



Joliet Public School District 86

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2012

PARENT – STUDENT SUPPLEMENT

2013

Sator Sanchez Elementary School
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SCHOOL HOURS

Time	Activity
7:50 a.m.	Teachers arrive at school
8:00 a.m.	Breakfast program begins
8:10 a.m.	Teachers are on Duty
8:30 a.m.	Students arrive at their classrooms (Classes Begin)
11:00 a.m. - 1:00 p.m.	Student lunch/Recess program
2:40 p.m.	Students are dismissed
2:45 p.m.	After school programs begin

SCHOOL PROGRAMS

Sator Sanchez Elementary School offers the following programs:

- ESL Adult Education
- After- school activity programs: Student Council, Girl Scouts
- After- school reading and math programs
- Bilingual Education: kindergarten to fifth grade
- Developmental Kindergarten
- General Education: kindergarten to fifth grade
- Instructional Special Education
- Preschool
- Resource Special Education
- Social Services
- Speech Pathologist Services

TECHNOLOGY

Sator Sanchez Elementary School offers a variety of technology support programs for our students.

Grade	Program	Description
K – 3 rd	Earobics, Destination Reading, Lexia	Reading
K – 3 rd	Larson’s Math	Math
3 rd – 5 th	Study Island	Reading and Math, science and social studies
K – 5 th	Various Support Software Programs	Reading, Math, Science
Hardware		
Equipment		Grades
Four computers per classroom		All
Light Box		One per classroom
Printers		One per pod
Smart Boards		Every classroom has one
Elmos		Every classroom has one

INTERVENTIONS

Purpose: Sator Sanchez Elementary School and District 86 have established teacher intervention teams to establish a mechanism of early intervention for those students who have been identified or who are in danger of being identified of being “at risk” of academic failure. The basic goal is to provide students, parents and teachers with alternative strategies that will foster success in the classroom.

Process

1. Teacher contacts student parents.
2. When a student is not demonstrating success over a period of time, teacher consults with team member. Teacher identifies student concerns and develops strategies to help student.
3. If concerns continue, teacher completes a student referral.
4. The teacher continues to meet with parents to address student concerns.
5. Intervention team meets to discuss problem and make recommendations.
6. Teacher implements intervention and documents progress.
7. Intervention team follows up with teacher to insure academic progress.
8. Intervention team reconvenes
9. If necessary, intervention team recommends student to Case Action Team

AFTER SCHOOL ACTIVITIES

The staff and administration at Sator Sanchez Elementary School believe that students should be given the opportunity to participate in different student centered activities. At Sanchez School we offer:

1. Student Council (3rd, 4th and 5th Grade)
2. After School Tutoring (all grades)
3. 21st Century Program
4. Girls Scouts

ADMISSION – SEE DISTRICT HANDBOOK

ATTENDANCE

In case of absence or tardiness, please call the school and notify the school about the cause of the absence or tardiness. If you know that your child will be absent for several days, please notify the school office as soon as possible. Prolonged illness may require a note from the doctor.

No pupil shall be allowed to leave the school before the regular dismissal time except in case of illness or at the request of the parent or guardian. A parent or guardian must pick up the student. Students will not be allowed to walk home by themselves.

ARRIVAL, ENTRANCE, EXIT

Children must not arrive at school before 8:00 a.m. Upon arrival all students will enter the building through the main entrance.

At dismissal time, students who do not take the bus home are exited near their classroom. If a parent wishes to have his/her child dismissed from a different exit, the parent must make this request in writing.

In the event that a parent wishes to not send his child/children home by bus, the parent or guardian must send a note to his/her child's teacher or call the school no later than 2:00 p.m.

PARENTAL INVOLVEMENT

The staff and administration at Sator Sanchez Elementary School encourage all parents to be involved in their child's education.

REPORT CARDS AND CONFERENCES – SEE DISTRICT HANDBOOK

STUDENT GRADES - SEE DISTRICT HANDBOOK

PARENT TEACHER ORGANIZATION

Sator Sanchez Elementary School is a member of the National Parent Teacher Organization (PTO). Meetings take place once per month during the evening hours. Parents are encouraged to get involved and to become active in this organization.

