



Lorca Elementary School

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2018-2019



Let's GO ORCAS!

PARENT & STUDENT HANDBOOK



@LorcaElementary

www.lorca.cps.edu

We encourage our students and their parents to review this handbook together so we can all be successful throughout our school year!

Please note that due to possible changes in CPS, the information in this year's handbook is tentative and subject to change. Any changes will be communicated to the school community as they occur.

Federico Garcia Lorca Elementary School

MISSION STATEMENT

The mission of Lorca Elementary is to provide an environment where all students, including Diverse and English Language Learners can be successful when taught by teachers knowledgeable of college-readiness standards and who differentiate instruction to challenge and promote critical thinking.

SCHOOL MOTTO

At Lorca Elementary, we believe in **SOS**:

Advancing our **SCHOOL** by collaborating with **OTHERS** to become our best **SELVES**!

PARENT ENGAGEMENT

We offer multiple opportunities to engage our parents at Lorca Elementary! Parents can become members of a committee: Continuous Improvement Work Plan (CIWP), Local School Council (LSC), Bilingual Advisory Committee (BAC), and Parent Advisory Council (PAC).

The Title 1 PAC also requires parents to attend Parent University workshops provided quarterly to learn specific strategies to assist their children in reading, math, science, social studies, language acquisition and social-emotional learning strategies.

Lorca Elementary also hosts monthly family events:

August - LSC Back-to-school Meet & Greet; September- Annual School Address & Open House/Curriculum; October - Hispanic Heritage Month; November -Annual Multicultural Event; December - Winter Fest; January - Literacy Night; February - World Expo Night; March - Personalized Learning Showcase; April - Science Technology Engineering Arts Math (STEAM) Night; May -Mothers' Day Event; June - Pulitzer.

PARENT PORTAL

If a parent has a question about a grade, that parent must first confer with the teacher. If unable to come to a satisfactory resolution, the parent and teacher will then have a conference with an administrator, if necessary.

In addition, parents can access their student's grades through the Parent Portal. In order to access the portal you must obtain a PIN number and instructions from the main office. For more information, please visit

<http://cps.edu/Pages/Parentresources.aspx>.

STUDENT LED CONFERENCES & PERSONALIZED LEARNING SHOWCASE

Lorca Elementary School is proud to be a member of the CPS Personalized Learning Cohort 1. Personalized Learning provides a variety of learning pathways focused on the learner's interests and anchored to college & career-readiness.

During our Annual PL Enrichment & Passion Projects Showcase, parents and visitors should expect to see the following indicators of Personalized Learning:

- flexible seating environment
- student-led learning pathways
- teachers with secondary and multiple roles

CHICAGO PUBLIC SCHOOLS & LORCA ELEMENTARY POLICIES AND PROCEDURES

ACCEPTABLE USE AGREEMENT FOR USE OF TECHNOLOGY, INTERNET AND NETWORK SYSTEMS

Chicago Public Schools (CPS) provides access to technology devices, internet, and network systems to students for educational purposes. **This Student Acceptable Use Policy (AUP)** establishes the standards for acceptable electronic activity of students accessing or using the district or school technology, internet and network systems regardless of physical location and also the electronic communications between students and CPS staff and other adults who work in schools.

Students have no expectation of privacy in their use of the CPS Network and Computer Resources.

Unacceptable use of the CPS Network and Computer Resources are prohibited. Students shall not use the CPS Network or Computer Resources including access to the internet, intranet, collaboration tools, bulk communication tools, social media or email to use, upload, post, mail, display, store, or otherwise transmit in any manner any content, communication or information

Students must use authorized CPS Network systems (e.g. CPS email, Google Classroom) for all electronic communications with CPS staff and other adults who work in schools

Phone and Text Communications.

1. Students are prohibited from calling or leaving a voice message on the personal telephone or mobile device of a staff member or other adult who works in a school.
2. Elementary students are prohibited from communicating with CPS staff and other adults who work in schools via text messaging or IM. Students shall not communicate with CPS staff and other adults who work in the school via the staff/adult's Personal Social Media or otherwise through non-CPS Social Media

Failure to abide by this policy may subject a student to discipline in accordance with Student Code of Conduct. IX.

