

# SOUTH LOOP SCHOOL

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Tara Shelton, Principal Timothy Butler, Assistant Principal

[southloopschool.net](http://southloopschool.net)

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## Message from the Principal

Dear Parents and Guardians:

I want to extend a hearty welcome to you on behalf of South Loop's Administration, Local School Council, Staff, Volunteer Coordinators and Family Involvement Group (F.I.G.). Below you will find important details for the 2011-2012 school year. Please take a moment to view the school's website where you can find the 2011-2012 school and CPS calendars, Frequently Asked Questions, Applications for Extracurricular activities, forms for medical compliance and mandatory gym uniform requirement. At South Loop, we know that our strong focus on academics is the primary reason for our students' great success. Congratulations students for another successful ISAT year. Our scores rose from 91.6% to 95.4% of our students meeting or exceeding the state standards in reading and math. Great job, South Loop teachers! You are among the best in the entire Chicago School System! Thank you, parents for your support in your child's education. I look forward to another successful year!

**Back-to-School Orientation for all new families** entering Kindergarten- Pre-Kdg. is scheduled for Friday, September 2, 2011 from 2:00-2:30 PM at the Branch Building located at 1914 S. Federal. Orientation for **new families entering 1st – 8<sup>th</sup> grade** is scheduled for Friday, September 2, 2011 from 2:00- 2:30 PM at the main building. Meet the teachers and other new families. **This orientation is for all new pre-kindergarten- eighth grade families and students only.** 2011-2012 Class list will be posted in the main entrance on September 2<sup>nd</sup> at 10:00 AM.

**Back to School Picnic:** September 10, 2011 at 11:00 AM – 2:00 PM.

**First Day of School** is Tuesday, September 6, 2011; it is a full day of school. The first day of school is the only time parents and guardians may walk their child to the classroom. The school day begins:

**Pre-School: 8:00AM -6:00 PM** Pre-school parents can walk their child to the classroom all school year

**KINDERGARTEN: 8:45 AM – 2:30.** Kindergarten parents can walk their child to the classroom the first two weeks of school.

**First – Eighth Grades: 9:00 AM to 3:07 PM.** Students will meet their teacher by their room number located on the school's playground at 8:55 PM

**Early Morning Drop – Off:** Students who are registered for the Early Morning Drop-off Program must be dropped off at the school's main entrance at 8:00 am. Please do not leave your child unattended until the Early Morning Drop off doors open.

**Not Registered for Early Morning Drop – off:** Students not registered for Early Morning Drop-off Program should arrive to school at 8:30 am entering the playground located on Federal Street. Parents please utilize the Kiss & Go and follow the flow of traffic. Playground supervision begins at 8:30 AM.

**During inclement weather students will enter the building at 8:30 AM and report to the hallway located outside of their classroom door.**

**Dismissal:** Parents/Guardians meet your children at the designated area: **6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>** grade students will exit from the south west door located on the school's playground near Federal Street. **6<sup>th</sup> – 8<sup>th</sup>** grade students walk north on Plymouth Court to exit school grounds. **Middle School** students cannot wait on the corners of 13<sup>th</sup> and Plymouth Court or 13<sup>th</sup> and Federal Street or in the park without parent supervision. **1<sup>st</sup>** grade (rooms 130&131 only) students will exit from the south east door located on the school's playground near Plymouth Court... **1<sup>st</sup>** grade students (room 107) will exit from the main entrance. **2<sup>nd</sup>** grade students will exit from the south east door located south of the main office entrance. **3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>** grade students will exit from the main entrance door and walk to the playground. **Kindergarten** students exit from room 102 located on Federal Street.

The school day ends promptly at 2:30 pm (**kindergarten**) and 3:07 PM (**1<sup>st</sup>-8<sup>th</sup>**) daily. If your child is not enrolled in South Loop School's Extending the Day program (application on school's website), he/she must be picked-up promptly at 2:30 pm (kindergarten) and 3:07 PM (**1<sup>st</sup>-8<sup>th</sup>**). There is no student supervision after 3:07 PM; **students cannot wait in the park or playground unattended. Not adhering to this policy can result in discipline according to the student code of conduct handbook.**

**Breakfast and Lunch** will be served on the first day of school. Students can bring their own lunch, consisting of the daily allowance of the five food groups. Do not send glass bottles, candy, gum, soda or peanut products. South Loop School is a **candy, gum and peanut free school. Lunchables contain candy: please remove the candy before sending the lunchable to school.**

Breakfast: Free

Lunch: Regular Fee \$2.25 Reduced Fee \$.40

Milk: \$.35

Note fees may change. Lunch Applications for free and reduced lunch will be distributed on the first day of school. **Please return the completed form (even if you think you don't qualify for a reduction) by September 16, 2011.** This information is vital to our school funding. Pre-qualified families will be notified the first week of school. We secured an additional \$42,000 in state funding last September due to a final push of asking parents to complete the lunch application. Remember to sign the application.