COMMUNICATION

Communication is a key component of our school program. For this reason, communication with parents takes place as follows:

Communication	Format
Letters through U.S. Mail	Letters are sent before school begins and as necessary
Weekly Activity Newsletter	Newsletter is sent home with students every Friday or the last school weekday
Monthly Academic Newsletters	Academic newsletter are sent home with students every month
Automated Telephone System	Phone calls to all parents in English and Spanish

ACADEMIC ENRICHMENT PROGRAM – SEE DISTRICT HANDBOOK

DISTRICT WEB SITE

Our District webpage is an excellent resource for all parents. In this web site you will find information about our school and all other schools in our District. The address is:

<http://www.joliet86.org/>

ELECTRONIC DEVICES

Using or possessing radios, IPODS, "Walkman", CD/tape players, MP3 Players, electronic games, and other electronic devices in school or on school grounds is prohibited.

All cell phones, camera phones, and pagers must be kept powered off and out of sight during the regular school day unless: a) the supervising teacher grants permission; b) the use of the device is provided in a student's IEP; or c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Any electronic devices under this provision may be confiscated and released to the parent or guardian.

BREAKFAST AND LUNCH PROGRAM

Sator Sanchez Elementary School offers a breakfast and lunch program. Breakfast is offered from 8:00 am to 8:30 am. Lunch takes place, depending on the student's grade, from 11:00 A.M. to 1:00 P.M.

Sator Sanchez offers a balanced lunch at a reasonable cost.

Full price for lunch	\$1.25	Full Price for breakfast	\$ 0.70
Reduced price for lunch	\$0.40	Reduced price for breakfast	\$ 0.30
Additional milk	\$0.35		

Please note that in order for a student to receive breakfast; he/she must turn in his/her breakfast request a week in advance. Failure to do so will result in the student not receiving breakfast.

Our lunch period is twenty minutes in length. Any eligible parent may have his/her child/children participate in the free or reduced lunch program. Forms are sent home at the beginning of the year and upon request. Each child must have an approved form in order to be eligible.

Hot lunches are ordered from Gompers Jr. High by 9:00 A.M. if your child will be late to school you must call in by 8:45 A.M. or pack a sack lunch.

CHANGE OF ADDRESS AND PHONES

Parents should notify the school of any change of address, place of employment, home telephone, or any emergency information this is extremely important in **locating you in case of an emergency.**

DRESS CODE AND CLEANLINESS

Students and their parents have the right to determine school attire as long as the dress and appearance of students complies with individual building expectations and health or safety regulations and does not interfere with the educational process. No revealing clothing (bare midriffs, low-cut shirts, etc.) will be allowed. Pants must be worn on the waist and have no holes above the knees. No chain attachments to clothing. Any writing on clothing must be school-appropriate (no criminal, sexual, drug/alcohol/tobacco-related slogans, etc.) No visible body piercing, other than ears. (girls only). Boys cannot wear earrings. No visible body piercing, other than ears. No body-piercing coverings or band aids are allowed.

Any student who comes to school without proper attention to personal cleanliness or appropriate dress may be removed from class or sent home to be properly prepared for school. Such cases may be reported to a District social worker or nurse and DCFS.

FIELD TRIPS

During the year, classes do take field trips within and outside the district. All trips are pre-approved by the Assistant Superintendent of Curriculum and Instruction and building principal. Student permission slips must be signed by a parent or guardian.

HEALTH SERVICES

Our school has an on call nurse at all times.

ACCIDENTS

In the event that a student is involved in an accident, a school official will determine whether or not to call an ambulance. Parents will be contacted immediately.

MEDICATION – SEE DISTRICT HANDBOOK

NURSE

A nurse visits Sator Sanchez on a regular but part-time basis. She may confer with students, teachers, and parents regarding health problems. Students requiring health or first-aid services will be sent to the main office for assistance. A nurse is always on call for any emergency situation.

HOMEWORK

Sanchez Elementary School homework policy is that all students from kindergarten* to fifth grade will have homework on a daily basis. Homework will also be given on the last day prior to Thanksgiving, Christmas and spring vacations.

The following table illustrates the school homework policy:

Grade	Minimum Amount of Daily Homework in Minutes
Kindergarten*	Teachers as a grade team will decide how much homework will be assigned to their students.
First Grade	30 Minutes
Second Grade	45 Minutes
Third Grade	60 Minutes
Fourth grade	60 Minutes+
Fifth Grade	60 Minutes+

LOST AND FOUND

The lost and found box is located in the office. All lost and found articles will be placed in the box.

