

*“The Year of Differentiation”*

# SCOTT JOPLIN SCHOOL

**2011-2012**

## PARENT/STUDENT HANDBOOK



*“What you do matters  
We want to create students who are  
propelled, and view excellence as a habit, not an act.*

*Let an Education  
be self-generated, and self-*

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**Ms. Alene Mason, Principal  
Dr. Karen Austin, Assistant Principal**

**Parents,**

**We welcome you and your children to another great year. As partners in education we recognize and support you as your child’s first teacher. Together we make a difference in the lives of the students as they move through their elementary school years.**

**This handbook is intended to give you information on the practices, policies and expectations. Please note items can be revised at the discretion of the Principal and if done so an addendum will come home in writing. Please go over the items in this book with your child(ren) and keep it handy to reference at home.**

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### **BELL SCHEDULE**

The entrance bell will ring at 9:00 A.M. each morning for ALL students. Students are expected to be in their lines on the playground ready to enter the building at this time. Students not in their classrooms ready for the opening of school by 9:05 are LATE. Please be sure that your child is on time for school. Your child must have a note if he or she is tardy. PLEASE HAVE YOUR CHILD AT SCHOOL EACH DAY AT 9:00 A.M.

### **ATTENDANCE PROGRAM**

Attendance improvement is one of our goals. Students must be in school regularly to learn. Please make sure your child is in school each day. In addition, those with perfect attendance will receive special recognition and awards at our MIDYEAR and JUNE AWARDS PROGRAMS. If for some reason your child must be absent, please call the school at 535-3425. A note must be sent to the school when your child returns explaining the absences. Absences due to illness, substantiated by a doctor's statement, will not be held against a child's possibility of receiving a perfect attendance award.

### **UNIFORM DRESS**

For the 2011-2012 school year the LSC has adopted a school uniform which consist of the following: **GOLD POLO for grades Pre-K – 5 & BLACK Dockers/Slacks. BLACK POLO for Middle School; grades 6-8 with Black Dockers/Slacks and black shoes.** The Polo shirts are special order and displays a Joplin school emblem. Students who wear complete uniform will qualify for monthly Principal Scholar trips.

On Fridays, we encourage students to wear AVID gear (college T-shirts) or school spirit wear (Scott Joplin Pride Tees, Honor Roll, Perfect Attendance, etc) with black Dockers. We will have **PRINCIPAL APPROVED** “out of uniform days” throughout the year as incentives for those who are **CONSISTENLY** in Uniform. Teachers are expected to monitor students’ dress for appropriateness.

We also have a **GYM UNIFORM** which can be ordered at the school Students must come to school properly dressed on gym days. Scott Joplin has a gym uniform which consist of the tee-shirt and shorts. Students gym shoes, shorts, and T-shirts during spring, summer, and fall. During the very cold winter, sweat suits can be worn. Students are to bring their gym shoes in their book bags. They are not to be worn to school.

### **PROPER DRESS**

Please dress your child according to weather conditions. Only during inclement weather are students allowed in the building early before 9:00 A.M. Our dress code does not allow short shorts, tank tops, halters, flip-flops, and muscle shirts during the hot months. Gang type clothing, symbols, and insignia are also not allowed at the school. Children are **not allowed** to wear rings in their noses and the boys cannot wear earrings.

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### **BUS SERVICE** 🚌

The school has bus service for Special Education students and controlled enrollment students only. Behavior on the bus must be exemplary. Students must remain quiet and in their seats at all times. Failure to do so will result in administrative action. Please cooperate with us in this matter because bus safety is a matter of life or death.

### **FOOD SERVICE** 🍳

Breakfast and lunch are served daily. We participate in the Morning Max Breakfast Program and all students have given a choice to take a breakfast in the morning as they enter. We do need students to be on time, breakfast in the classroom ends at 9:15.

Applications for free and reduced priced meals are sent home in August. They are to be filled out completely, signed, and returned to the school as soon as possible. This form must be approved and kept on file for inspection. One must be on file for every student before we can provide free/reduced priced meals. ALL students are eligible for free breakfast as we served under the Universal breakfast program. Full price breakfast is \$2.25 and full price lunch is and reduced price lunch is \$.40. Students may bring their lunch and purchase milk for \$.35. Prices are subject to change by Central Office.

