information on current programming.

### **LOCAL SCHOOL COUNCIL (LSC) & PARENT ADVISORY COUNCIL (PAC)**

L.S.C. meetings will take place every other month. Please check the monthly newsletter for meeting dates. Other parent groups such as the BAC, PAC, NCLB, and Parent Patrol will meet at a time and day suitable for the members. Please look for an announcement in the monthly newsletter.

### **SCHOOL SUPPLIES**

A supply list is provided on the end of the last day of school, for the upcoming year, and again on the first day of school. Copies are available in the office. By the end of the first week of school, students are expected to have the required supplies.

### **Link to all CPS policies**

<https://www.cps.edu/about/policies/>

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

**Burroughs School Handbook Contract**

I have read the handbook. I understand and accept the rules and policies of the Burroughs 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 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: \_\_\_\_\_