

Parent-Student Supplement 2012 – 2013



Isaac

Singleton

Elementary

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WELCOME TO SINGLETON ELEMENTARY SCHOOL!

Thank you for choosing Singleton Elementary School as your child's learning environment. We are ready for another exciting year of learning for our students and staff.

This supplement will provide you with information about services and resources, expectations and regulations, schedules and policies at Singleton. Please take the time to review this information and use it as a reference throughout the school year.

The entire staff at Singleton is dedicated to making sure that your child is learning in a positive and safe learning atmosphere where everyone can achieve the best educational success.

On behalf of the staff at Singleton, thank you for your continued support and involvement in your child's education. We are looking forward to a great year!

Sincerely,

Linda Scott and the Singleton Staff

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ISAAC SINGLETON DISCIPLINE POLICY

Effective discipline is necessary in order for learning to take place. It is important that all students abide by school policies in order to maintain the caring and educational atmosphere at Isaac Singleton.

Students are expected to demonstrate good behavior on a consistent basis. They are to show respectful and cooperative behavior toward adults and fellow students, and they are always expected to respect the rights of others.

Students who knowingly and willfully disrupt the educational process, break the established school or teacher rules, fail to do schoolwork, and/or violate the rights of others will be subject to disciplinary action based upon the severity of the infraction. Possible consequences are as follows:

1. Loss of privileges
2. Detention
3. Student referral
4. Suspension
5. Expulsion

Classroom discipline is best handled by the teacher. Teachers may elect to withhold privileges (recess, parties, programs, field trips, etc.) or assign a lunch detention as a disciplinary technique.

Serious offenses may result in immediate suspension. Gross disrespect, serious misconduct, fighting, vandalism, contraband, gang-related activities, and dangerous possession of objects are grounds for suspension.

The School Pledge:

Respect Yourself
Respect Others
Respect Property

STUDENT-PARENT CONTRACT

I have read and discussed the student handbook and supplement with my parents.

I agree to cooperate fully with the administration, teachers, supervisors, and all adults working for our school.

I will continuously strive to conduct myself in an appropriate manner reflecting credit to my parents, my school, and myself.

I realize the sacrifice that my parents are making to give me an education and will strive to do my best this coming year.

I further realize that the consequence for any continuous violation of any of the school rules will result in a conference between parents, teachers, administrator, and me.

SCHOOL HOURS/SCHEDULE

START TIME	8:00 a.m.
REGULAR DISMISSAL	2:10 p.m.
SCHOOL IMPROVEMENT DAY DISMISSAL	11:00 a.m.
LAST DAY OF SCHOOL DISMISSAL	9:10 a.m.
NO SCHOOL FOR PRE-K ON ½ DAYS	

STUDENTS SHOULD NOT ARRIVE BEFORE 7:15 a.m.
TEACHER SUPERVISION BEGINS AT 7:45 a.m.

Articles Prohibited at School/Personal Property – See District Handbook

Absence & Tardiness

The following procedure should be utilized to report absences:

1. Parents should call 815- 723-0228 between 7:00 and 9:00 a.m. on the first day of the absence. A note may accompany the child upon returning to school.
2. If the school receives no call, the attendance secretary will contact the parent. Parent/guardians must provide and maintain at least one valid current telephone number where they or another responsible adult may be reached in the event of an absence. **If the school is unable to make contact, the student will be considered truant and may be reported to the Joliet Public Grade School District 86 Truant Officer. Repeated occurrences could result in truancy proceedings.**
3. Arrival after 8:00 a.m. is considered TARDY. Students arriving after 8:00 a.m. need to report directly to the office and get a pass. **An adult must accompany a late student to the office. Tardiness will make a student ineligible for perfect attendance.** A child is also tardy if they leave school early at the end of the school day. **If for any reason your child is going to be later than 8:30 a.m. you must call the school and order them a lunch.**
4. Arrival before 9:30 a.m. will be counted as a full day of attendance. Arrival any time after 9:30 a.m. will be counted as a half day of attendance. These guidelines will also be followed in cases where students leave school due to illness or other emergencies.
5. Extended vacations are not excused absences; furthermore those missed days will count towards truancy.