### **STUDENT ATHLETIC FEE (\$30.00)**

To supplement our athletic programs, we are requesting each student to pay a \$30.00 athletic fee. This fee will assist in the purchase of team uniforms, transportation and equipment.

### **CALLS TO SCHOOL** 📞

Parents are asked **NOT** to call the school to have messages relayed to their children. Interrupting the teachers to pass on information causes a breakdown in the instruction that is taking place. In addition, we cannot honor requests to contact students for keys during school hours. This also causes a disruption in the instructional program. Students and parents must have afternoon arrangements made prior to student's arrival to school. **STUDENT WILL NOT BE ALLOWED TO USE THE TELEPHONE IN THE MAIN OFFICE. Please understand schools phone are for school business. EMERGENCY CALLS are acceptable.**

### **GOOD NEIGHBORS**

We constantly admonish the students 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

### **PARENT-TEACHER CONFERENCES** 🗣️👂

Parents are always welcomed at the school. In order not to disrupt our educational program, we ask that you report to the **MAIN OFFICE** first to obtain a pass. If you would like to talk to your child's teacher, the time between 8:30 A.M. – 9:00 A.M. is available for conferences. **CLASS TIME CANNOT BE USED FOR CONFERENCES WITH PARENTS.** Teachers do have preparation periods during the week and arrangements can be made with the classroom teacher to schedule a conference. Also located in the office and on the Parent Information Board

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outside of the office is a Master Schedule. This schedule will show you when teachers are available.

### **DISCIPLINE PROCEDURES - DUE PROCESS**

All disciplinary action for misconduct shall include a conference between the teacher and/or principal and the student, followed by notification to the parent(s) or guardian(s). When the conference is between the teacher and the student or teacher, student and parent and the issue is not resolved, the next level of appeal is the principal. If the issue is not resolved at the principal level, it may be taken to the **INSTRUCTIONAL OFFICER** level. The whole purpose of this process is instructional and corrective, not punitive. It is important that our students abide by the Uniform Discipline Code, which assists the school in creating an effective, wholesome learning environment. The school will abide by the mandates of the Code to facilitate a positive setting.

### **SCHOOL DISCIPLINE**

The Uniform Discipline Code of the Chicago Public Schools will again be in effect this school year. All students must realize that a disciplined, safe learning environment is a **PRIME** ingredient in a quality school. Each student is responsible for his/her own behavior and misbehavior will not be tolerated. Fighting warrants an automatic suspension from the school. You will be receiving a copy of the Uniform Discipline Code. Please read it with your child.

In order to create a positive practice for discipline within the school we will implement school-wide expectations for ALL students known as Positive Behavioral Interventions and Support. As a school community we agree to:

#### **Be Ready**

- **Dress in uniform daily**
- **Pass quietly through halls with arms folded**

#### **Be Responsible**

- **Obey all school-wide and classroom rules**
- **Take pride in the appearance of our school inside and out**

#### **Be Respectful**

- **Use of appropriate words with adults and peers**
- **Keep hands and feet to ourselves**

### **OBSERVATIONS AND VOLUNTEER PROGRAM**

Parents are more than welcomed at the school; we ask that if you want to speak with a teacher or do a **classroom observation**, please schedule an appointment with the teacher who will notify the main office

All parents interested in **volunteering** must complete a CPS Volunteer Packet that includes a Criminal Background check and TB Test. Once the packet is complete, it must be submitted to the Main Office. Once we receive clearance, we welcome parent volunteers. **All parent volunteers will be assigned duties from administration.**

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**Please be advised that every parent in the building must obtain a visitors pass from the main office.**

### **Lunch Schedule**

11:00 - 11:20 Kdg and 1st grade  
11:30-11:50 2nd , 3rd grade and Prim Spec  
12:00 - 12:20 4th , 5th grade and Int Spec  
12:30-12:50 6th,7th, 8th and Upper Spec

### **Recess Schedule**

Teachers must accompany students on the playground for recess.

11:20 - 11:40 Kdg and 1st grade  
11:50-12:10 2nd , 3rd grade and Prim Spec  
12:20 - 12:40 4th , 5th grade and Int Spec  
12:50-1:10 6th,7th, 8th and Upper Spec

### **JUNK FOOD**

Children are not allowed to bring candy, gum, potato chips, pop, etc., in the building. All of these items will be confiscated if discovered and discarded.

