

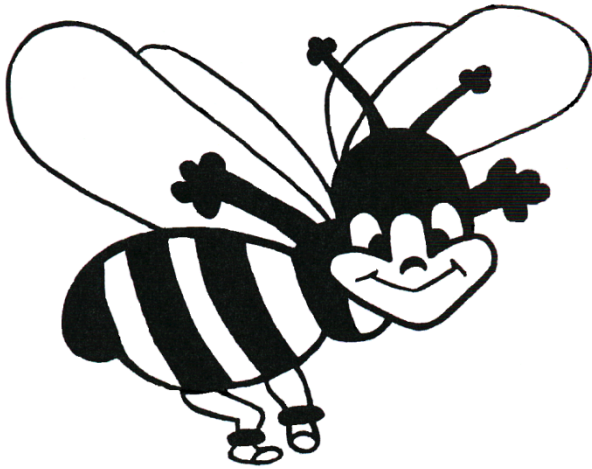
SANDBURG ELEMENTARY SCHOOL

1100 Lilac Lane

Joliet, IL 60435

Ph: 815-725-0281/Fax: 815-741-7615

Julie Rice-Zurek, Principal



2013-2014

Parent – Student Supplement



Joliet Public Schools District 86
420 North Raynor Ave.
Joliet, IL 60435

Charles E. Coleman, Ed.D.
Superintendent



Carl Sandburg Elementary School 1100 Lilac Lane • Joliet, Il. 60435 • Phone (815) 725-0281

• Fax (815) 741-7615 – Julie Rice Zurek, Principal

“Sandburg Students Succeed”

Dear Students and Parents,

WELCOME TO SANDBURG SCHOOL!! You have chosen a wonderful school for your child or children. Our school theme continues to be “Sandburg Students Succeed” and we all contribute to that success.

We have worked very hard at Sandburg to create an environment in which you will feel welcome. We also work very hard to have the BEST and BRIGHTEST students in the district. Your child will learn many new things about his/her world.

Our staff is committed to accepting the responsibility for the learning of all students, and the development of their potential. We believe in providing opportunities for students to communicate effectively with others. We promote a positive and safe environment built upon decision making and problem solving.

We are excited to begin a new school year in a great building. Again we welcome you and look forward to exciting events and special activities that will create lifelong memories. It takes all of us working together to provide this environment. Thanks for choosing Sandburg as your child’s school.

Julie Rice Zurek

Principal

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Sandburg Students Succeed!

Carl Sandburg Vision

Sandburg Students Succeed

Carl Sandburg Mission

The staff, students and parents of Sandburg Elementary School are committed to:

- *Accepting the responsibility for the learning of all students and the development of their potential*
- *Accepting the responsibility to educate students to be able to find, use, analyze and present information*
- *Developing in ourselves the ability to communicate effectively with others and form meaningful and working relationships*
- *Promoting a positive and safe environment built upon decision-making and problem solving.*

The School Day

The School Schedule

Arrival and Departure

School hours are from 9:00 a.m. - 3:10 p.m. Students are to arrive at Sandburg School between 8:45 a.m. and 9:00 a.m. Students are not allowed to play on equipment before or after school. All students will visit with friends on the blacktop and wait for the day to begin. On severe weather days, students wait inside the gymnasium. General teacher supervision ends at 3:10 p.m. No student is to reenter the building/classrooms without adult permission.

Common area procedures are as follows:

Common Area: Playground AM

Goal: Upon hearing the whistle at 8:55, students will respectfully walk to their ABC order line and be ready to enter the building appropriately; they will wait for hands up

Student Behavior:

- Prior to whistle, they can talk with their friends, sit on the ground, backpacks on the back, they should not run/play tag/fight
- Follow goal at 8:55
- Upon lining up, wait for hands up

Walkers

Students who walk to and from school should take the most direct route. Crossing guards are provided at several intersections. The Police Department has requested that students cross at these patrolled corners. No children should walk through the drainage ditch. Students are not to cut through yards and should remain on sidewalks. No children are allowed to walk in the parking lot. Students exit the building in staggered groups. Children must cross the street only in a crosswalk.

