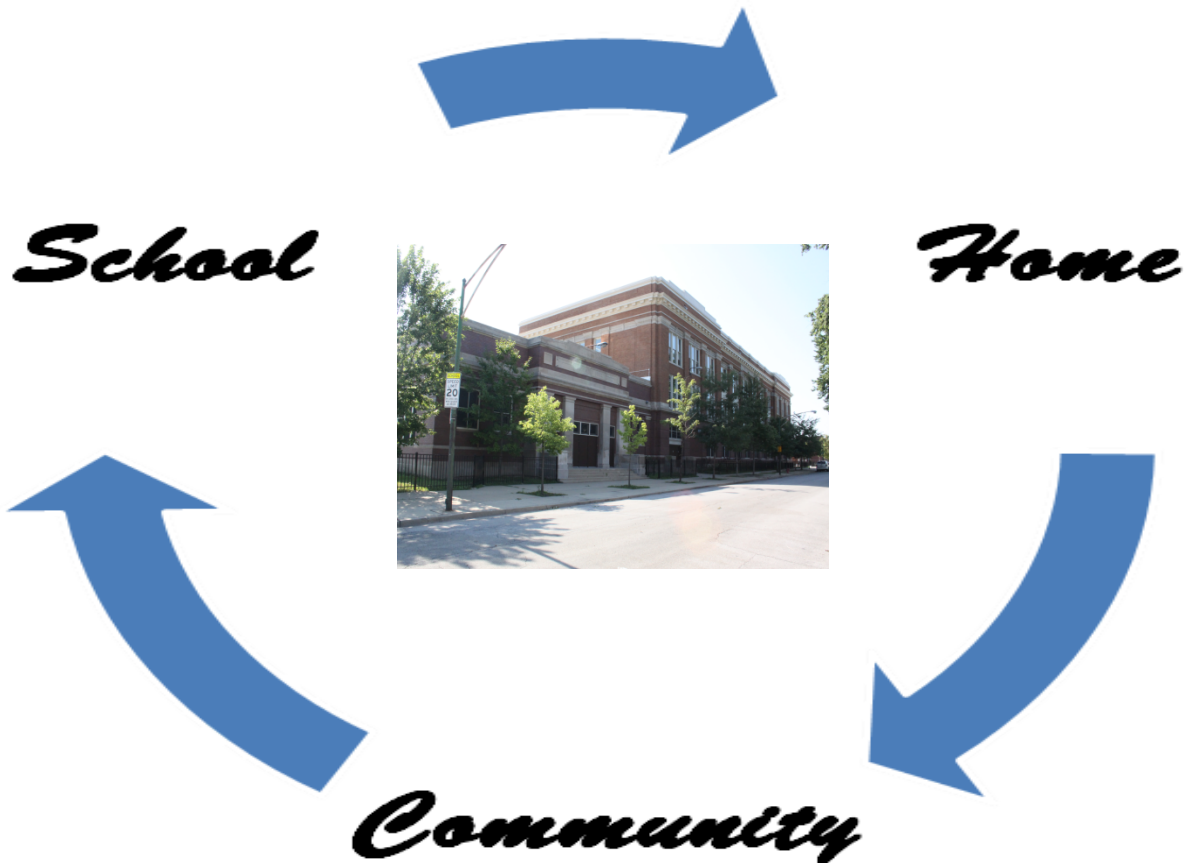
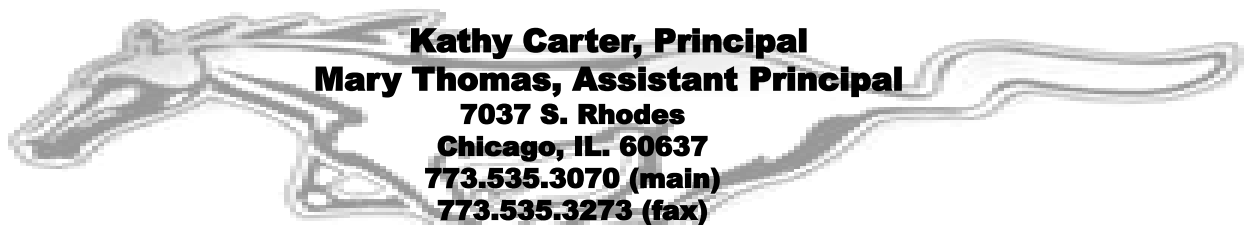


Park Manor Elementary School



2024 - 2025

Family Handbook



"Learners Today, Leaders Tomorrow!!!"