MONEY

When sending money to school, please put the money in a sealed envelope with the student's name, the teacher's name, amount and purpose.

PROMOTION/RETENTION PROCEDURES – SEE DISTRICT HANDBOOK

RECESS

During the school year students will be going outside for recess. All students will go outside for recess and are expected to dress appropriately. If your child cannot go outside for recess because of an illness, we must have a note stating why and for how long your son/daughter cannot participate in this activity.

RELIGIOUS OBJECTIONS

Particular religious beliefs are sometimes in conflict with our school activities and/or procedures. In order for a child to be excused from a particular lesson and/or activity, a written note stating the religious objection must be submitted to the school office.

Various holidays such as Christmas, Halloween, and Valentine's Day are celebrated with small room parties. If you do not wish to have your child participate in these activities, please notify the school in writing.

SAFETY AND SECURITY

To and From School - Parents are encouraged to review safety rules with their children who walk to and from school. Children should use the sidewalks whenever possible, cross corners only, walk facing the oncoming traffic and go straight to their destination without stopping to play.

School Bus and Vans - All safety rules that are established by the driver should be obeyed. Reports of violations may result in suspension from the bus.

Playground - Children may not cross the street to chase a ball, other object, or to play. Playground equipment is available for the enjoyment of all students. All playground equipment must be properly utilized.

DISASTER DRILLS – SEE DISTRICT HANDBOOK

SCHOOL CLOSING

When weather conditions are of such a severe nature that schools must be closed, local radio stations will carry the announcements to inform parents, teachers, and students. Listen to *WJOL (1340 AM)*, *WJRC (1510 AM)*, *WLLI (96.7 FM)*, or *WCCQ*.

SCHOOL FEES –SEE DISTRICT HANDBOOK

SCHOOL INSURANCE

Student insurance is made available through a group insurance plan and is optional to all students. If you wish to purchase this insurance please fill out the form that is sent home on the first day of school. Make checks payable to the name indicated on instructions. If you do not want insurance, please fill in the child's name; sign your name, mark the box, "do not want", and return school.

PICTURES

Student's pictures are taken in the fall and spring. Parents may purchase these pictures on a pre-pay basis. Each student's picture is taken for the school records whether he purchases the pictures or not.

SOLICITATION BY STUDENTS

Students will never be asked by a staff member or administrator to solicit from anyone.

SPORTS PARTICIPATION

Students at Sator Sanchez will not participate in any after school sports activity. Our goal and objective is to meet our goal to insure that every child receives a quality education. For this reason, our focus is solely on academics.

STUDENTS TRANSPORTED TO SCHOOL OTHER THAN BY BUS

If you pick up and drop off your child by car, please follow these simple safety rules:

1. Please do not park in the bus zone.
2. If you drive your child to school, please drive into the parking lot and drop - off your child by the sidewalk leading to the office from the parking lot. Please do not let your child off your car and have him/her cross in front of traffic.
3. During rainy or cold weather, please be courteous to the children who are walking.

4. Student pick up. Please drive into the parking lot and pick - up your child by the sidewalk leading to the office from the parking lot. Please do not let your child cross in front of traffic.
5. Please do not park your car by the sidewalk in the parking lot. If you wish to walk your child into the building, please park your car in one of the parking spaces in the parking lot.

TEXTBOOKS AND SUPPLIES

Each student is furnished a textbook for reading, math, science and social studies. Students must be responsible for the care of their books. Damaged, lost, or stolen books require the student/parent to pay the cost to replace the book. Students received a supply list at the end of the school year. If you would like an additional copy, please see the secretary in the front office.

TELEPHONE

Office telephone may be used for emergency calls only.

DISCIPLINE PROCEDURES

AN OVERVIEW

The staff at Sanchez Elementary School is committed to provide a quality education for all of our students. A key component of this process is a strong discipline program.

Rules are expectations of appropriate student behavior. At Sanchez Elementary School, these rules are based upon the belief that everyone is equal and everyone deserves to be treated with respect. Therefore, our discipline program was developed to reflect these beliefs.