Common area procedures are as follows:

Common Area: Walker (Front Door Sidewalk) Dismissal

Goal: Students will follow hallway procedures, to the front door and continue to be peacebuilders as they walk home

Student Behavior:

- Follow the procedures
- Continue to be peaceful as they enter the neighborhood

Common Area: Hallway

Goal: The class will travel in an ABC order line, behind one another, quietly without disturbing others

Student Behavior:

- Hands at our sides
- Mouths quiet/ 0 inch voices
- Facing forward
- 3rd tile, (single file makes us smile)

Bus

Bus students will report to the north end of the hallway. Every bus student will be placed on the bus unless a parent calls or sends a note. We are unable to accept student delivered messages.

Common area procedures are as follows:

Common Area: Bus Riders

Goal: Students will walk to the bus line quietly at 3:10 using hallway procedures

Student Behavior:

- Hands at your sides
- Walk quietly, facing forward

BUS RULES

- **Stay in line**
- **Sit nicely**
- **Walk to my bus**
- **Be polite to others**

Car Riders

Students will be picked-up and dropped-off in the rear parking lot. Vehicles enter from the south and turn right into the lot where they follow the curved lines. Staff members will be present to assist the students entering and exiting the vehicles from 8:45 a.m. to 9:00 a.m. and 3:05 p.m.-3:20 p.m. Do not block the neighbor's driveway. This is a traffic law. Please remember to drop your child off no earlier than 8:45 a.m., as there is no supervision until that time. No adults are to walk up behind the school and take children out of the car rider line. At dismissal please pull up to the stop sign. This allows us to load three cars quickly. In the morning, pull up past the dumpster area so we can unload several students at once. Follow the posted turn signs for right turn only into and out of our parking lot. The Child Passenger Protection Act requires children to ride in car seats and in the back seat of your car. Please follow these procedures to keep your precious cargo safe.

If you are going to be late picking up your child, please call the office. If you change pick up or walking plans, call the office and we will direct your child to the proper exit.

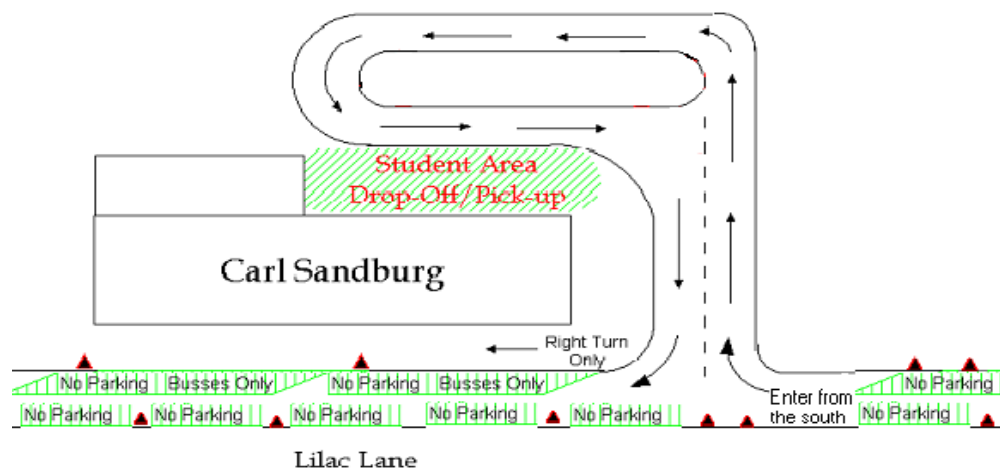
Common area procedures are as follows:

Common Area: Car Riders (Back Lot Black Top)

Goal: Students will walk to the bus line quietly at 3:10 using hallway procedures

Student Behavior:

- Hands at your sides
- Walk quietly, facing forward



Program Offerings

Title I Services

Sandburg School also benefits from Title I services. The focus of Title I is to:

- accelerate student learning through strong instructional programs
- increase parent and community involvement
- correlate Title I efforts with the school improvement plan

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

- ***Academic Enrichment Program***
- ***Bilingual***
- ***Special Education Services***
- ***Technology***
- ***Interventions***

Band and Orchestra

Band or Orchestra will be available for fourth and fifth graders. Fourth grade will form the beginner's band.

After/Before School Activities

Student clubs and activities take place after or, in some cases, before school. Students must maintain good grades and behavior to be involved in student clubs. Activities are designed to enhance student success. All students are expected to be picked up at the end of each event.