**Park Manor Elementary School
School Year 2024 - 2025**

Greetings Parents and Students:

Welcome to the 2024 - 2025 school year! To all of the returning students and parents, thank you for a successful 2024 School Year!

To continue in our success, we must continue to work as a village to support our scholars! I truly believe that Park Manor has the most concerned and caring parents in the Chicago Public School system. We need your assistance in making sure that students are completing homework, forming good study habits and arriving at school every day on time, prepared to learn! I look forward to working collaboratively with you to ensure the continued success of all of our students.

This handbook has been developed to help parents and students learn as much as possible about school policies and procedures and the services we offer students. It is a quick reference guide you will find extremely useful as questions arise throughout the school year. If you have any questions or concerns, please do not hesitate to email me at kbflagg@cps.edu or schedule an appointment via the main office.

Thank you in advance for your support.

Kathy Carter – Principal

MUSTANGS

RACE Respectful
Accountable
Citizenship
CE Exceed Expectations

Telephone Directory

Main Office 773.535.3070

Fax 773.535.3273

Website: <https://www.parkmanor.cps.edu>

Mission

Park Manor Elementary School will create a student-centered learning climate that integrates technological awareness and applications to facilitate a variety of challenging opportunities that will be instrumental in the formulating of life-long skills and knowledge for all students, including those with physical and mental challenges. These experiences will effectively prepare students to become responsible, productive members of our rapidly changing and perpetually advancing world. Our MISSION will be achieved through the unification and utilization of resources and external partnerships generated through the collaborative efforts of our parents, faculty/staff, and community.

Vision

The *VISION* of Park Manor School is to develop and implement a comprehensive academic program that will enhance the ability of all students, including those with special needs, to adequately meet the demands of our increasingly competitive, technologically advancing global society. We will encourage, guide, and provide students with the support, experiences, and resources that will promote their development into independent, analytical, and innovative thinkers and doers in all aspects of their lives.

Common Core State Standards

They are a set of national learning goals for kindergarten through 12th grade aimed at preparing all students for college or a career. These standards will require more challenging intellectual activity. Teachers will create and develop standards- based unit plans, grade level tasks and student work that will be the driving force of instruction. The standards will:

- Align with college and work expectations
- Include rigorous content and application of knowledge through higher order thinking skills
- Build upon strengths and lessons of current state standards

- Success for students to compete in our global economy and society
- Standards are evidence and research-based

Grading

The report card shows you how well your child is doing in subject areas.

Grade Weighting Core Classes	
Category	Weight
Assignments	50%
Quizzes	25%
Exams/Projects	15%
Homework	10%
Total	100%

Grade Weighting NON CORE Classes ONLY	
Category	Weight
Participation	60%
Assignments/Homework	20%
Exams/Quizzes	20%

The grades on the report card reflect your child's achievement and whether or not he/she is meeting the standards. The Chicago Public Schools uses a standards-based curriculum. The letter grades are explicitly linked to the standards. The letter grades indicate the student's progress in meeting grade-level standards. Grades of A, states a student substantially exceeds the standard, B, states the student exceeds the standard, C, states that the student meets the standard and D means less than acceptable performance on standards. A grade of F indicates that a student does not meet the standard and may not pass to the next grade. Students that are receiving less than a C a parent conference will be required to develop a personal learning remediation plan to ensure success in academic progress. **Parents can monitor student grades and attendance from the Aspen Parent Portal link**

<https://aspen.cps.edu/aspen/logon.do>. If you need assistance, call the main office. We do offer parent training throughout the school year. The

following grading scale will be utilized in all classrooms.