Our discipline program will have the following components:

- Our discipline program will be a school wide program. This discipline program will address expected behaviors in the classrooms, hallways, lunchroom and playground.
- Sanchez school's discipline program will not be in conflict with the district discipline program.

GENERAL RULES

1. Respect everyone in the building.
2. Take care of our school.
3. Be polite and helpful.
4. Teachers are in charge.
5. Teachers will be consistent when implementing our school discipline code.

CONSEQUENCES

No. of Offense	Consequence(s)	
1 st offense	Verbal Warning	
2 nd offense	Name on the Board	
3 rd offense	A check mark (✓)	In Class Time Out
4 th offense	Two check marks (✓✓)	Loss of Recess
5 th offense	Three check marks (✓✓✓)	Sent to the Office

SUSPENSIONS – SEE DISTRICT HANDBOOK

EXPULSION – SEE DISTRICT HANDBOOK

Please refer to the District Handbook regarding the following subject matters:

- *BULLYING*
- *GANGS, GANG ACTIVITIES*
- *PROPERTY DAMAGE/VANDALISM*
- *ALCOHOL, ILLEGAL DRUGS, LOOK-ALIKE DRUGS, OR FLAMMABLE MATERIALS*
- *SEARCH AND SEIZURE*
- *LAW ENFORCEMENT AUTHORITIES*
- *ELECTRONIC NETWORK ACCESS/INTERNET AND TECHNOLOGY ACCEPTABLE USE*
- *SEXUAL HARASSMENT*
- *CORPORAL PUNISHMENT*
- *POSSESSION OF WEAPONS OR LOOK-ALIKE WEAPONS*
- *CONDUCT ON SCHOOL BUSES*

Joliet Public Schools-District 86
School Bus Safety Misconduct Report

Student's Name: _____ Grade: _____

School: _____ Date of Incident: _____

Bus Driver's Name: _____ Bus #: _____ ☐ AM Route ☐ PM Route

Level I Offenses	Level II Offenses	Level III Offenses
<input type="checkbox"/> Standing while the bus is in motion	<input type="checkbox"/> Disrespect	<input type="checkbox"/> Assault
<input type="checkbox"/> Changing seats	<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Verbal Threat – Staff
<input type="checkbox"/> Not staying in seat	<input type="checkbox"/> Reckless behavior/horseplay	<input type="checkbox"/> Jeopardizing the safety of others
<input type="checkbox"/> Excessive noise	<input type="checkbox"/> Verbal Threat – Peers	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Eating – Drinking – Littering	<input type="checkbox"/> Name calling	<input type="checkbox"/> Fighting
<input type="checkbox"/> Riding unassigned bus or using an unassigned stop	<input type="checkbox"/> Bullying/Intimidation/Harassment of peers	<input type="checkbox"/> Drugs/Alcohol
<input type="checkbox"/> Other (Explain)	<input type="checkbox"/> Non-compliant (will not follow direction from driver and/or monitor)	<input type="checkbox"/> Tobacco/smoking on bus
	<input type="checkbox"/> Throwing (things in/out of bus)	<input type="checkbox"/> Weapons
	<input type="checkbox"/> Verbal Abuse – Staff	<input type="checkbox"/> Arson/Combustibles
	<input type="checkbox"/> Other (Explain)	<input type="checkbox"/> Other (Explain)

Driver's Comments: _____

Driver's Signature: _____ Date: _____

Administrator's Action

Level of Offense	Consequences
I	1 st offense: Student Warning Conference 2 nd offense: Warning; In School Consequence 3 rd offense: 1 – day bus suspension 4 th offense: 3 – day bus suspension 5 th offense: 5 – day bus suspension, Parent conference 6 th offense: Suspension from bus, subject to cancellation of bus service
II	1 st offense: Written warning or 1 – 3 day bus suspension 2 nd offense: 3 – 5 day bus suspension 3 rd offense or more: 5 – day bus suspension or possible extended loss of bus privileges
III	1 st offense: 1 – 5 day bus suspension 2 nd offense: 5 – 10 day bus suspension 3 rd offense or more: Extended loss of bus privileges

☐ Parent called ☐ Warning ☐ Held conference with student ☐ Suspension – Dates of suspension _____

