

“Working Hard at W.O.R.K Worth Doing”

Randolph Elementary School Parent/ Student Handbook 2015- 2016

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Elizabeth Meyers, Principal
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Randolph Elementary School's Mission:

Our mission is to inspire every student to learn, think critically, achieve at high levels, and care. We offer a challenging and differentiated curriculum that integrates literacy and technology, and addresses the social and intellectual needs of all students, enabling them to become productive leaders in an ever-changing society.

OUR COMMITMENT: W.O.R.K.

Work In Our Community Will Be:

Well-rounded

and create

Opportunities

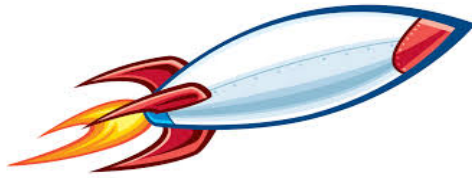
for you to succeed and master

Relevant and Rigorous

content, that will be the

Key

to your college and career readiness



OUR CREED: S.O.A.R.

Show up!!!

- On Time, Every Day
- Prepared and Eager to Learn

Own Up!!!

- Be Responsible For Your Actions
- Respect Yourself and Others
 - Help Your Neighbor

Aim Up!!!

- Set High Goals
- Give Your Best

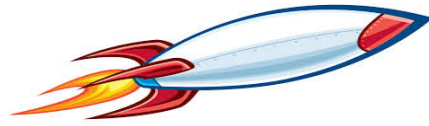
Rise Up!!!

- Exceed Your Goals
 - Take Risks
- Reach For The Stars

Randolph Rockets S.O.A.R

Staff Organization Chart 2015- 2016

Operations	Instruction	Student Support
Operations Team	Instructional Team	Student Support Team
<p>Front Office: Barbara Kirk, Office Clerk Tamminika Reddick, Attendance Clerk</p> <p>Security: Donald Doyle, Security Officer Darrell Loudon, Security Officer Culver Hampton, Student Advocate</p> <p>Engineering: TBD, Engineer Lorenzo ???, Custodian Tyrone Jerry, Custodian Linda Wilson, Custodian</p> <p>Food Service: Leona Palmer, Foodservice Manager John Wells, Porter Travette Jones, LRA</p>	<p>Pre-Kindergarten Lisa Cade Room 111 Erika Yarn Room 110</p> <p>Kindergarten Sandra Brown Room 122 Erica Hale Room 123</p> <p>First Grade Keisha Wheat Room 118 Monica Castillo Room 119)</p> <p>Second Grade Debra Krupske Room 107 Charessa McNeal Room 108</p> <p>Third Grade Janice Harper Room 104 Theresa Dorsey Room 103</p> <p>Fourth Grade Dwayne Ezell (Math) Room 201 Kimberly Gibson (Language Arts) Room 202</p> <p>Fifth Grade Charlene Powell (Math) Room 205 Lauren Baaske (Language Arts) Room 206</p> <p>Sixth/ Seventh/ Eighth Grade Charlotte Harden 6th (Language Arts) Room 211 Charmaine Davis- Williams 6/7th(Math)Room 212 Keyviona Ray (Language Arts) Room 210 Ryan Burnett 8th (Social Studies) Room 216 James Cerasani 7/8th (Math) Room 215</p> <p>Diverse Learners Janine Randonis (K-2 self-contained) Room 109 Marvin Neely (3-5 self-contained) Room 200 Anita Willis (3-5 Resource) Room 207 TBD (6-8 Resource) Room 209 Lezlie Strough (6-8 self-contained) Room 217</p> <p>Ancillary Teachers (K-8) Peter Stephanos, Physical Education April Tetreu, Technology Room 114 Joanne Brown- Hicks, Art Room 220 Ana Alvarado, Science Lab Amy Haley, Library</p>	<p>Student Support Alicia Edward- Moore, Counselor/ Case Manager Nicole Taylor, Psychologist Wendy Dillard, Nurse Avon Walker, Social Worker Linda Butts, Physical Therapist TBD, Speech David Johnson, Occupational Therapist</p> <p>Instructional Assistants Bernice Spraggins, Room 110 Felicia Clark, Room 111 Kendall Patterson, Diverse Learners Tiffany Jones, Diverse Learners</p> <p>Youth Support Staff (Lunch/ Recess Workers) 1) Yolanda Jaynes 2) Charles Brown 3) Necole Jordan 4) TBD</p>



"Working Hard At W.O.R.K Worth Doing"