Grading Scale*	
90-100	A
80-89	B
70-79	C
60-69	D
59 and Below	F

***Modified Grading Scale**

Modified grading scales will be identified according to CPS guidelines for students with special needs, modifications and accommodations as stated in their individualized educational plan.

Homework

The purpose of homework is to reinforce skills that have been taught in the classroom. Although homework is the child's responsibility, the parent can help by encouraging the child and finding a quiet place to study. The amount of time a child will spend on homework will vary according to their grade level. The minimum daily allotments are listed as a general guide. Refer to the CPS Homework Policy. Homework is 10% of the total grade. **Homework is assigned daily Monday thru Thursday.** Please check homework folders, teacher emails, teacher link on school website and agendas for daily communication of homework. Homework is 10% of the student's grade.

Park Manor's Guests

If you report to the building for an in-person meeting, we are asking that you schedule an appointment with the main office. For security purposes, all visitors must sign in at the security desk and in the main office and obtain a visitor's pass before going to any area of the building. All visitors that do not have a current background clearance on file with CPS are restricted to the first floor of the building only.

Office Hours

Instruction starts promptly at **8:00 a.m.** and students are ready to learn.

Office hours are from 8:15am – 2:45pm.

School Activity Fees & Debts

Each student is required to pay a **\$25.00** school activity fee. The activity fee helps to cover the costs associated with various social events, extra-curricular activities and student incentives throughout the school year. Students that do not submit their fee payments may be excluded from certain extracurricular activities and/or required to pay the full costs for those activities as permitted to attend. This includes, but is not limited to, the following: extra-curricular field trip/celebrations/events and incentive activities.

Contact the main office to pay fees and/or debts.

School Supplies

All students are expected to be prepared for school daily with their own supplies. Supply needs vary by grade, so teachers have prepared lists for your convenience. Please monitor these supplies, as they will need to be replenished often.

Progress Reports

Progress reports will be issued the 5th week of each marking period. It must be signed by the parent and returned to the classroom teacher. Progress reports are one of the methods the Park Manor Elementary School uses to keep the parents informed of the students' progress in school. We will distribute progress reports on the following dates: Q1 on September 26, 2024 Q2 on November, 2024, Q3 on February 14, 2025 Q4 on May 2, 2025. Parents are encouraged to view students' grades on the Parent Portal system on a weekly basis and contact teachers concerning students' progress as needed.

Report Card Pickup

All parents are required to pick up their child's report card two times a year; first and third marking periods. A scheduled time for pickup of the report cards will be sent at the time of conference. Virtual options may be available as requested.

Parent/Teacher conferences are scheduled for Q1 on Monday, November 4, 2024 and Q3 on Tuesday, April 1, 2025. Report cards for the second and fourth quarters will be sent home: Q2 on January 24, 2025 Q4 on June 12 2025.

SCHOOL IMPROVEMENT DAYS & PROFESSIONAL DEVELOPMENT DAYS

— School Improvement Days are non-attendance days for students and are for teachers and staff to review student data, plan instruction, and engage in development aligned to school priorities. Days include: August 19, 2024, September 27, 2024, January 21, 2025, February 25, 2025, March 31, 2025, April 18, 2025, June 13, 2025, and June 16, 2025.

Promotion Policy

The Chicago Board of Education has made a decision to promote or retain students in grades second, fifth, and eight and over-aged students. The decision to promote or retain students is based upon the student's successful completion of the curriculum, attendance, and their performance on district assessments. (The Chicago Board of Education School Promotion Policy can be viewed online:

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

General Dress Code and Grooming

Park Manor School's dress code requires all students in grades K -8th to follow guidelines:

- **Maroon Polo Shirts, Gray Polo Shirts or White Polo Shirts**
- **Gray, Maroon or Plaid (Gray and Maroon) Uniform Bottoms** such as: slacks, shorts, jumpers and skirts.

