

*“Working Hard at W.O.R.K Worth Doing”*

# A Randolph Elementary School Parent/ Student Handbook

2017- 2018

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## **Table Of Contents**

**Mission/ Core Values/ Creed**

**Policies and Procedures**

## **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, math, science, and technology. We also seek to meet the social and intellectual needs of all of our 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**

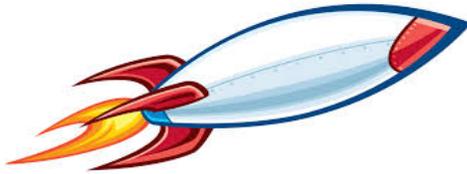
*for you to succeed and master*

**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**



*“Working Hard At W.O.R.K. Worth Doing”*  
Randolph Elementary School

## **Our Community Expectations**

### **Randolph Rockets will...**

- Be On Time, Every Day
- Be Prepared and Ready to Learn
- Be Responsible For Our Actions
- Respect Ourselves and Others
- Help Our Neighbor

## 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 2017 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.

### Attendance Incentives

- Weekly
  - Attendance board updated weekly to show each classrooms attendance rate for the week.
  - Open Gym period (Fridays) for classrooms that achieve 96% or better attendance for each week.
- Monthly
  - Activities for students that achieve 96% or better attendance (movies, free- time, etc.)
- Quarterly
  - Field Trip for students with 96% or better attendance

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-3	Enter/ Exit through South door (between Southside School and Randolph)
4-8	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 7:50 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 2:50pm, 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 4-8<sup>th</sup> 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.

### School-wide Plan to Respond to Misbehavior

#### Level One Behaviors: Addressed By the Involved Staff Member

##### When a Randolph Rocket:

- Doesn't follow the school rules
- Doesn't follow procedures taught and practiced
- Is involved in an interpersonal conflict with another student
- Is upset and experiencing emotional distress
- Engages in unwanted, off-task uncooperative behaviors

##### Examples of these behaviors include:

- Continuous talking, interrupting, and side bar conversations
- Excessive noise or movement
- Non-participation, non-cooperation, non-compliance
- Rude, uncivil, aggressive, or negative speech
- Distracting behaviors that interfere with the learning of others

##### Staff will:

- Treat student with respect
- Notice the behavior and invite student to cooperate, self-correct, refocus, and get back on track using physical, verbal, and visual prompts (**Redirecting Language**)
- Offer student a choice or remind student of the consequences if the behavior continues
- Apply logical consequences if the behavior is repetitive, chronic, and/or egregious

##### Level One consequences may include:

- Conference with staff member in class, at lunch/ recess, etc
- Communication with parent by phone, note, or e-mail
- Before, after, or lunch detention with teacher or team member
- Behavior plan or learning contract/practice and rehearsal of desired behaviors
- Conference with student, involved staff, and Student Advocate
- Written or verbal apology

#### Level Two Behaviors: Addressed by Staff Member and Student Advocate

##### When a Randolph Rocket makes a choice to persist in unwanted behaviors after Level One consequences have been carried out OR they...

- Use vulgar, obscene or harassing language
- Bully harass, or threaten other students
- Engage in "out of control", defiant, or oppositional behavior
- Steal, cheat or engage in forgery

- Misuse or destroy school, student, or adult property or possessions
- Leave classroom without permission

**Teachers will: Complete a Request for Support in Student Logger**

**Level Two Consequences may include:**

- Conference with student and administrator OR you, parent, teacher, administrator, team, and/or student support staff
- Phone call home, parent notification, entry in discipline file
- Behavior plan or contract
- Intervention team meeting and recommendation
- Removal from class to administrator or Reflective Learning Center
- In-school or out-of-school suspension
- Other corrective action as determined by administration and the CPS Student Code of Conduct

**Level Three Behaviors: Addressed by the Student Advocate and Administration**

**Level three behaviors are very serious offenses that include the following...**

- Chronic Level Two behaviors that don't improve after Level Two consequences
- Push, shove, threaten, or curse at an adult
- Threatening adults or students
- Physical fighting or assault
- Sexual harassment or hazing
- Possession, sale, or distribution of any tobacco, alcoholic beverages, drug, or controlled substance on school property or other school sponsored events
- Possession of any firearm, knife or other dangerous object

**These behaviors call for the immediate removal from class or public space and immediate intervention with an administrator.**

**Level Three Consequences may include:**

- Immediate removal from class or public space
- Immediate parent notification, conference and possible removal from school grounds
- Required student support intervention and/or services within school or within the community for student and/or family
- In-school or out of school suspension
- Re-entry conference with you, parent, and principal
- Immediate notification to local law enforcement if incident involves possible criminal behavior
- Official hearing and possible expulsion

**Dress Code**

All students in grades PreK-8<sup>th</sup> grade will wear the Randolph School Uniform. Students will wear Randolph shirts (**only 8<sup>th</sup> grade students are allowed to wear the gray polo**) and **black or khaki bottoms ONLY**. Please review the Uniform requirements below:

- 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 6<sup>th</sup> grade.
- T-Dap 6<sup>th</sup>-8<sup>th</sup> grade
- Dental exam for kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> 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/ School-wide Assessments – 40%**  
**School-wide Assessments/ Classroom Quizzes– 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

**Missing Assignments/ Late Work**

Students will have the opportunity to make up missing assignments. Students will have until the following Wednesday to turn in missing/incomplete work. Teachers should have conversations with students and parents about any missing assignments and document the conversation in the parent contact log.

**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: Approximately 20 minutes per evening

Grades 1-2: 30 minutes per evening

Grade 3-5: 45- 60 minutes per evening

Grades 6-8: 120 minutes per evening

If assignments are given over the weekend, they should not exceed the above allotments.

**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.

**Student Entry & Exit**

**K-4:** Enter/ Exit through South door (between Southside School and Randolph)

**5-8:** Enter/ Exit through the main door on Hoyne Street.

### **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.