South Loop has partnered with Gourmet Gorilla South Loop a local Organic brown bag lunch and snack program available for Pre-K thru 8th grades. Each lunch cost \$4.75 and includes a main course with one or two sides. Drinks and snacks are available at an additional cost. Visit [www.gorillakids.com](http://www.gorillakids.com) for information. This program can also be utilized for ordering snacks for the Extended Day Program.

**The Extending The Day Program** will begin on the first day of school from 3:07 – 6:00 PM. **Kindergarten students enrolled in this program will be bussed to the main building.** This is a tuition-based program. Registration for this program is now in available. Space is limited. Applications are available at the Early Childhood Center, South Loop Main Building or on the school's website ([southloopschool.net](http://southloopschool.net)). Late registration will be held on September 6, 2011 if space is still available. Note: Students registering after August 31, 2011 will begin the Extending the Day Program the week of September 12, 2011. We offer several programs students can participate in without being enrolled in the Extending the Day Program: Tae Kwon Doe, Chess Education, Girl Scout, Brownie, Children's Choir, Beginning Jazz Band, Irish Dance, Hip Hop, AnetaArt Class, Sport teams, Piano and Violin Lessons. Applications for these programs are available on the school's website.

**School Climate and Safety:** South Loop School is a PBIS (Positive Behavioral Interventions and Supports) school. We follow the "South Loop Way" (Be Safe, Be Respectful and Be Responsible) on a daily basis. The goal of PBIS is to increase consistent positive teaching and reinforcement strategies that promote expected behavior. We ask that parents use the same tools at home when reinforcing positive behavior. Ask your child, "Are you following the South Loop

Way”, “Are you being Safe”, “Are you being Responsible, “Are you being Respectful?” We use lion paws as a reward system for classrooms following the “South Loop Way.” At the end of each month classrooms with the greatest number of lion paws are rewarded with a small token for following the “South Loop Way”. You can use this same system at home on a daily, weekly or monthly basis depending on the age of the child. Rewards should be realistic: ice cream after dinner, stickers, rent a favorite movie etc.. The goal is to provide a safe and engaging environment for everyone.

**South Loop School’s Uniform Policy is:** Please read this together with your children so everyone is aware of the policy. If it is determined that a child is not complying with the dress code, parents will be called to bring the appropriate clothing. **Extracurricular activities or privileges, such as after-school sports, may be revoked as a result of not wearing the required school uniform.**

- Navy blue uniform pants or capris. Navy blue shorts, skirts, or dresses to the knee. These must be all blue – no stripes, polka dots or other markings are permitted. **Leggings and Jeans** are NOT permitted.
- White shirts - with or without a collar. Tank tops are NOT permitted. Only the South Loop School logo or motto will be permitted on shirts – no other logos or markings are permitted.
- Sweaters & sweatshirts in white or navy blue.
- Outerwear (coats & jackets), stockings/tights/socks, shoes and hair accessories are at your discretion.
- Shoes should be appropriate for school activities, including recess. Flip flops & skate shoes are not permitted.
- Gym shoes / sneakers are required for Gym days or the student will not be allowed to participate.
- Uniforms are sold at stores or on-line such as Target, Sears, JC Penney’s, Children’s Place and Land’s End. Uniform items are also available thru our Resale Shop which will be open periodically throughout the school year.  
Land’s End offers a School Rewards Program – for each purchase Land’s End will contribute up to 3% of the net sales to South Loop School. Our preferred school number is: 900121088
- School spirit wear - Return order form and payment to school or fax to the PR Store (773 253-8424)

Your child will be assigned a particular day of the week for gym class. On this day the required uniform is:

- *Top:* South Loop School Gym Shirt – available for purchase for \$8.00 at both the Branch & Main Building
- *Bottom:* Your choice of South Loop School Gym shorts or sweatpants available for purchase for \$8.00-\$12.00.
- *Shoes:* Gym shoes are required on gym day in order to participate in the gym activities for the safety of your student and the maintenance of our facilities.

*Follow the “South Loop Way” by wearing your uniform on the first day of school and every day after.*

#### **School Fee:**

A **\$75.00 school fee** has been assessed for every student to cover instructional supplies, parent agenda (kdg-8<sup>th</sup>) and student agenda books (3<sup>rd</sup>-8<sup>th</sup> only). This fee is due the first week of school and can be paid by cash, check or money order made payable to: Friends and Family of South Loop.

#### **Traffic Flow:**

**Do not drop off or pick-up students in the middle of the street. Please pull to the curb and continuously move forward for other waiting parents. This is a necessary precaution for the safety of all students. Please follow the flow of traffic pattern.**

**1<sup>st</sup>-8<sup>th</sup> grade parents only:** Parents who drop-off/ pick-up students are to use northbound Federal Street to access the school (at the stop sign on 13<sup>th</sup> Plymouth Court drive one block west to Federal, make a right) and exit on southbound Plymouth Court (drive slowly through the parking lot, come to a complete stop and make a right onto Plymouth Court) Drop students off on the west side of the school (Federal Street). Students can be picked up on the east side of Federal or the west side of Plymouth Court.