### **SPECIAL HEALTH CONDITIONS**

Parents of children that have health problems should have documentation on file at the school. Students who require medication administered during school hours must have a doctor's statement describing the medication and the instruction for administering. Staff members are not allowed to administer the medication but can supervise the student while taking the medication. Aspirin and any/all drug related medication cannot be given to students by **ANY** staff member.

### **INOCULATIONS AND MEDICALS**

Those students whose medicals and inoculations are not up to date will not be allowed to stay in school. Please cooperate with the school nurse if you are contacted. All students in pre-kindergarten through first grade must have physicals.

### **LOCKS/LOCKERS**

It will be necessary for safety reasons that all students in the Sixth thru Eighth grades purchase SCHOOL LOCKS. Students in the lower grades may volunteer to purchase school locks.

**FOREIGN locks will not be allowed on the school lockers. Locks may be purchased from the school via Ms. Martin at a cost of \$5.00 each.** A special form will be given to you for locker assignment purposes. Please submit a copy of the completed form to the office and update the forms as needed. All students on the third floor must have locks.

### **CLOSED CAMPUS**

Reminder: We are closed campus school. This means that we have a special structured school day. Once students are admitted at 8:40 AM, they remain on campus until 2:45 PM.

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### **HOMWORK POLICY**

Homework is an important part of our program. We expect students to spend time each evening **MONDAY-THURSDAY** completing mandated homework assignments. In addition, we also ask that your children spend at least 30 minutes each evening reading a book for pleasure.

**PLEASE CUT DOWN THEIR TELEVISION TIME!** Please do not forget our local public library, Thurgood Marshall Branch at 75th and Racine. Students in Kindergarten should spend at least one hour studying daily. The students in the primary grades should spend at least 1 - 2 hours studying each day. Students in the intermediate grades should spend at least 2 - 3 hours studying each day. Students in the upper cycle (7th & 8th grades) should spend 3 - 4 hours studying each day. Teachers will assign homework according to the specified time periods. If by chance your child finishes early, allow him/her to use the additional time in child selected reading materials.

### **PLEASE SUPERVISE THIS TIME VERY CAREFULLY! INSIST THAT YOUR CHILD COMPLETE EACH OF HIS/HER ASSIGNMENTS!**

Teachers will make you aware of incomplete homework. Please notify me in person if your child is not receiving homework four days a week - Monday through Thursday. It is important that you follow through on this request. Friday through Sunday is the time set up for book reports and special research projects. Your child will be involved with numerous projects this school year. Make trips to the library one of your favorite family activities.

Too often parents come at the end of the school year asking what they can do about a failing child. My response to you now is monitor work all year, visit the school and confer with the teachers at least four times a year, visit the school and observe what is going on in the classrooms at least four times a year, come to our assembly programs, and work with us here by monitoring what they are doing at home.

*Remember:* Your most valuable treasure is the child you bring upon this earth. The education of your child should be one of your top priorities.

### **INCLEMENT WEATHER** ❄️☔

During the months January - March (our coldest months) students will be allowed to enter the gymnasium using the north door at 8:40 A.M. each day. The teachers will not come outside to pick up students. They will gather the students from the gym at their designated area. Students are to remain seated & quiet so that they are able to listen to all directions given to them.

### **GRADUATION FEES** ⚠️

In order to have all graduation paraphernalia in the building on time, measurements must be made early in the school year. The ordering of graduation paraphernalia and measurements of all 8th Graders for robes are taken based up the assumption that all 8th Graders will work diligently throughout the school year, resulting with passing their subjects and receiving the necessary scores on the ISAT test in order to graduate. Understanding this, there are **NO REFUNDS** for children that pay fees that are not successful at the end of the school year.

### **TEXTBOOKS**

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All textbooks, in applicable grades, are distributed to each student which they are responsible for. We want to emphasize the importance of taking care of the textbooks. If a textbook should become lost parents will receive a lost textbook form and are expected to pay the cost for the lost book(s). A copy of the form will be kept on file in the office. Final grades and other records will be held pending payment.