Student Protections.

Students should promptly report to a teacher or other school staff member any communication they receive that is inappropriate or makes them feel uncomfortable. If a student is harassed, intimidated, bullied or threatened through the CPS Network, Computer Resources or otherwise, he/she should contact their principal or the Office of Student Protections & Title IX, or call the CPS Student Protections Hotline at 773-535-4400.

ANTI-BULLYING POLICY

It is the goal of the Chicago Board of Education ("Board") to create a learning environment in all its school communities where all students feel safe and supported, are protected from bullying, and are able to succeed academically and develop socially and emotionally into responsible, caring individuals.

The Board asks every Chicago Public School ("CPS") student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

The Lorca Principal and staff shall work to develop safe, supportive school environments that prevent bullying and will respond to bullying with the following:

1. Ensure safety
2. Notify parents of all involved students.
3. Document allegations.
4. Conduct investigation.
5. Make a determination whether allegations of bullying are substantiated or not and document determination.
6. Notify all involved parties of the outcome of the investigation.

ATTENDANCE

Regular daily attendance is essential if each student is to reach his/her potential. The School Code of Illinois, Chapter 105, Illinois Revised Statutes, Article 26, Section 26-1 provides that there are six acceptable causes of absence: 1) illness; 2) family emergency; 3) death in the immediate family; 4) observation of religious holidays; (5) circumstances which cause reasonable concern to the parent/guidance for child's safety/health as approved by the principal; and (6) other situations beyond the control of the student as determined by the principal. If a student misses more than three days of school, valid written documentation (i.e. doctor's note) should be provided and the student will be given time to make up work.

It is strongly encouraged to plan vacations when school is not in session. Family vacations are counted as unexcused absences. If, for some reason, a student must be absent, the school is to be notified by phone at 773-534-0950. You may reach the main office by pressing zero. Please leave a detailed voicemail and someone will get back to you as soon as possible. You may also email the student's homeroom teacher. A NOTE explaining every absence (even if a phone call was made) MUST be sent with the student upon returning to school or email to Mr. Rodriguez at jrodriguez323@cps.edu.

If a student has ten unexcused absences, the parent or guardian will be required to meet with the counselor, principal and/or her designee. Lorca Elementary will also notify the CPS Office of Truancy regarding a hearing and possible penalties due to the student's absences. Students who leave school early may be marked as a full day or ½ day absence depending on the time of dismissal. Please see the Main Office Staff for verification of these times. It is the responsibility of the student to check with the teacher regarding school work missed during periods of non-attendance.

ARRIVALS AND DEPARTURES

Arrival - Parent Drop off on Springfield Avenue should be a quick, "kiss and go." Parents are not to leave their vehicle, nor park in the middle of the street. Students must NOT arrive on school grounds before 8:00 a.m. as school personnel are not responsible for student supervision. Students will not be permitted to enter the building unless they are part of a before school program or have a written pass from a staff member. Once a student arrives, the student must remain on the school property and may not leave without an authorized adult for any reason. Students who arrive after 8:20 a.m. will go to the security desk or report to the main office (Door 1) to receive a tardy slip and marked tardy.

Dismissal - Parents who are picking up students should wait outside in the designated areas (dependent upon students' grade level). Staff will acknowledge the person picking up the child before allowing them to leave for the day. If special arrangements have been made for a student to be picked up by someone other than a parent or guardian, the teacher and school must be notified in advance. If students are not picked up by 3:20 p.m., their teacher will escort them to the main office.

A parent or guardian must come into the office to pick their child up for the day. To ensure safety and security of our students, you may be asked to provide identification. When early dismissal is necessary, a parent must report to the office and sign the Early Dismissal Book in order for the child to be released. The child will then be called to the office. This should not occur on a regular basis.

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 4:30 p.m., 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 same voice message with all emergency contacts.

AWARDS AND POSITIVE BEHAVIOR INTERVENTIONS SYSTEMS (PBIS)

Kindergarten through 8th graders are recognized in the following ways:

- Monthly STAR STUDENT for demonstrating positive behavior and citizenship characteristics
- Quarterly and Year-End academic awards for 1st-8th graders achieving straight As (ORCAS), As & Bs (Honor Roll)
- Quarterly and Year-End attendance and citizenship.