**Please Note: Important – TOW ZONES and TICKETED AREAS**

- There is no parking directly in front of the school at any time.
- There is no parking on the west side of Federal, east side of Plymouth Court, North or south side of 13<sup>th</sup> Street. (residential sides)
- 15 minute “Parking only” in designated areas with flashers on.
- No Parking in the Parking Lot from 8:00 AM – 9:00 AM – 4:00 PM
- No parking near the entrance or exit of the parking lot (school buses are entering and exiting the lot)

**ECC and Kindergarten Parents Only:**

Use the drive way for dropping off students in the morning. Remain in your car Kiss and Go will assist your child out of the car. Use Federal Street for picking up your child in the afternoon.

**Extending the Day parents only:**

There is no parking on Plymouth Court from 3:15-6:00 PM daily. Parking is available in the school’s parking lot or Federal Street for student pick-up after 4:00 pm.

**SAFETY PATROL-** Please see your parent handbook during the first week of school

**School Supply List-** Available in the main office and on the school’s website.

**Medical Compliance:**

**Immunizations:** Students entering school for the first time, entering kindergarten, first grade, fifth grade and those entering schools in the State of Illinois for the first time at any grade level must have current medical exams and all required immunizations.

**Dental:** Students entering kindergarten, second grade and sixth grade must have current dental exams. Those entering preschool must have medical exams and lead screening.

Please submit a copy of these completed forms by September 16, 2011 to the school nurse (mailbox located in the Main Office) or fax 773- 534-8689. Visit

[http://cps.k12.il.us/Parent/Enrollment/Medical\\_Requirement/medical\\_requirement.html](http://cps.k12.il.us/Parent/Enrollment/Medical_Requirement/medical_requirement.html) for more information about CPS immunizations and medical requirement.

**Eye Exam:** Any student entering kindergarten or entering a CPS school for the first time must complete an eye exam.

Waivers for religious or medical reasons must be submitted in writing as described in the Board of Education policy (<http://policy.cps.k12.il.us/Default.aspx - Policy 704.1>) **Medical exclusions begin during the month of October.**

**Introduction to PBIS (The South Loop Way)** is scheduled for **Thursday, September 8<sup>th</sup>** at 5:30 PM for new families to South Loop only.

**Open House: 6:15- 6:45 PM & 6:45-7:15 PM on Thursday, September 15<sup>th</sup>.** A celebration to launch the new school year: meet the principal and local school council members, learn about our partnerships, meet the staff, visit the classrooms, learn about our Family Involvement Group (F.I.G.) and the Volunteer Coordinators Group.

**Cell Phone Policy:** Cell phones are not allowed on the school bus, school property and inside the school building. Failure to adhere to this policy will result in discipline according to the Student Code of Conduct. While cell phones have offered parents a direct link to their children, they can and have created problems. Recently, many problems have arisen due to students texting one another, parents texting students (ex. during ISAT testing), cell phone ringers ringing during instruction time and stolen cell phones. These texting episodes and misplaced cell phones often interfere with the instructional day and result in hurt feelings and disruption to the educational process.

**Communication:** To receive email blasts from South Loop School please complete the attached email form. Quarterly newsletters from the Principal, Assistant Principal, and monthly newsletters from the teachers are an additional form of communication. The Gifted Coordinator, Ancillary teachers and the Extending the day directors will distribute quarterly newsletters.

**If there is ever a concern that needs addressing, contact your child's teacher first. If you feel the teacher cannot provide you with the assistance that is needed, please contact a school administrator; Mr. Butler, Mrs. Lawrence, or Mrs. Brewer. If you are not satisfied with the information you receive from an administrator, schedule an appointment to meet with the principal.**

**Conferences:** E-mails are the best form of communication. E-mail addresses will be available on the website on the first day of school. Conferences are welcomed; if you need to schedule a conference with a teacher please give the teacher 24 hours notice in writing, the teacher will confirm the date immediately.

**Parent Involvement:** Parent volunteers are needed for 2011-2012 school year. The primary areas of need are: Back to School picnic Safety Patrol, Family Fun Nights (F.I.G.), Café Moms and Innisbrook. Please contact the Volunteer Coordinators if you are interested in volunteering at [slsvolunteers@gmail.com](mailto:slsvolunteers@gmail.com)

**Visitors:** Enter the school through the Main Entrance, sign the visitor's log located at the security desk or main office and obtain a visitors pass before proceeding through the building. Parents may visit classrooms for conferences prior to 8:50 AM (except Tuesdays) and after 3:07 PM with prior approval from teacher or administration. (24 hour prior notice is requested)

**Website:** The school's website is vital source of information. Please visit the website regularly for new and improved tools. [www.southloopschool.net](http://www.southloopschool.net) Look for new and improved features to the website in the upcoming months thanks to our Communication Committee.

Welcome to South Loop Elementary School!

Sincerely,

Tara Shelton  
Principal