Books

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Students are responsible for their books. Reasonable damage is expected as a result of daily use; however, unreasonable damage to

textbooks or lost books must be paid for immediately. The fines must be paid to the office at the time of damage or loss.

Breakfast / Lunch Programs

A hot lunch and milk are offered to all students daily. Menus are sent home monthly. Students may bring a sack lunch. Carbonated beverages (pop) are not to be brought to school. No glass containers are allowed. Milk is available for \$.35. Full price for lunch is \$1.25.

Isaac Singleton serves breakfast daily. The breakfast program is open to all students and starts at 7:15 and ends at 7:45 so all children can be in the class on time. Students may qualify for a free or reduced price, based on the same criteria as the lunch program.

Children are to eat at school since the lunch period is forty minutes in length.

Any family eligible may have their children participate in the free or reduced lunch and/or breakfast programs. 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 for free or reduced breakfast and/or lunch.

Students will occasionally forget their lunch money and therefore will receive cereal and skim milk for lunch. You may send money by the week or month and it will be credited to your child's account. We will send home a notice when the balance is low.

Weather permitting; most students have outside recess during lunchtime. Students should come to school properly dressed for the weather. This is especially important during the winter months when boots, hats, gloves and heavy jackets are necessary to play outside.

Lunch Rules

1. Take your seat quickly and quietly at the assigned table
2. Do not leave your seat without permission.
3. Speak at level two
4. Respond to all adults in a respectful, orderly manner.
5. Be respectful and courteous to others.

Breakfast Rules

1. Take your seat quickly and quietly –sit in the first open seat
2. Do not leave your seat without permission.
3. No talking – Breakfast is in silence
4. Respond to all adults in a respectful, orderly manner.
5. Be respectful and courteous to others.

Change of Address or Phone

Parents should notify the school of any change of address, place of employment, home telephone, or the change of any emergency information. This is extremely important in

locating you in case of any emergency. This information is needed for the health and safety of your child.

Disaster Drills

During the course of the year, disaster drills are conducted for fire and tornado safety. Information is posted in each classroom and the students are instructed as to procedures.

Isaac Singleton is equipped with a special receiver to get direct communication from the State Police Headquarters in the event of tornado, heavy windstorm or other emergencies.

Discipline Procedures

Detention

Students who are continually tardy to school in the morning may receive a lunch detention. This detention will be served during lunch on the day the student is tardy. **Any student arriving to school after 8:00 a.m. is tardy.** Any student who leaves school early is marked as an early dismissal and unexcused absence unless an appointment card is turned into the office.

Suspension – See District Handbook

Expulsion – See District Handbook

Bus Conduct – See District Handbook

Dress Code

Appropriately dressed, well-groomed students promote pride, respect, and positive attitudes. Such qualities are the basis for creating and maintaining an effective learning environment.

The primary responsibility for appropriate dress and grooming rests with students and their parents. Clothing should be clean, neat, appropriate size, and appropriate in nature. **Halters and tank tops may not be worn. Shorts may be worn; the length of the shorts must reach the fingertips with arms extended downward while in a standing position. Students may not wear outdoor coats in the classroom or clothing with abusive or vulgar language printed on the clothing. Also, students may not wear clothing that exposes their midriff. No one is allowed to wear scarves (that do not pertain to their religious beliefs) or hats in the building.** Also, students are strongly advised not to wear shoes that may cause a safety issue, especially during recess. For example, if a student wears rubber soled flip-flops and plays on the playground or jumps ropes on the play lot, it may cause an accident.

A student's appearance must not be disruptive. Students in violation of dress requirements will be referred to the principal who will require the student to change clothing. Parents will be notified of such situations.

District 86 policies related to clothing, jewelry or accessories states; any clothing, jewelry or accessories that may be considered dangerous to student welfare or interpreted to be gang related may not be worn. **Therefore, boys may not wear earring/earrings to school.**

Students will participate in physical education throughout the week. They will be expected to wear appropriate clothing for participation. Suggested clothing for physical education class is tennis shoes, shorts or pants, and shirt.

The dress code for Isaac Singleton is in effect every day of the school year.