BATHROOM USE

Aside from the classroom designated restroom time, all 5th-8th grade students must sign in and out of a bathroom log when leaving the classroom to use the restroom. Students may never have a cellular phone or other information technology devices at school and never when using the bathroom. Younger students are to go with their classroom or with a partner to the bathroom. This is for the safety of the children.

BEHAVIOR EXPECTATIONS

Good discipline is really another word for respect - **SOS**- respect for **S**elf, respect for **O**thers, and respect for **S**chool. Discipline is an attitude that begins at home, is reinforced at school, and is applied throughout life. Attitudes about behavior are learned. Students learn this from home and school. We work together to create a healthy attitude toward discipline that will be rewarding throughout a student's life. All Chicago Public Students are expected to follow behavior guidelines set forth by the Board of Education. The Student Code of Conduct is distributed and reviewed with the students at the beginning of the school year. Parents are encouraged to review the document with their students to understand the rules and consequences governing all students. All parents and 4th-8th graders are required to sign acknowledgement of the Student Code of Conduct.

BELL SCHEDULE

Regular school hours: 8:15 a.m. – 3:15 p.m.
School Doors Opens: 8:05 a.m.: 7th & 8th graders enter Door 1
Entrance Bell: 8:10 a.m: Playground for K-2nd graders
Tardy Bell: 8:20 a.m.
Dismissal Bell: 3:15 p.m.

BIRTHDAYS

While we understand that special events, such as birthdays, are important to celebrate, there will be no food treats allowed for birthday celebrations. Due to the high number of food allergies and to promote healthy food decisions, we are asking that no food treats be brought to school to celebrate birthdays. Your children may bring pencils, stickers, or other small trinkets to celebrate with the class, but we are asking that no candy, cookies, donuts, cupcakes or other food treats be brought to school. We thank you in advance for your understanding.

CALENDAR

Students begin classes on Tuesday, September 4, 2018 and end on Tuesday, June 18, 2019. Both days are full days of school for students

The following days are NON-ATTENDANCE DAYS for students:

Parent, Teacher & Student-Led Conferences: Wednesday, November 14, 2018 on Wednesday, April 10, 2019

HOLIDAYS

September 3 Labor Day October 8 Columbus Day November 12 Veteran's Day November 22, 23 Thanksgiving
January 21 M. L. King Day February 18 President's Day May 27 Memorial Day

SCHOOL IMPROVEMENT DAYS November 2, 2018 February 1, 2019 April 5, 2019 June 19, 2019

VACATIONS—Schools are closed for the following breaks:

Winter vacation— December 24, 2018 to January 4, 2019. Spring vacation— April 15, 2019 to April 19, 2019.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, electronic equipment, technology (desktops, iPads, Chromebooks, headphones, etc.) supplies and furniture supplied by the school. Parents of students who destroy, disfigure or otherwise deface school property will be required to pay for the damage or cost of replacement for technology.

CELL PHONES

Unless approved by the principal, cellular phones and other information technology devices are not allowed at school. If a cell phone is brought to school, it must be turned in to the homeroom teacher at the beginning of the day. When in the possession of the student, the cell phone must be off at all times. Students are prohibited from using their cell phone for any reason during the school day. Students in violation of this rule will have their cell phone confiscated and sent to the office. Parents will be notified of such violation and the cell phone will be released to the parent/legal guardian only.

CHANGE OF ADDRESS

If you and your family move, change jobs, or if your phone number changes, notify the office immediately in writing, with the following information: your child's name(s), room number(s), new address and/or employer and new telephone number(s). Give the school complete emergency information and update it when necessary. This information is our only way of reaching you in the event that your child becomes ill or injured while in school.

COLLECTION OF MONEY epay

Any money submitted must be in an envelope or Ziploc bag marked with student's name, room number, amount of money enclosed, and reason for submitting the money. Only cash or money orders will be accepted. Field trip money must be paid by the deadline stated on the field trip permission form. CPS is also using epay. Please call the Main Office.