Attendance

Admission and Registration Requirements- See District Handbook

Students Transferring From Sandburg School- See District Handbook

Reporting Absences

Parents are required to call the school at (815) 725-0281 before 9:30 a.m. if your child is going to be absent. A working phone number for each student is very important. Class work missed during any absence may be made up after the absence. During an extended illness, work may be sent home. Teachers are not required to gather any work for students ahead of an absence. Makeup work will be made available the day following the absence. The Homebound Instruction Program is available to any student with a medical certification that the child will be out of school for an extended time.

Tardiness

Any student arriving to school after 9:00 a.m. is tardy. Any student who leaves school shall be treated as tardy. Excessive tardiness in District 86 is considered Truancy. District truancy procedures will be followed, please refer to the District Handbook for clarification. If your child

is going to arrive late to school you must call the school and order a school lunch. If no phone call is received, the parent will be responsible for providing lunch for their child.

Truancy- See District Handbook

Discipline Procedures

Procedures

Each teacher at Sandburg School has their own classroom plan with rules, consequences, and rewards. Their students have been instructed about these plans during the year. The staff appreciates your involvement in changing your child's choice of behavior as necessary. They will be contacting you via telephone calls, conferences, and behavior notices for unacceptable behaviors. Teachers will also make contacts for improved behavior. It is the student's responsibility to give notices to his or her parent. Parents are asked to review the notice with their child and send the signed notice back to the teacher. If the notice is not returned signed by the parent, the student will be counseled on correct procedure.

SANDBURG SCHOOL COMMUNITY RULES

RULES

Students are expected to:

- **BE Safe**
- **BE a Learner**
- **BE Honest**
- **BE Respectful**



The staff at Sandburg School expects student behaviors to reflect standards of good citizenship. When those expected behaviors are not displayed, the discipline plan will be utilized. For detailed information, see the District portion of this handbook. Sandburg School is committed to providing a safe education for children with protective measures in place for bullying, intimidation, physical/verbal abuse and other such disruptions.

As a part of these protective measures, your child will be held accountable for her/his own personal actions that interfere with the rights, personal space, feelings, and property of others. These life skills will support your child in every career choice and adult relationship in the future.

Why is Teaching Children Respect So Important? by the Parent Institute

Respect is more than obedience, it is an attitude. Being respectful helps children succeed in almost every part of life. A respectful child takes care of responsibilities and belongings, and a respectful child gets along with peers. Schools teach children about respect. But parents have the most influence on how respectful children become. Experts say that until children show respect at home, they're unlikely to show it anywhere else. Teaching children respect can be challenging – but it's always rewarding. Respect improves children's lives at home, at school and in the future. It also improves the lives of everyone around them.

- **Practice moral reasoning.** Let your child see you struggle with questions like, "What is the right thing to do? How would I want to be treated in this situation? How will my actions affect

others?" If your child sees you do something wrong, correct yourself in her presence.

- **Play a game without rules.** After a while, stop and talk about how things are going. Then play with rules and see which way is better.
- **Praise your child for obeying rules.** You might say, "Thanks for waking up on time. Now we can eat breakfast together." This encourages him to keep respecting rules.
- **If your child loses or carelessly breaks something,** require her to pay for it. Payments can be subtracted from her allowance.
- **Remind your child to ask** before using other people's things. Tell him they should be returned in the same or better condition.

Consequences

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

Detentions

Students may be detained after school for disciplinary and counseling purposes. When this is necessary, at least one-day notice will be given in order that the parents may make arrangements for transportation.

Students who are tardy to school in the morning may receive a lunch detention. This detention will be served during lunch recess on the day that the student is tardy. Any student arriving to school after 9:00 am, is tardy. Any student who leaves school early is tardy.

Suspensions- See District Handbook

Expulsions- See District Handbook

Bus Conduct and Expectations- See District Handbook

Parental Involvement

Parent Involvement Guidelines – Title I Schoolwide School

The staff at Sandburg appreciates your involvement and the many ways you support your child. All of you are concerned parents who want the best education for your child. We work hard to provide that education, and help your child to grow- both mentally and physically.

As a Title I school, we are suggesting the following guidelines for involvement:

- Discuss with your child the importance of working hard and getting the most out of school.
- Monitor your child's progress and supervise completion of homework.
- Read at home together or encourage your child to read at least 20 minutes a day.
- Provide materials at your house that support your child's learning such as flashcards, pencils, dictionaries and books.
- Volunteer (when possible) to support the classroom teacher and your child's learning.