### **GRADING POLICY**

The following is the regular grading scale. Parents please be sure to check your student grades on the Parent portal at

*A = 93% - 100%*  
*B = 87% - 92%*  
*C = 78% - 86%*  
*D = 70% - 77%*  
*F = 69% - Below*

### **SCOTT JOPLIN'S LOCAL SCHOOL COUNCIL**

The following are the meeting dates for the 2010-2011 School Year. LSC meetings will take place the 2<sup>nd</sup> Wednesday of each month at 4:30 p.m. on the following days:

**08/11/10    09/08/10    10/13/10    11/10/10    12/08/10    01/12/11    02/09/11**  
**03/09/11    04/13/11    05/11/11    06/08/11    07/13/11**

### **SCOTT JOPLIN'S PARENT ADVISORY COUNCIL (PAC)**

The PAC will meet in the school Parent Room 101 at 9:30 am on the 2<sup>nd</sup> Wednesday of each month.

**08/11/10 09/08/10 10/13/10 11/10/10 101/12/11**  
**02/09/11 3/09/11 04/13/11 05/11/11 06/08/11**

### **HOLIDAYS NO SCHOOL**

**September 5, 2011 – Labor Day**  
**October 10, 2011 – Columbus Day**  
**November 11, 2011 – Veterans Day**  
**November 24, 25 2011 – Thanksgiving Holiday**  
**January 16, 2012 – M.L. King's Birthday**  
**February 13, 2012 – Lincoln's Birthday**  
**February 20, 2012 – Presidents' Day**  
**March 5, 2012 – C. Pulaski's Birthday**  
**May 28, 2012 – Memorial Day**

### **IN SESSION**

Please note children are in school:

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August 8, 2011 – September 29, 2011  
October 17, 2011 – December 16, 2011  
January 9, 2012 – March 23, 2012  
April 9, 2012 – June 15, 2012

**OUT-OF-SESSION**

Please note: children are NOT in school during the following periods:

\*Unless they are attending special programs.

October 3, 2011 – October 14, 2011 Fall Intersession  
December 19, 2011 – January 6, 2012 Winter Intersession  
March 26, 2012 – April 6, 2012 Spring Intersession  
June 15, 2012 – August 2012 Summer Break

**STAFF DEVELOPMENT DAYS (No School for Students)**

08/3/11 08/4/11      08/5/11 09/2/11      09/30/11      10/28/11  
11/18/11      01/27/12      02/3/12      04/13/12      06/13/12

**REPORT CARDS and Progress Reports** 

Report cards are distributed three times a year. They are given to you at Report Card Pick-Up time and sent home at the end of the school year. Parents are expected to pickup the report cards for the first quarter and third quarter. Teachers will be available for conferences on these days. These are non-attendance days for the children. Additionally, four progress reports will be sent home. Teachers are expected to keep parents informed about their child’s progress so that there will be no surprises at the end of the year.

<b>Wednesday, September 14</b>	<b>Meet &amp; Greet – 4:00 to 5:00 PM (Progress Reports)</b>
<b>Wednesday, November 2</b>	<b>Report Card P/T Conferences Pick-Up 12:00 – 6:15 PM</b>
<b>Wednesday, December 7</b>	<b>Progress Reports</b>
<b>Wednesday, February 1</b>	<b>Report Cards Sent Home</b>
<b>Wednesday, March 7</b>	<b>Progress Reports</b>
<b>Wednesday, April 18</b>	<b>Report Card P/T Conferences Pick-Up 12:00 – 6:15 PM</b>
<b>Wednesday, May 23</b>	<b>Progress Reports</b>
<b>Friday, June 14</b>	<b>END OF SCHOOL YEAR, FINAL GRADES</b>

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Scott Joplin Elementary School  
7931 S. Honore Street Chg., Illinois 60620  
Tele: (773) 535-3425 Fax: (773) 535-3442

**Alene Mason  
Principal  
Principal**

**Karen Austin Ed.D.  
Assistant**

Dear Parents:

This week you should have received the, “SCOTT JOPLIN PARENT/STUDENT HANDBOOK.” Please indicate that you and your child have read the handbook and discussed its contents by signing and returning this form by Monday, September 19, 2011.

Parent Signature: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Room: \_\_\_\_\_

Sincerely,

**Alene Mason**

Alene Mason  
Principal