CURRICULUM

During our annual School Address, Lorca Elementary also hosts our Open House for teachers and parents to discuss our curriculum: Journeys/Senderos or My Perspectives, University of Chicago Math/Connected Math or Algebra, Amplify Science and teacher-created Social Studies. All staff provide either Enrichment or Passion Projects anchored to a college and career readiness. Our full-day preschool uses Creative Curriculum involves family & student learning activities, teacher-guided activities, play and song, and book discussion focused on complex topics.

CPS also requires all K-8th students to receive 120 minutes per week in Fine Arts/Music, 150 minutes per week in Health & Physical Education, including Sexual Health Education. Per policy, Lorca Elementary will notify all parents in writing prior to teaching the Sexual Health Education curriculum. PE teachers will provide alternative learning activities to students whose parents opt-out of the curriculum.

DRESS CODE/SCHOOL UNIFORMS/APPROPRIATE ATTIRE

Students are expected to dress in a manner appropriate for elementary school. Any issues that may pose a disruption to the educational process will be reviewed by, and left to the discretion of, the school administration. All efforts will be made to contact the parent to bring a change of clothes. In the meantime, the child will be given a clean article of clothing to wear for the day that reflects the dress code (School Spirit Wear) so that the child may return to class and not miss any instruction. Please note that excessive violations of the dress code may result in disciplinary action at the discretion of the school administration. We ask for your continued support in enforcing these rules. Please note that the school dress code applies to all school related functions and field trips.

We ask for your support in adhering to the following Dress Code guidelines: Per the Lorca LSC vote on June 17, 2015, school uniforms for K-8th graders includes light blue collared shirt. Lorca “spirit” wear, and dark blue jeans or navy blue pants. Student may not wear black or colored jeans, sweatshirts, hoodies, sweat pants, jeggings, or leggings. This also includes the following: no sagging pants; shirts should cover the stomach (no midriffs or navels may show); tops with “spaghetti straps” or with racer-back straps and revealing necklines may not be worn. Piercings, other than ears, are not permitted (ear piercings for boys are not permitted). Students are also not permitted to wear large, gauging earpieces and makeup. Outdoor clothing and head accessories, such as hats, berets, hoods, headscarves, beanies, bandanas, jackets, coats, gloves, and finger gloves may not be worn inside the building. Shorts and skirts which are no shorter than two inches above the knee (or arm/fingertip length) may be worn. Flip flops, Crocs, high heels and skate shoes (Heelys) are considered dangerous footwear when students are at play during gym or on the playground. Students are also prohibited from having “temporary spray dye” in their hair.

ELECTRONIC DEVICES

Students are discouraged from bringing electronic devices to school as Lorca is not responsible for lost or stolen items. These include, but are not limited to cell phones, IPADs, handheld game systems, Kindles, E-readers, Tablets, and MP3 Players. If these items are brought to school, it is at the risk of the student and they must remain off at all times. The school is not responsible for any lost, missing, or damaged items. If the instructional process is disrupted at any time due to these devices, students are subject to disciplinary action.

EMERGENCY AND HEALTH FORM

At the beginning of the school year and at the beginning of the new year, all parents are required to complete an Emergency and Health Form with current information for the parent and emergency contacts. It is required that all students have at least two current and operating phone numbers on file. **The school must have emergency information that can be used to contact you should your child need emergency assistance.**

EMERGENCY LOCATIONS

In case of an emergency at Lorca, which results in the evacuation of the building, the teachers will take their classes to Schurz High School. Schurz is located at 3601 N. Milwaukee Avenue, Chicago, IL 60641. The phone number is (773) 534-3420. No child will be released to an adult unless the name appears on the emergency form.

FIELD TRIPS NEW – Required Volunteer Application

Field trips are considered a valued aspect of our instructional program and are encouraged in all curriculum areas. The students are at times, transported by bus to off-campus locations for the purpose of enriching learning experiences. However, all students participating in field trips must have written permission slips on file and **CURRENT EMERGENCY FORM** at the school prior to leaving the building. Students not having written permission will not be allowed to participate in the activity. Any required field trip money should be exact, as it is difficult to make change. The parent and child should be aware of the child’s acceptance of responsibility to be a good citizen and maintain contact with the person in charge during the entire field trip. Field trip volunteers are taken on a first come first served basis. Many field

trips have a limitation on the amount of adults due to the rules of the places we visit. Also, siblings are NOT allowed on school field trips. This is a Board of Education rule and cannot be overlooked.