School Visitation –See District Handbook

Report Cards and Conferences–See District Handbook

Parent Teacher Association (PTA)

The PTA has played an important role in helping to provide quality education in Joliet. All parents are encouraged to join the PTA. Joining the PTA allows you special access to membership information and funds students' activities. It does not require parents to attend any events or volunteer in any way. Regular meetings are scheduled and all parents are encouraged to attend. PTA membership fees are sent to the state and national organization to support legislation that benefits children and to provide for insurance for our PTA events.

Communication

Notices and Bulletins

Information is sent home from the school on a regular basis to keep you, the parent, informed of different events and items of importance. The monthly calendar is sent home just prior to the beginning of the month. This contains important dates for the month. The school relies on your child to deliver the message. Please check with him or her. The parent wall rack – just outside the office – also holds additional copies of all parent messages. Please encourage your child to share all information right away after school. This habit is taught in the classroom.

District Web Site

Sandburg School has information on the district website (www.joliet86.org) regarding activities, events and possible classroom assignments. Parents should check the website periodically for information.

School Information and Procedures

Articles Prohibited at School

Students are expected to focus on schoolwork and learning during the school day. They are to leave all toys, trading cards, radios, and video games at home. Staff members will keep these items until a parent retrieves them. A general rule of thumb is – children should bring only things that will help them learn. Joliet Public Schools District 86 does not permit certain items. These items include pocket knives, sling shots, toy guns and any item that may be viewed as a weapon. Please refer to the District portion of this handbook for further details. Serious consequences will be issued in cases where safety of others is jeopardized.

Breakfast Program

Students have the option of ordering a school breakfast a week in advance. This is a sack breakfast with milk. Breakfast will be distributed beginning at 8:45 am. Students will eat and return to the line for starting school. No IOUs will be given with this system.

Common area procedures are as follows:

Common Area: Cafeteria

Goal: Students will line up quietly while waiting to pick up the ticket, proceed to the tables and eat appropriately

Student Behavior:

- See hallway procedures for in line
- Interact appropriately with their peers
- Polite table manners

Lunch Procedures

Beginning August, 2013, Joliet Public School is a free lunch district. Federal funds allow us to provide meals to all students regardless of their status. Food must still be pre-ordered. Students have the option of ordering a school lunch or bringing a sack lunch. Milk can be purchased for 35 cents. Lunches can be ordered on a daily or weekly basis. Lunches need to be ordered by 9:15 am, so if a student is coming in late, please call in the lunch order along with the call telling us the child will be late. If students order the school lunch they will not be allowed to have additional items with that lunch. Students bringing cold lunch should remember to have drinks in safe containers. Gum is not allowed in the lunchroom or hallways, or on school grounds.

Common area procedures are as follows:

Common Area: Cafeteria

Goal: Students will line up quietly while waiting to enter the serving area, enter quietly and safely proceed up the stairs, proceed to the tables and eat appropriately

Student Behavior:

- See hallway procedures for in line
- Interact appropriately with their peers
- Polite table manners

Change of Address and Telephone

During the course of the school year your phone number may change. If this occurs, please call the school office and we will make the necessary change in your child's records. If you change your residence, please contact the school office to complete the necessary paperwork.

Dress Code

Students are expected to dress in an appropriate manner. Any clothing or accessories that may be considered dangerous to student's welfare may not be worn. Clothing interpreted to be gang-related or symbols related to gang involvement may not be worn. Our students' safety is important. No items may advertise tobacco, alcohol, crude pictures, gang, or drug activities. Students are not allowed to wear clothing that could reveal the stomach, undergarments or legs above mid thigh. Spaghetti strap clothes are not allowed. Girls should not bring purses to school. Boy students are expected to come to school without earrings regardless of when the ear was pierced. Students should not have unnatural colors, images or words carved into their hair. This creates a disruption for the students who sit behind or across from the child. Parents may be required to bring appropriate clothing to replace above-mentioned items. Please consider weather conditions when dressing your child.

Field Trips

During the year some classes take field trips as part of their curricular activities. Transportation may be on foot, or on an approved bus line. Money may be collected to pay for the cost of these trips. No student is allowed to go on a trip without written consent of the parent or guardian. Students who have not paid their fees, or who have repeated discipline problems in school will not be granted permission to accompany their class on such trips. The classroom teacher will contact parents if a student has lost the privilege of attending. Checks will not be accepted after May 1st.