General School Calendar 2015- 2016

<p>Non- Attendance Days for Students (Holidays, Vacations, School Improvement Days)</p>	<p>September 7: Labor Day October 12: Columbus day November 11: Veteran’s Day November 13: School Improvement Day November 26- 27: Thanksgiving Day December 21- January 1: Winter Break January 18: Martin Luther King Day February 5: School Improvement Day February 15: President’s Day April 8: School Improvement Day April 18-22: Spring Break May 30: Memorial Day</p>
<p>Progress Report Distribution</p>	<p>Quarter 1: October 9, 2015 Quarter 2: January 8, 2016 Quarter 3: March 11, 2016 Quarter 4: May 20, 2016</p>
<p>Report Card Distribution</p>	<p>Quarter 1: November 18, 2015 (Parent- Teacher Conferences) Quarter 2: February 11, 2016 (Parent- Teacher Conferences) Quarter 3: April 13, 2016 (Parent- Teacher Conferences) Quarter 4: June 21, 2016 (Report cards distributed to students)</p>
<p>LSC Meeting Dates (Tentative)</p> <ul style="list-style-type: none"> • These meetings are scheduled to meet bi-monthly, the 1st Monday of the month. • If there is no school on the scheduled meeting day, the meeting will be held the following week. 	<p>September 15th October 20th November 18th December 15th January 19th February 16th March 15th April 13th May 17th June 7th</p>
<p>Family Nights</p> <ul style="list-style-type: none"> • There will be 1 Family Night held each month. • These nights will be scheduled for the 3rd Thursday of each month, with the exception of September and January. 	<p>September 10th: Back to School Open House 3:45- 5:15pm October 29th November 18th December 17th January 28th February 11th March 31st April 13th May 26th</p>

Policies and Procedures

Attendance

Student attendance is critical if students are to learn and eventually become productive citizens. Parents, it is important that your student(s) attends school daily. We have implemented a school wide attendance goal. Every student, every class, every grade level is to have 96% attendance by the end of the 2014 school year. Please see the attendance policy below.

1. Students are expected to be at school every day.
2. In the event that they become ill, expect to receive a call from the teacher or clerk inquiring as to why your child was absent.
3. Please send a note with the child on the next day of attendance, signed by you that explains the reason for the absence.
4. Ask your child to retrieve any work that he/she missed.

If student(s) misses 3 consecutive days or misses 3 days within a 30 day period:

1. Parent/Guardian has to meet with the Principal/Clerk.
2. If we are unable to contact you, the clerk will conduct a home visit.

If student(s) misses 5 consecutive days or misses 5 days within a 45 day period:

1. Parent/Guardian has to meet with the Principal/Clerk
2. Referral is made to a Social Service Agency to determine family needs
3. The clerk will conduct a home visit

If student misses 10 consecutive days or 10 days within a 60 day period:

1. Parent/Guardian has to meet with the Principal/Clerk
2. Referral is made to a Social Service Agency to determine family needs
3. The clerk will conduct a home visit
4. Student is in jeopardy of being retained in the same grade. If student is in 3rd, 6th, or 8th grade, they may have to attend Summer School. Students in other grades are not offered Summer School and therefore would be retained.

Randolph celebrates our students who come to school consistently and for classrooms that have attendance rates of 96% and above.

A **“truant”** is absent without a valid cause. A **“chronic truant”** is defined in Section 26-2a as a child subject to compulsory school attendance and who is absent without a valid cause for 10% or more of the 18- regular attendance days (18 days or less). Please call the main office at (773) 535-9015 to report an absence.

Students whose attendance average is **below 96% cannot participate in school-wide celebrations**. Your awareness of these policies will lead to improvement in student attendance and to the success of your child during the school year. Let's make this the best year by exceeding our school wide goal of 96%!

Please note, the only acceptable causes for absences as outlined by the Illinois State Board of Education are as follows:

1. Illness
2. Death in the immediate family

3. Family emergencies (documented)
4. Observation of religious holidays

Arrivals and Departures

Entry/ Exit Locations

PreK	Enter/ Exit through Pre-K door on the South Side of the school
K-4	Enter/ Exit through South door (between Southside School and Randolph)
5-8	Enter/ Exit through the main door on Hoyne Street.

Entry

School hours are 8:00 am – 3:00 pm. Students should line up at their designated area on the playground. Students should not arrive to school before 7:40 am or remain later than 3:00 pm unless they are participating in after school academic or enrichment programs. Primary students who are not picked up at dismissal time are to be brought to the main office where they will only be released to the authorized adults listed on the student’s emergency form. The adult who picks up the student must provide a picture I.D.