Field Trips

All student field trips are pre-approved by the principal and the Assistant Superintendent for Curriculum and Instruction. Transportation is arranged by an approved bus company. Field trips are intended to enhance the district curriculum and offer students unique learning opportunities. Clearly defined expectations will be communicated to students and parents. If needed, parents may be asked to chaperone. This provides additional supervision when students are outside of school property. Students who frequently demonstrate inappropriate behavior will not be allowed to attend field trips at the teacher's and/or administrator's discretion.

Health Services

Nurse

A nurse visits Isaac Singleton on a regular, but part-time basis. They may speak with students, teachers and parents regarding health problems. Students requiring health or first aid services should report to the main office for assistance. ***A nurse is always on call for an emergency.***

Parents can assure their child's effectiveness at school by providing good nutrition, adequate rest, and cleanliness, medical and dental care. Please be sure the school registration sheet for your child contains current emergency phone numbers.

Medication – See District Handbook

Student Injuries

Students report to the office for an injury. The office may only apply ice or a bandage to an injury. Parents will be contacted in the event of a serious injury. An accident report will be completed by the supervising adult and placed on file.

Accident and Illness

The school will make every effort to inform the parents of any accident or illness occurring at school that may need care or observation from home. Every accident that occurs in the school building, on the school grounds, during any event sponsored by the school must be reported immediately to the person in charge of the activity and to the school office.

Students who become ill at school will be sent home only after a parent or someone at the emergency number on the registration card is contacted. Therefore, ***it is very important that the school has valid emergency phone numbers on file.***

Homework

Isaac Singleton is committed to the concept that supervised study during each class is most productive in terms of time and effort. Homework should supplement and reinforce what has been taught in the classroom. Some students may need added practice in some skills taught. For other students, homework is a means of completing school activities started in class. Students who have fallen behind because of extended absences will need to complete missed assignments to catch up with the class. Parents can assist their child by providing a quiet place for study, showing interest and encouraging the students to assume the responsibility for their work. After written homework is completed, studying with an adult is suggested.

The study folder contains required homework Monday through Thursday for students in grades Kindergarten to 2nd grade. The folder should be returned to school each day so that additional assignments may be placed in the folder when necessary.

The school will provide each student from 3rd to 5th grades with an assignment notebook, which must be filled out by the student every day and then signed every night by a parent. If a child loses their assignment notebook issued by the school it will cost \$5.00 to replace it. Consequences for not completing homework will vary from teacher to teacher. Students are expected to take home all necessary supplies at 2:10 p.m.

Grades – See District Handbook

Student Report Cards – See District Handbook

Lost and Found

The lost and found service is located in the cafeteria. Articles such as clothing, hats, gloves, etc., are to be turned in when they are found. Students who lose their belongings should check before and after school or during the lunch period. The school cannot accept responsibility for lost or stolen articles.

It would help if articles such as hats, coats and gloves, etc. could be marked in such a way that they could readily be identified and returned.

Money

In the event money needs to be sent to school, please put it in an envelope with the student's name on it, the teacher's name, amount, and purpose for the money.

All student fees are assessed fees to cover the cost of some of the materials and supplies needed during the school year. The school fees are due at the beginning of each school year. Receipt will be sent home with the student. **Fees for children K – 5 are \$25.00.**

PARENTAL INVOLVEMENT

School Visitation

Adult visitors are always welcomed to visit Isaac Singleton. All visitors must report to the office upon arrival.

Parental interruptions are not permitted during school hours. Classroom visits are a time for observation only; they can establish an excellent background for parent-teacher conferences.

Individual parent conferences may be arranged by contacting Isaac Singleton.

Report Cards and Conferences

Report cards are issued four times a year. The report card is one way in which the teacher can report to parents the progress of their child.

Parent Conferences are scheduled twice a year – at the end of the first and second marking periods. Parents will receive report cards at these conferences thus, first and second marking period report cards are ***not*** sent home with the students. ***Someone is expected to attend the conferences for 1st and 2nd quarter.***

Communication

Parents are encouraged to communicate with teachers before and/or after the instructional day, preferably by appointment if in person. If a parent needs additional instructional information they are encouraged to visit the teacher's web page listed on the district's website at www.joliet86.org. **Students in grades 3, 4, and 5 will have an assignment book where notes from the teacher or family may be written.**

Pictures

Student pictures will be taken early in the fall and spring. The students may purchase these pictures on the day they are taken. In the fall every student will have their picture taken whether or not they purchase the pictures. Every child will have their picture in the yearbook.