Some field trips require LSC approval if funds are to be raised by students and/or the school, such as the 8th Grade Class Trip to Washington D.C. Other trips are supported by LSC include: 1st grade Botanical Gardens, 2nd grade Writing Workshop, 7th grade Springfield Trip.

GRADING

In keeping with the philosophy of the school system, and its commitment to excellence in education, academic achievement is recognized through the establishment of an honor roll for students in grades 1 through 8.

Grades are based on the following scale:

A 90% - 100%	Substantially exceeds the standards
B 80% - 89%	Exceeds the standards
C 70% - 79%	Meets the standards
D 60% - 69%	Less than acceptable performance on standards
F 69% - Below	Does not meet the standards

Principal's ORCAS are Outstanding, Responsible, Caring, Achieving Students who earn an "A" average, which means Straight A's and no checks.

Honor Roll students must have a "B" average, which means A's and B's and no checks.

Citizenship Award students must have no checks and no misconducts in any area.

Perfect Attendance students must have no tardies, early dismissals, or absences.

Reminder: Receiving a C, D, or F in SPECIALS classes will prevent students from being on the Honor Roll

GRADUATION ACTIVITIES

In order for 8th graders to participate in Graduation Activities and the Class of 2019 Commencement, students must adhere to the following: 90% or better attendance; achieve a C or better in Language Arts, Math, Social Studies, Science; achieve 25% or better on the required district-wide test; have not served an Out-of-School-Suspension and have no more than two In-School-Suspensions and no more than three detentions.

HOMEWORK

Homework is an important part of the educational process and assigned to reinforce learning. Incomplete and missing homework will negatively impact a student's grade. Homework that is not completed on time may also negatively impact a student's grade. In the event of an absence, students are responsible for getting work that they may have missed. After returning from an absence, students will be given adequate time, determined by the teacher, to complete homework assignments missed due to absence. Homework assignments are posted weekly on teacher's websites.

LOST AND FOUND

It is advisable to put your child's name on all personal articles and clothing, especially younger students. Most articles found in and around the school will be deposited in the Lost and Found bin located near the Security Desk. Unclaimed items will be donated to a charitable organization at the end of the school year. Please note: The school endeavors to protect all personal property but is not responsible for any lost, damaged, and/or missing items. This includes any and all personal property brought to school, including electronic devices. (See Electronic Devices). Large sums of money and articles of real or sentimental value should not be brought to school.

MEDIA RELEASE FORM

Every year, parents are asked to consent to have their child photographed, digitally recorded, video taped, audio taped and/or interviewed by the Board of Education of the City of Chicago (the “Board”) or the news media when school is in session or when their child is under the supervision of the Board.

MEDICAL, DENTAL, & VISION FORMS

The State of Illinois requires every pupil to have a complete physical examination when entering kindergarten and 6th grade. In addition, a complete dental examination is required when entering kindergarten, 2nd, and 6th grade and a vision examination is required for all incoming Kindergarten students. We thank you in advance for keeping all medical examinations, as well as your immunization records, current as all students who do not have up-to-date records on file may be excluded from school as dictated by the Illinois Department of Public Health. Medical Exclusion date: October 15, 2018

MEDICATION

If it is necessary for a student to be administered medication (including inhalers) at school, the parent must complete a medication form obtained from the school nurse before the medication can be brought to school. All prescription medicine must be kept in the school office and monitored by school staff. Medication must be in the original container and properly labeled. Information regarding any chronic illness (asthma, diabetes, etc.) should be reported to the student's teacher and school nurse. Under Illinois law, students have authorization to carry and self-administer the following prescription medication (asthma inhaler, Epi-Pen, diabetes testing/insulin) after submitting a self-administration authorization form obtained from the school nurse. This form must be signed by a parent/guardian and kept on file in the Main Office.

OUTSIDE FOOD

In response to the District's Healthy Initiative, students are prohibited from bringing food that is not considered “healthy” or from a restaurant into the school. Items that are considered “healthy”, whether from home or an appropriate place can be brought to school.