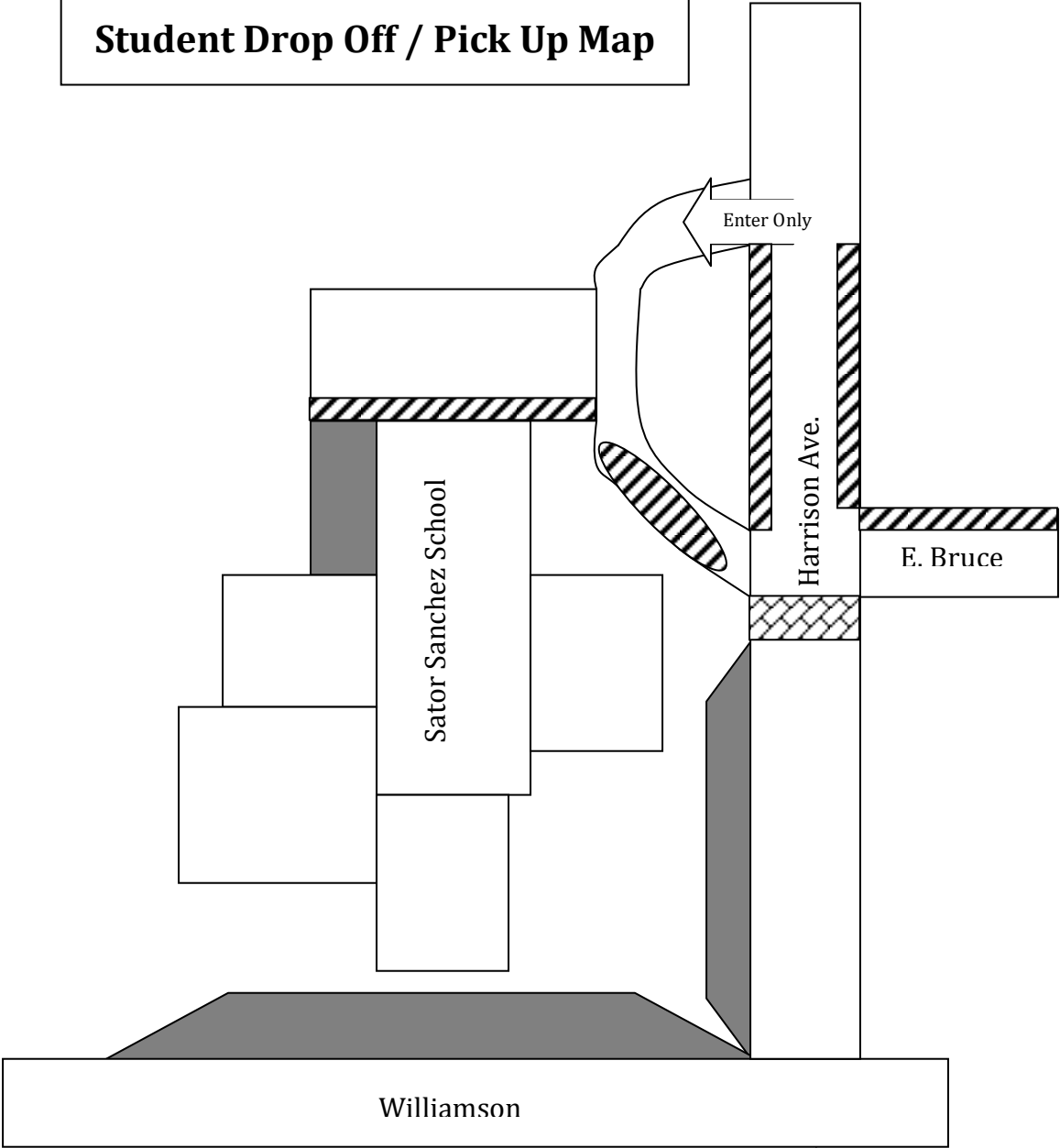
Administrator's Comments: _____




Administrator's Signature: _____ Date: _____

Distribution: White – School; Yellow – Parent; Pink – Bus Company

Sator Sanchez

Student Drop Off / Pick Up Map



	No Parking	No Se Estacione Aqui
	Children Crossing	Niños Cruzando
	Bus Zone No Parking	Zona de Autobus No Se Estacione Aquí