Homework

Teachers assign homework, which includes oral reading practice, on a regular basis. The focus is reinforcement of skills. Please encourage and assist your child in completing assignments. Details of individual teacher expectations for homework will be given out at the beginning of the school year. General homework assignments are listed in the student folder for grades 1 and 2. For grades 3, 4, and 5, student planners are the communication system. Parents are asked to check the planner or folder and sign the planner daily. Students will be rewarded for following the system in place. Homework counts for 5% of the quarterly grade for each subject.

Lost Articles

A formal lost and found is maintained in the school. Please provide nametags for as much clothing and as many articles as you can. Articles are disposed of within 30 days and following the last day of school.

Money

Please put money in an envelope with the student's name, the teacher's name, the amount, and the purpose of the money. It is always better to send money in the form of a check with students. Students are not expected to carry large amounts of cash for any reason. No checks are accepted after May 1st. If you must send cash to school, call and let the teacher know the money is coming.

Promotion and Retention Policies- See District Handbook

Recess Expectations

During the school year, students will go out for lunch recess or during bad weather, remain in the classroom. No student is allowed to stay in for recess for more than one day without a doctor's note. Students are expected to listen to the supervisors and stay in the designated areas during recess. The school will furnish playground equipment; therefore, students should not bring play equipment from home.

Common area procedures are as follows:

Common Area: Playground Lunch Recess

Goal: Students will have fun while being safe and respectful to other children and adults

Student Behavior:

- Follow the directions of the adult
- Get along with others on the playground
- Any issue on the playground should be told to the adult outside
- Line up in ABC order line when the whistle blows

Common Area: Indoor Classroom Recess

Goal: Students will have fun while being safe and respectful to other children and adults

Student Behavior:

- Follow the directions of the adult
- Get along with others

- Any issue should be told to the adult
- Indoor/6 inch voices
- Use appropriate indoor activities and physical movement

Religious Objections

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

Health services

Accident/Injury

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

Illness

Sandburg School follows District and State guidelines in regard to communicable diseases. If students are attending school and are viewed as being contagious, a parent will be notified and the child sent home.

Medication-See District Handbook

School Nurse

A school nurse is assigned to each school. The nurse is on call for consultation or emergency care.

Safety

All students must be in supervised areas at all times. No student is permitted to do anything that is harmful to them, to others, or to school property at any time. We are concerned about the safety of children and need the support of all parents in teaching safety habits. When walking to and from school, students are to remain on the sidewalk and follow safety rules, including appropriate clothing for school.

Security

The building is secured at all times. A door bell button and intercom are located at the front entrance for your access. All visitors must sign in at the school office, surrender photo ID and wear identification. Police will be notified in the event of any intruders.

General School Information

School Closings

In the event of a snowstorm, school may be cancelled or dismissed early. If weather conditions result in the closing of school, please listen to one of the Joliet radio stations for the information, 1340 WJOL, 97.0 WLLI, and 93.5 WJTW. You may also access the district website for information: <http://www.joliet86.org>.

School Fees- See District Handbook

School Insurance

Accident insurance is offered for all students. The school makes this policy available which will pay a part of the expense incurred in an accident case. Insurance is not required of the students.

School Pictures

All children have their pictures taken individually at the beginning of the school year. Buying school pictures is optional. Yearbooks may also be available for purchase in the spring.

Solicitation by Students

No student shall sell articles or chances of any type in the school during school hours.

Textbooks and Supplies

Textbooks and supplementary books are provided to each student by the school district. Books are expensive! Each child should have a tote bag or backpack to carry books. Students are expected to be responsible for the proper care of books that are issued. Students will be charged for lost and damaged books. The school business office will determine the cost of the replacement. This fee will be added to the school fees for the year, requiring payment before the next year's field trips.

Use of School Telephone / Student Cell Phones

The school phone number is 815-725-0281. Parents are discouraged from contacting students during the day. Please make any special arrangements with your child before the day starts so that their learning time will not be interrupted. Students are discouraged from calling home for forgotten projects, books and instruments. Parents wishing to confer with teachers are requested to leave their number so that the teacher may return the call. Student cell phones are discouraged – children should leave the area of danger – not stop and use a phone. Phones must be stored in the school office and remain off during the school day.