To maintain an atmosphere conducive to learning, students must also adhere to the following additional policies:

- **Bottoms must be fingertip length.**
- **Caps or hats should not be worn in classrooms.**
- **Accommodations will be made for head coverings worn for cultural, medical or religious reasons.**
- **Open-toe shoes, flip-flops, slides or sandals should be worn with extreme caution as**

wearing them can result in injury during transitions on campus (stairs, etc)

For PreK students daily and on dress down days for K - 8th grade students:

- **BOTTOMS OR TOPS WITH RIPS EXPOSING EXCESSIVE SKIN is strongly discouraged.**
- No clothing with offensive language, pictures or logos/signs in alignment with SCC guidelines.

Staff will always work to support students who require support with dress-code compliance.

Physical Education

The official Park Manor P.E. uniform and gym shoes are required for participation. **No exceptions.** If a student is not dressed in the uniform, he/she may be given written work to complete during the class period and participation points will be deducted from his/her grade.

Rules of General Conduct

Our goal is to maintain a high level of self-discipline and responsibility. Park Manor Elementary School will adhere to the Chicago Public Schools Student Rights and Responsibilities Handbook. We embrace a progressive discipline model that includes positive as well as emotional support for our students. All families will have access to this handbook on the Park Manor site and also on the Parent Update transmitted to registered email accounts.

Safe Passage

The Park Manor School's territory extends from the school grounds to a student's home during transition times both before and after school. Each student has the right to a safe passage from home to school. Therefore, bullying or fighting is not allowed in the above mentioned vicinities. Incidents that occur several hours after school or on weekends should be addressed by parents when the incident occurs. The educational environment is jeopardized when these incidents are brought to the school for settlement.

Hall Procedures

1. Students are not allowed in the hallway without a hall pass.
2. There is a **0=No Talking in the Hallway** and students are to walk to the right side
3. Running is not allowed in the halls.
4. Students must enter and exit classrooms, lunchroom, gym and the building in an orderly manner. Classes must pass through the halls in an orderly, quiet manner under the supervision of teacher or school personnel.
5. Students will not verbally or physically bully anyone on school grounds. The school will follow the mandated law and Student Code of Conduct.

Policy on Students Acceptable Use of the Chicago Public School Network (Internet Use)

The Chicago Public School provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. The Chicago Public Schools may make INTERNET access or electronic mail (e-mail) available to students on the CPS Network as educational resources. It is a general policy of the Chicago Public Schools to promote the use of computers in a manner which is responsible, legal and appropriate. Student use of the CPS Network is a privilege. **A student's failure to adhere to the Student Acceptable Use Policy will result in the revocation of his/her access privileges.** Should a student's access privileges be revoked, there shall be no obligations to provide a subsequent opportunity for access to the CPS network. Parents will be given a consent form and a copy of the CPS guidelines for use of the INTERNET.

Student Entry, Dismissal and Emergency Exits

Bell Schedule

Arrival to School	7:45
School Entry	7:50
Breakfast Distribution	7:50 – 8:05
Classroom Instruction	8:15
Tardy	8:05
Dismissal	3:00

Students are tardy at 8:05 a.m.

Please avoid sending/dropping students off before 7:45 a.m. For safety reasons there is no supervision for students before the designated entry time for students. All students will enter the building through door 1 (south playground). Pre K through 1st grades will be dismissed through Door 1. 2nd through 4th grades will be dismissed through door number 2 (southwest). Grades 5 - 8 will be dismissed through door number 3 (northwest). During emergency evacuations, students are to utilize the same exits that are used during dismissal.