Please ensure that students do not enter the building or your classroom with food (they will receive breakfast), wearing hats or bandanas, sunglasses, etc. Also, remember, all students should be in uniform. It is the responsibility of every staff member to enforce school policies.

Dismissal

At 2:55 pm, teachers are to assist students in preparing for 3:00 dismissal. Dismissal lines should not be in the corridors or on the stairs before the 3:00 dismissal bell. Students who participate in after school programs are to be taken to the auditorium or lunchroom to be retrieved by their teacher or coach. No students are to be left in the classroom once the school day has ended.

-Early dismissal of students – No student will be released to any person other than the parent/legal guardian or individuals who have been authorized by the parent/guardian per the Emergency Form or IMPACT. Authorized persons who wish to pick up a student before the end of the school day will be required to sign the student out in the main office.

Students that are not picked up by 3:10pm will be taken to the main office.

Assemblies

Randolph will host various assemblies throughout the school year to celebrate student achievement, enhance classroom instruction, and/or share information with the entire school community. In an effort to avoid scheduling conflicts, assembly practices and programs, musical performances, special events, culminating activities, athletic events, small interest group meetings, etc, must be cleared through the office and placed on the activity calendar before finalizing the date.

Assembly program – Staff members who sponsor an assembly must be sure to do the following:

1. Secure a date and time from administration
2. Create and distribute invitations
3. Organize security and other adult supervision of students
4. Secure necessary audiovisual equipment.

During assemblies, Teachers are expected to remain with their students throughout the entire program. All staff members are required to actively participate and are expected to teach, model, and hold students accountable for appropriate behavior before, during, and after assemblies.

Classes that behave inappropriately will be asked to leave the assembly and will not be allowed to attend future assemblies. Inappropriate behavior includes excessive talking and frequent disruptions. If the student(s) do not respond to a verbal warning they will be removed from the assembly. If more than three to four students are behaving inappropriately, the entire class will be asked to leave. Teachers will be consulted to determine whether or not their class should be allowed to attend the next assembly.

Birthdays

While we understand that special events, such as birthdays, are important to celebrate, we strongly recommend, when bringing treats to share, that parents make every effort to bring healthy items of nutritional value. Parents may drop these treats off in the Main Office for their child to pass out during their lunch period. If parents would like to assist with the distribution of treats, arrangements should be made, in advance, with the classroom teacher. Please note that students will not be allowed to visit other classrooms to deliver treats, as it is a disruption to the instructional process

Cafeteria

In order to help maintain order in the lunchrooms:

1. Students will NOT be allowed to return to the line once they have taken their seats.
2. **Teachers are welcome to sit with their classes during the first week of school in order to teach and reinforce appropriate table manners and acceptable standards of behavior.**
3. Students who are unable to abide by school rules will face disciplinary actions.
4. Students should arrive and depart from the lunchroom at scheduled times. Late arrivals and departures create confusion and do not allow proper time for clean up. NO extra time will be allotted for lunch.
5. Students should enter the cafeteria and proceed through the line orderly. If students are in line and the line goes beyond the confines of the cafeteria (i.e. the hallway) students are not allowed to talk. Once they enter the actual cafeteria they may speak in soft conversational tones.
6. Students are expected to use soft conversational tones when talking in the lunchroom.
7. Students are expected to raise their hands if assistance is needed.
8. Students should use table manners and practice dining etiquette.
9. Students are to remain seated until they are dismissed.
10. Trash is to be picked up before each table is dismissed.

Cell Phone/ Telephone Usage

Student cell phone use is prohibited at Randolph Elementary School, phones should be turned off during the school day. Students in grades 4-8th grades will have their phones collected every morning and they will be returned at the end of each day. Students that are found using cell phones during the school day or refuse to give their phones to their teacher will have their phones taken and returned only after a parent/ guardian conference. Students are only allowed to use the school phones in an emergency situation. Students are not to leave class to come to the main office to make a phone call unless they are ill.

Change of Address/ Emergency Contact Information

If you and your family move, change jobs, or if your phone number changes, notify the office immediately in writing. 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. It is strongly recommended that all students have at least two current and operating phone numbers on files so that we can contact a legal guardian in the event of an emergency.

Collection of Money

- Any money submitted must be in an envelope marked with student's name, room number, amount enclosed, and reason for submitting 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.

Conferences

Conferences are by appointment only. Parent/guardians must stop in the Main Office to obtain a visitor's pass.

