

JEFFERSON COUNTY PUBLIC SCHOOLS

Roosevelt-Perry Elementary

A National Model Technology School

Student and Parent Handbook 2009-10



1606 Magazine Street
Louisville, KY 40203
485-8319

www.jcpsky.net/Schools/Elementary/RooseveltPerry/index.html

Table of Contents

Mission Statement	2
Guiding Principles	2
Staff Directory	3
General Information	5
School Uniform Policy	9
School Services	11
Health and Safety	13
Student Placement Policy	14
Primary and Intermediate Program Guidelines	15
Homework Policy	16
Discipline Plan	17
School-Based Decision Making	21
Acknowledgment Form	23



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Mission Statement

The staff of Roosevelt-Perry Elementary School will provide a research-based educational program that emphasizes rigorous instruction based on best practices for teaching and learning. All students will engage in learning experiences that promote academic, emotional, and social growth. Home, school, and community connections will support students' diverse needs in order to move toward proficiency.

Guiding Principles

Learning experiences will:

- Be creative.
- Be challenging.
- Be cooperative.
- Be aesthetically sound.
- Utilize current technology.

The environment will be:

- Positive.
- Safe.
- Nurturing.
- Stimulating.
- In a state-of-the-art facility.
- Enhanced with a wealth of resources.

With a partnership that is:

- Inclusive
- Dynamic

Where individuals are encouraged to develop:

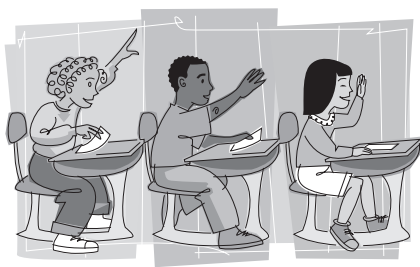
- Responsibility
- Self-discipline
- Self-esteem
- Respect for others
- Appreciation of differences
- Cultural awareness

Staff Directory

Administrators:	Pamela Howell Principal
	Tamara Bass Counselor
	Kevin Knochenmus FRC Coordinator
Office Staff:	Phyllis Neyhart Secretary
	Janice Cooper Attendance Clerk
	Tammie Vest Bookkeeper
	Darlene Vest LOA/Clerk
Teachers:	Theresa Adkins Fourth Grade
	Becky Biel ESS
	Tina Bryant Kindergarten
	Timothy Carrico Second Grade
	Christopher Connelly Third Grade
	Erin Coyle Technology Resource
	Nicole Curtis Kindergarten
	Deberah Farmer Speech
	Marybeth Funk Fourth Grade
	April Garrett EBD/SC Intermediate
	Soyeun Kim ESL
	Carrie King Computer
	Carla Kolodey Fifth Grade
	Susan Lancaster Instructional Coach
	Mary Leslie Third Grade
	Tammie Motley Reading Recovery
	Grace Palmer Second Grade
	Rinaldo Quintanilla BAI
	Carol Raidt Reading Recovery
	Justina Reichardt Kindergarten
	Connie Rosales ECE Resource
	Jessica Scanlon EBD/SC Primary
	Shannon Simmons Fifth Grade
	Leah Slucher Library
	John Timm ECE Resource
	Michelle Torres First Grade
	Latonia Turner First Grade
	Scott Wade PE/Practical Living
	John Ward Art/Humanities
	Lavonya Watkins ECE Resource
	Tanya Ward TLC
	Vacant ESL

Staff Directory (continued)

Instructional Assistants:	Bertha Anderson	Instructional Assistant
	Mardele Beard	Instructional Assistant
	Debra Goode	ECE Instructional Assistant
	Jenna Sanders	Instructional Assistant
	Linda Soeder	Instructional Assistant
	Erica Thorn	ECE Instructional Assistant
Prekindergarten:	Retha Beckham	Bus Monitor
	Brenda Fambrough	Prekindergarten Assistant
	Khoda Stone	Prekindergarten Instructor
	Sharon Thomas	Prekindergarten Instructor
	Faye Walker	Bus Monitor
	Kevon Woodson	Prekindergarten Assistant
Cafeteria:	Kim Young	Manager
	Melissa Davis	Lead Food Service Assistant
	Kendra Trice	Food Service Assistant
	Charita Young	Food Service Assistant
	Doris Willbanks	LOA
Custodial:	J. Mark Pippin	Plant Operator
	Jesse Hicks	Custodian
	Pat Morgan	Custodian
Security:	Jason Erion	Security Guard
Nurse:	Carol Carnell	Nurse



General Information

The faculty, staff, and Parent Teacher Association (PTA) welcome you to Roosevelt-Perry Elementary. We are pleased to provide you with this student and parent handbook, which contains important information you will need to know about our school. The faculty and staff are dedicated to providing a successful learning environment for all students, and we encourage all parents to take an active part in this endeavor by participating in and supporting all school activities. We ask for your cooperation and support so that we may provide your child with a rewarding and enriching educational experience. **Please take time to read this handbook thoroughly. Keep it in a convenient place so you can refer to it.**

Address: 1606 Magazine Street, Louisville, KY 40203

Telephone: 485-8319—school office

585-5239—fax

485-8632—cafeteria

485-8189—Family Resource Center (FRC)

Web Site: www.jcpsky.net (Click on *Schools*, go to the Elementary Schools pull-down menu, select Roosevelt-Perry, and click on *Visit Our Website* at the top of the page.)