Students should only enter the main entrance door (Door 2) when they are tardy or accompanied by an adult coming to the office. In case of inclement weather, the students are to enter through **Door 3** and be seated in their designated class areas. **NO CHILD IS TO GO TO A CLASSROOM BEFORE SCHOOL HOURS.**

Please note all doors will be locked after all classes have been admitted. Any children arriving after this time must enter through Door 2. If after 8:05am, obtain a tardy slip from our security desk or office. **Students will still be marked tardy arriving at 8:05 a.m.** by their homeroom teacher. Teachers will accompany students out the doors at dismissal time. **Our goal is 100% in students being in school on a daily basis and on time.**

Lunchroom Information

Park Manor School serves hot, nutritious meals daily. Free breakfasts and lunches are available to all students. The parent or guardian must fill out an application for approval. Forms are available in the office.

We will continue with the Universal Grab & Go Breakfast which entitles all students to receive a hot/cold breakfast bag. Studies conclude that students who eat breakfast at the start of the school day show a general increase in math and reading scores as well as improvements in their speed and memory in cognitive tests. Students may enter the building and receive a breakfast bag. **Distribution of breakfast ends at 8:05a.m.**

Lunch Procedures

- The teacher will accompany students to the lunchroom.
- Students will line up for lunch in an orderly manner. If a student misbehaves in the line, the student will be sent to the end of the line.
- Talking in the lunchroom will be at a conversational level. No screaming, profanity or yelling.
- Students will punch in their individual lunch ID number.
- Students will remain seated at the appropriate table at all times.
- Students must not throw food in the lunchroom. **(Automatic Consequence as according to the Student Code of Conduct)**
- No food or drink may be taken out of the lunchroom.
- Glass bottles may not be brought to school.
- Once students enter the eating area, they cannot go out of the lunchroom. Students will leave their tables and surrounding area clean.
- **STUDENTS ARE NOT ALLOWED TO BRING OR RECEIVE “FAST FOOD” ITEMS DURING THE SCHOOL DAY.**
- **BAG LUNCHES BROUGHT BY STUDENTS SHOULD NOT SOLELY CONTAIN CANDY, CHIPS AND OTHER FORMS OF “JUNK FOOD.” EXCESSIVE AMOUNTS OF “JUNK FOOD” WILL BE CONFISCATED FROM THE CHILD AND NOT RETURNED.**

Washroom Privileges

Students are only allowed to use the washroom during toilet recess, when accompanied by the teacher and/or other school personnel, unless a parental request accompanied by a doctor's verification is received. Exceptions are made at the discretion of the teacher and when students ask to go during class time. Students have toilet recess two-three times a day and additional times if necessary.

Absences and Tardies

A note for absences signed by the parent must be presented to the teacher on the day that the child returns to school. In case of a communicable disease, a child must have a note from the doctor permitting the child to return to class. Notes for both absences and tardies must

have the following information: (1) Date of absence or tardy, (2) Specific reason, (3) Parent/or guardian signature. There are four acceptable reasons for absence: illness, family emergency; death in the immediate family; and observation of religious holidays. Regardless of the absence, please send a note to school. It is very important that the main office always has the correct contact information on file. It is essential in case of emergencies that might occur throughout the year.

Tardies, like absences, interrupt the school's efficiency. Time is lost, classes are disrupted and an unnecessary hardship is placed on teachers and students. The attendance coordinator will contact parents on a daily basis and occasionally a home visit when necessary. Excessive absences are grounds for referral to the network support and in some cases outside agencies.

MTSS: Multi-Tiered Systems of Support

Park Manor will continue to enhance the discipline program and social emotional competencies to enhance and enforce school regulations, relating them to system wide policies. All teachers will submit and implement a classroom management/behavior modification plan.

The school will monitor the implementation of misconduct prevention and the safety/security of the school. We welcome parents to attend the social emotional learning committee meetings for input. The school will recognize students who display positive behavior at designated times. It is very important that parents, students, and school work together in creating a climate for learning.

Our goal is to eliminate negative and recurrent behaviors. The Student Code of Conduct shall be followed and enforced in the same spirit and manner throughout the school system. The policies and administrative procedures apply to actions of students during school hours, before and after school, while on school property, while traveling on board funded school buses, school sponsored events, and any misconduct that may interfere with the learning and safety process that affect the mission or operation of Park Manor

School. We must remember that a positive and safe environment significantly contributes to student academic achievement and minimizes the number of incidents requiring student discipline. Our goal is to decrease suspensions. We need the students to be in school learning. Sometimes due to the severity of the misconduct, we have no choice but to suspend according to the Student Code of Conduct.