SCHOOL MESSAGING CONSENT TO RECEIVE COMMUNICATIONS

Parents are asked to respond promptly to all communications from the school. Problems may arise due to lack of communication. It is the student's responsibility to give all written communications to their parents. The school website is located at www.lorca.cps.edu. Please check it regularly for updates. We have found that the robocall is the easiest way to send reminders or notify parents of important information. It is important that you are always providing the most up-to-date contact information to ensure that you are receiving the timeliest information from the school.

Parents must consent to authorize Chicago Public Schools to use an automated system to periodically deliver automated informational calls or text messages to the phone number(s) provided below

STUDENT FEES

Due to the significant decrease in school funding, and in an effort to maintain the premier educational program that we are committed to providing your children, there is a student fee of \$20 (Grades Kindergarten and 1st) and \$25 (Grades 2nd – 8th). Lorca Elementary asks that each student pay a fee to help defray costs of textbooks and workbooks. This fee is paid upon enrollment or to the classroom teacher at the beginning of the school year. The fee also covers consumables for reading, math, art, and science, Scholastic subscription fee, assignment notebook, and a one-time free bus fee for a field trip. Non-payment of the fee may result in your child being withheld from certain activities. Families with more than one child at Lorca or experiencing hardship may work out a payment plan with the Main Office. **Cash or Money Orders only please – No personal checks.**

STUDENT CODE OF CONDUCT

(see Behavior Expectations)

All parents and 4th-8th graders are required to sign acknowledgement of the Student Code of Conduct.

TARDINESS

All children are expected to be on-time for school every day. Occasionally, circumstances occur which cause tardiness (oversleeping, car trouble, etc.). These circumstances, however, should be the exception, not the rule. All tardies are considered unexcused with the exception of student appointments with doctors and legal agencies. In these cases, a statement from the doctor or legal agency must be secured to excuse the tardiness. Excessive unexcused tardiness will be managed appropriately, as determined by the principal in accordance with the CPS student Code of Conduct. Students with excessive tardiness will not be eligible for perfect attendance.

TEACHER OBSERVATION POLICY

Parents are provided with the right to visit their child's classroom at times mutually agreeable to the parent, teacher, and administration under the Board of Education's policy.

TEXTBOOKS & EQUIPMENT

Every student is responsible for the proper use and care of all school equipment and books. If books and/or equipment are lost, damaged or defaced, a replacement/repair charge will be charged. This includes library books.

TRANSFERS

When a child is transferring to another school, please notify the school office as soon as possible so that grades, materials, and student records can be gathered. Transfer paperwork will also need to be completed in the main office.

VISITOR POLICY

Families are always welcomed at Lorca and we look forward to you being an integral part of our learning community. For safety, security, and order, families or other visitors are to use only the school's main entrance at Door 1. Visitors must sign-in and out in the main office, where you will also receive a visitor's pass before going anywhere in the building. Security and school staff have been instructed to request any person unable to present a visitor's pass to return to the main office to obtain one. When leaving the school, please exit only through the main entrance. It is critical that all other doors remain locked and secure. Staff and students have been instructed to never open doors for parents and other visitors, but rather direct people to use the main entrance. Thank you for your understanding and cooperation in regards to the safety and security of our students.

VOLUNTEERS

There are various volunteer opportunities, as well as school related committees, of which parents may wish to become involved. Please call our Main Office at 773-534-0950 and contact our Volunteer Coordinator for more information on these opportunities. Please visit our school website at www.lorca.cps.edu for more information.

Parents are welcome in the school as visitors and volunteers. Please note that all prospective school volunteers must complete all volunteer forms provided to schools by the Office of Safety and Security including an enrollment form, a background investigation authorization and Volunteer release form, and a certification of freedom from tuberculosis form. All prospective volunteers must be fingerprinted per CPS Policy or at the request of the principal as outlined in the Volunteer Packet. For more information on becoming a certified volunteer, please call the CPS Partnerships Office at 773-553-1544 or visit www.cpsparentu.org.

Field trip chaperones are required to submit an application with VALID and CURRENT picture identification. Any visitor or volunteer entering the school building must stop at the front security desk to receive a pass which must be displayed at all times.