School Parties

The PTA provides refreshments for three parties a year. These are Halloween, Christmas and Valentines' Day. Room parents work with the classroom teacher to plan the parties. We ask that parents not send any items in for class distribution unless arrangements have been made with the room parent.

Bicycle Riding

Bicycles and other wheeled vehicles are not allowed at Sandburg School due to safety concerns. This includes wheels in tennis shoes. As a matter of safety, wheels should not be used to or from school.

Birthday Treats

Sandburg School is focused on best use of class time. As a treat for your child's birthday, we suggest that you donate a book in his or her name to the Sandburg School Library. In an effort to support good health and nutrition we are partnered with the Joliet 86 Wellness committee in encouraging healthy and/or non-food treats. Simple, healthy treats will be allowed. Students who comply with this guideline will be given a free homework pass. Class time will not be used for birthday parties.

Library

The school library is for the use of all children and teachers. Children have a scheduled period with their teachers when they may check out a book. When a child checks out a book, he/she is responsible for any damage, and for the book's safe return. In the event of loss or damage, the student is responsible for payment. Parents volunteer to work in the library. If you would like to volunteer, please call the school.

Common area procedures are as follows:

Common Area: Library/AR

Goal: Students will efficiently and quietly choose a book and return to their classroom

Student Behavior:

- Quiet
- Use correct door
- 2 at a time(color coded clips)
- Get book and come back
- Less than five minutes

Washroom Breaks

Teachers make every effort to provide timely breaks for students. If your child has problems in this area, see the teacher to share this information.

Common area procedures are as follows:

Common Area: Bathrooms

Goal: Students will use the restrooms facilities appropriately

Student Behavior:

- 1 squirt soap
- Quiet voices
- Clean up after yourself
- Drink appropriately from the water fountain
- Safe and respectful to others

Rule 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 on and off campus. The school staff will diligently manage and supervise student conduct in all programs, maintaining the confidence of students and parents.

Rights Reserved Statement

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

Sandburg School Supply Lists for 2013-2014

	Kindergarten	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade	5 th Grade
Please label all items with your child's name						
Fees (must be paid before field trips)	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Gym Shoes	1	1	1	1	1	1
Assignment Notebook \$4.00 ~ Grades 3-5 to be purchased at school - on the first day				1	1	1
Plastic Supply Box		1		1	1	
Pencil Pouch			1			1
24ct. Crayons / 8 ct Crayons* (Kdg only)	*4 - 1 per quarter	2	3	2 - 1 per semester	2 - 1 per semester	1
Pencils Yellow # 2	48/ 24 per semester	48 / 24 per semester	48 / 24 per semester	48 / 24 per semester	48 / 24 per semester	48/ 24 per semester
Pointed Scissors / Fiskars* (Kdg only)	*1	1	1	1	1	1
Book Bag (prefer no wheels)	1	1	1	1	1	1
Tissues / Kleenex	3	3	3	3	3	2
Spiral Notebook (wide ruled)			5 With 100 pages	4	8/ 4 per semester	5/ asst. colors
Plain Pocket Folder		3	3	4	4	4
Water Based Markers -no permanent, 8 ct. with wide tips (washable)	1	1	2	1	1	1
Pink Eraser		2	2	2	4	4
200 ct. Notebook paper - wide ruled not college lined			1	3	3	3
Index cards 3x5 plain 100 ct package	1		1	1	4/ 1 per quarter	1
Large roll of paper towels	1		1	1	2	1
Pencil Sharpener (with a shavings catcher)				1	1	1
Glue Sticks	8	12	12	4	4	4
Glue 8 oz Bottle		1	1			
Highlighter Marker			1	1	1	1
Dry erase markers set of 8	2	1	2	2	1	2
Colored Pencils Package			1			
Ziploc Sandwich Bags 50 Count	2	2	1	1	1	1
Ziploc Gallon 30 Count	1		1	1	1	1
Math Facts to 18 (Flash Cards) Addition		1	1	1		
Math Facts to 18 (Flash Cards) Subtraction		1	1	1		
Flash Cards Multiplication				1	1	1
Flash Cards Division				1	1	1
Inexpensive Computer Headphones * Can be used year after year	1	1	1	1	1	1
Canister of wet wipes	2	1	1	1	1	1
1" 3-Ring Binder		1				
Watercolor Paint Set (8 colors)	1	1				
Complete Change of Clothes - labeled & bagged to be kept in book bag	1					