Health Records

All students entering kindergarten, sixth grade, 8th grade and/or who are new to Park Manor School must have their current medical, dental and immunization records (including proof of the Hepatitis B shots) complete up-to-date by the first day of school. These requirements are mandated by the State Board of Health. As stated by the State of Illinois kindergarten, second and sixth grade students will be required to have a dental exam. Any non-compliance will result in exclusion of the child from school.

Medication

Only those medications which are absolutely necessary for the critical health and well-being of a student, as determined by the student's physician, during school hours must be submitted on the Chicago Public Schools medication request form. These forms are available in the nurse's office. The school must have on file a letter from the physician and parent requesting the school to administer the medication. Once the forms are on file, the medications must be brought to school by a parent or legal guardian.

Parties & Nutrition

Due to the CPS Healthier School Day Initiative, **NO OUTSIDE FOOD OR DRINKS** are permissible for consumption or distribution during school hours. Only snacks pre-approved by the CPS Nutrition Policy will be distributed (by staff only) to students during celebrations. Students are allowed to bring a personal lunch; however, the lunch must be a balanced meal and be a single serving size. Students are not allowed to share their personal lunch due to health concerns (i.e. allergies, restrictions, etc). Excessive snacks, candies and sodas will be confiscated by Park Manor staff and returned to the student upon dismissal.

Field Trips

A field trip that correlates with a curriculum area may be scheduled for your child's class during the school year. Each child who participates in the field trip must have a signed permission slip. Parents are asked occasionally to chaperone classes on school-related field trips. To chaperone a field trip, you must be an approved CPS volunteer. Park Manor School and CPS regulations do not authorize persons under the age of 21 to ride school buses or attend school related field trips.

Use of Cell Phones

Primary and Intermediate Level students must secure their cell phones in their book bags or follow the teacher's classroom rules for cell phones (including submitting the phone to the teacher daily until dismissal). Middle School students must secure their cell phones in their lockers at all times. **For students that do not comply with the rule, the phone may be confiscated. If confiscated, a parent must come to the main office to pick up the phone. Repeated offenses will result in the student being banned from bringing a phone in the building and/or the phone being turned over to Safety & Security at Central Office or CPD.** The school is not responsible for the loss of a phone or any electronic device. Parents must sign the cell phone and electronic device form and have written consent from the Principal before a student can have a phone on school premises.

Prohibited Items

Students may not possess the following items on school property or at school events without the explicit permission of an administrator or request of a teacher: Various toys, cell phones, cameras, iPads, or any other electronic items of distraction.

The following items are completely prohibited from school grounds and can result in expulsion from CPS:

1. Gambling devices: dice, playing cards, etc.
2. Drugs, alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighters, matches, tobacco products, and look-alikes.
3. Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, etc.

4. Gang paraphernalia, such as rags/bandanas, etc.
5. Weapons, look-a-like weapons, guns, knives, screwdrivers and/or other items designed or easily used to cause physical harm.

School Improvement/ Professional Development Days

No School for Students

August 19, 2024
September 27, 2024
January 21, 2025
February 25, 2025
March 31, 2025
April 18, 2025
June 13, 2025
June 16, 2025

Holidays - No School

September 2, 2024 - Labor Day
October 14, 2024 - Indigenous Peoples' Day
November 5, 2024 - Election Day
November 28-29, 2024 - Thanksgiving Holiday
December 23, 2024 - January 3, 2025 - Winter Vacation
January 20, 2025 - M.L. King Jr. Day
February 17, 2025 - Presidents' Day
March 24 - 28, 2025 - Spring Vacation
May 26, 2025 - Memorial Day

Parent-Teacher Conference Days - No School

Monday, November 4, 2024
Tuesday, April 1, 2025