Physical Assault – See District Handbook

Program Offerings

Please refer to the District Handbook for information regarding the following programs:

Gifted Education

Bilingual Education

Special Education Services

Technology

Tutoring Programs

Isaac Singleton is a Professional Development School. We have a partnership with the University of St. Francis where many of the students from the university complete some form of internship here at the school. In addition, students from Joliet Junior College and Governors State University also complete work in our building as interns and tutors.

Band and Orchestra

Band and orchestra will be available for fourth and fifth grade students.

Promotion / Retention Policy – See District Handbook***Recess***

During the school year, students will be going outside for recess at lunch time. All students will go out and are expected to dress appropriately. If your child cannot go out because of recent illness, we must have a note stating why he or she cannot participate in outside recess activities. If no note is received, the student is expected to participate in outside recess.

Religious Objections

Particular religious beliefs sometimes conflict with state or school policies and procedures. In order for a child to be excused from such policies, a written note stating the religious objection must be on file in the Principal's office and a copy given to the classroom teacher.

Students stand and recite the Pledge of Allegiance to the Flag of our country every day at Isaac Singleton. Holidays such as Christmas, Halloween, and Valentine's Day are celebrated with small room parties. In order to be excused from these types of activities, a note must be on file.

Requirements for Kindergarten – See District Handbook***Rights Reserved Statement***

The provisions of this publication are not to be regarded as an irrevocable contract. The administration reserves the rights to modify, revoke, or add to any or all regulations at any time.

Rules of Jurisdiction

The jurisdiction of the school for student conduct includes all of the following: the transportation of students to and from school, whether by bus, by other vehicle, or by walking; and the school sanctioned activities that occur both in and off campus. The school staff will diligently manage and supervise student conduct in all programs, maintaining the confidence of students and parents.

Safety

Student Arrival and Entry:

For the safety and welfare of the students they should not arrive on school grounds before 7:15. Children will be directed into the building. Students are not permitted to play on school grounds before the start of the school day.

Traffic and Pedestrian Safety

We have worked hard to maintain a safe and sound environment for our students for arrival and dismissal.

- All students who ride a bus will enter and exit from the rear of the school
- All students who walk or ride to and from school in a car will enter the building through the front door.

Following the drop-off and pick-up procedures will help to maintain a safe entrance and exit for all of our children.

Students who walk to school should:

- Use the sidewalks wherever possible, cross only at corners using cross walks.
- Walk facing the oncoming traffic
- Go straight to your destination without stopping to play

Parents who drive their children to school should:

- Follow the arrows in the pavement. Traffic flows in one direction
- Stay in your car in line – if you need to enter the school please park your car and then enter the building
- Do not block the flow of traffic
- Move your car forward along the curb side until you are in front of the building and then you may drop your child off or pick up your child. **Please pull all the way up in front of the building so we can unload and load many cars at the same time.**
- **Children should exit and enter the cars from the curb side.**
- **The use of cell phones in a school zone is against the law and you could receive a ticket.**

No Dogs at Arrival and Dismissal

We ask that everyone refrain from bringing dogs onto the school property during arrival and dismissal for the safety of our students.

School Closings

When weather conditions are of such a severe nature that schools must be closed, you will receive a phone call from the district. It is very important we have correct phone numbers.

Local radio stations will carry the announcements to inform parents, teachers, and students. Listen to WJOL, (1340 AM), WLLI (96.7 FM), or WCCQ (98 FM). **Please do not call the school for this information. Please listen to your local radio station.**

School Fees – See District Handbook

School Insurance

Student insurance is made available through a group insurance plan and is optional to all students. Parents are responsible for the payments. For additional information or forms please contact the school office.

Solicitation by Students

Students are not to buy or sell items from other students during the school day or on the school grounds. Students are discouraged from carrying large amounts of money to school. This helps to keep the children focused on their learning and helps to prevent the possession of contraband (items not permitted at school).

Student Records – See District Handbook

Telephone

Students may use the office telephone for emergency calls only. Forgotten homework, band instruments, money or permission slips for field trips, or after school arrangements are not considered emergencies.