Discipline

In the interest of creating an effective learning environment for our students, discipline at Randolph School is strict and fair. We will follow the Student Code of Conduct (SCC) Handbook as mandated by the Chicago Board of Education which is a progressive discipline model. All students will receive an orientation and copy of the SCC Handbook.

Dress Code

All students in grades PreK-8th grade will wear the Randolph School Uniform. Students will wear orange Randolph shirts (**only 8th grade students are allowed to wear the gray polo**). Please review the Uniform requirements below:

- Orange shirts must have Randolph logo. They can be purchased from Randolph for **\$10 per shirt** beginning in August.
- The only acceptable shirt is the Randolph shirt with the logo; no orange t-shirts or other orange shirts can be worn
- **No leggings**
- No skirts or shorts above the knee are allowed
- No ripped pants or pants with holes
- All shirts must be tucked inside of pants
- All pants must have a belt (there will be NO saggy pants)
- Nothing is to be worn over the polo (no hoodies or sweaters)
- All students, **including** Pre-K are required to wear uniforms

As the weather begins to get cold, we will sell Randolph sweatshirts. Students will only be able to wear the Randolph sweatshirt. No other sweatshirts are acceptable.

Please Note: Students who do not adhere to the school uniform policy will be exempt from participating in school activities (field trips, parties, sports, etc). Extra shirts will be housed in the main office for students who do not adhere to the dress code. Students who continuously violate the dress code policy will be subject to disciplinary action.

Electronic Devices

Students are discouraged from bringing electronic devices to school. **Randolph is not responsible for lost or stolen items.** Devices will be confiscated and require a parent/guardian to pick them up from the Main Office.

Field Trips

Field trips are a valuable extension of the educational experience. The school requires writing consent of a parent **before** a child is permitted to go on a field trip. It is also the discretion of the staff member to require a one on one chaperone for a student to attend. We are unable to issue refunds once money has been submitted for field trips.

Forms- Lunch, Medical, Dental, and Vision

Lunch

Lunch forms are distributed at the beginning of the year. Please return your child(ren) lunch form as soon as possible.

Medical, Dental, and Vision

The State of Illinois requires:

- Complete physical exam for Kindergarten and 6th grade.
- T-Dap 6th-8th grade
- Dental exam for kindergarten, 2nd and 6th grade
- Vision for kindergarteners

We thank you in advance for keeping all medical exam and immunizations current. Students who are non-compliant can be excluded from school as dictated by the Illinois Department of Public Health.

Good Neighbors and Safe Passage

We constantly admonish the children to be mindful of private property when coming to school or going home. We ask the community to contact school or the police if they see anyone damaging or defacing school or community property. We want **ALL** of our students to arrive to school on time. For safety all students are asked to go straight home from school. Safe Passage is from the school doors to home. Please assist us with ensuring all safe at all times. Students who are fighting to or from school may receive consequences as stated in the Student Code of Conduct.

Grading

Parents are encouraged to sign up for use the Parent Portal to stay up to date on how their child(ren) are progressing in school. A "How To" clinic will be held during the Back to School Open House.

Categories of Student Work

Classwork/Independent Practice - 15%

Homework - 10%

Class Participation/Guided Practice - 10%

District Assessments/Benchmark - 40%

Classroom Quizzes/Schoolwide Assessments - 25%

Grading Scale: Randolph Elementary School uses a school wide grading scale.

A = 100-90

B=89-80

C=79-70

D=69-60

F=Below 60

Hallway Expectations

Students are expected to move through the halls quickly and QUIETLY.

Homework Policy

The following are Chicago Public School's suggested time allocations for teacher-directed homework assignments. Student homework may be more or less, but students should have homework every night. Please contact the office or your child's teacher, if your student is not receiving homework.

Kindergarten:	30 minutes per day
Grades 1-3	60 minutes per day
Grades 4 - 6	90 minutes per day
Grades 7 & 8	120 minutes per day

Inclement Weather

During inclement weather and from **November to April**, students will line up in the following locations:

- Grades K-2: West Hallway
- Grades 3-4: Gym Room
- Grades 5-8: Auditorium

Medication

If it is necessary for a student to be administered medication (including inhalers) at school, parent/guardians must complete a medication form obtained from the school nurse before the medication can be brought to the school. Information regarding any chronic illness (asthma, diabetes, etc) should be reported to the student's teacher and school nurse.

Textbooks and 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, school computers and laptops.

Volunteers

Parents are welcome in the school as visitors and volunteers. Prospective volunteers must complete all volunteer forms prior to working. Forms can be obtained in the Main Office.