Change of Address/Telephone Number

It is very important that the school maintain an up-to-date address and telephone number for every student. If you have a change of address or telephone number, please notify the school immediately.

Arrival and Dismissal

The instructional day begins at 9:05 a.m. and ends at 3:45 p.m. Please observe all rules and regulations that relate to pedestrian, auto, and bus safety. These guidelines have been developed to ensure the safe arrival/departure of the students and to allow maximum use of the school day for instruction.

Arrival Schedule—8:20 a.m.

Walkers/Car riders are to be dropped off at the intersection of 16th and Magazine Streets. The security guard is posted there to ensure the safety of students. **No cars are allowed on Magazine Street during arrival times, 8 to 9:15 a.m.** This is a loading/unloading zone for buses only. **To ensure proper supervision, the earliest that students may arrive is 8:20 a.m.** Students wait in the cafeteria or all-purpose room until dismissed to their classrooms at 8:55 a.m. **Students not in the classroom by 9:05 a.m. are considered tardy and must stop by the tardy desk (Door No. 2) to receive a tardy pass before going to the classroom.**

Dismissal Schedule—3:45 p.m.

Car riders are dismissed from the fenced area on 16th Street, Door No. 4. **No cars are allowed on Magazine Street during dismissal times, 3:30 to 4 p.m.** Parents may not come to the front lobby to pick up a student.

Car riders are given a card with their name and a number. This system helps ensure that all students are dismissed to the appropriate parent/guardian on 16th Street.

Remember: “Drive Slowly, and Watch for Children.” The pick-up area for car riders becomes quite congested during afternoon dismissal time. The security guard will be at the intersection of 16th and Magazine Streets.

Walkers and Daycare Vans

Students are dismissed on 17th Street (Door No. 10). Staff members assist with dismissal on 17th Street. Remember: “Drive Slowly, and Watch for Children.”

Bus Riders

For the safety of all students and for the timely unloading of buses, **cars are not permitted in the bus zone (front of school) between 8:30 and 9:15 a.m. and between 3:15 and 4 p.m.**

- At 3:45 p.m., the office begins the dismissal process.
- Depot buses are dismissed first, followed by daycare vans, car riders, and walkers.
- Teachers on the first floor escort their students to buses as called.
- Teachers on the second floor escort their students to buses as called.

Bus-Riding Regulations

Students transported by school bus are responsible for obeying the rules and regulations set forth in the Jefferson County Public Schools (JCPS) *Code of Acceptable Behavior and Discipline*. All bus riders will receive an acknowledgment of bus-behavior rules and regulations and return it to the bus driver. Students are suspended from bus-riding privileges if, after one discipline referral, their behavior does not improve. Inappropriate, disruptive bus behavior distracts the driver and puts all students on the bus in a dangerous situation. Therefore, a student’s behavior that is a distraction to the driver and that could cause harm to others on the bus results in that student’s temporary suspension from bus transportation.

Dismissal Procedures

When it is necessary for a student to leave school before 3:45 p.m., he or she is released only to a parent or a person authorized by the parent. Authorization must be given in writing or through a verifiable telephone call. A student is sent home his or her usual way unless a note, dated and signed by the parent/guardian, is sent to the school office stating that the student is to go home a different way.



Attendance

Regular attendance is vital for successful school work. It helps ensure that a continuous progression of academic and social skills are taught each day in the classroom. Being on time is also an important life skill. Students who are tardy miss important directions and instruction, disrupt the learning climate, and cause the teacher to spend time away from instruction in order to change attendance records.

Tardiness

Students who arrive at school after 9:05 a.m. are considered tardy and must receive a tardy pass before going to their classrooms.

Kentucky law requires that schools document any time a student is out of school. The state also regulates the way that documentation is done, including such situations as a student’s arriving late to school, leaving school and returning, or leaving early.

Excused Absences

Visits to the doctor/dentist, confirmed illness, death in the immediate family, and religious holidays constitute excused absences. When a student is absent, the office **must** be notified. **A parent’s note must be sent when the child returns to school.** Students who have continued or serious health problems are required to bring a doctor’s excuse. We encourage you to schedule your child’s appointments around school hours. **Vacations during the school year are not excused absences.**

Please do not send your child to school ill or with a fever. This affects the performance of your child and the health of other students/staff.

Unexcused Absence Policy

All students are required by law to attend school every day and to be on time for school. According to the JCPS *Code of Acceptable Behavior and Discipline*: “The district records excused and unexcused absences daily to comply with Kentucky law 159.150 which states, **‘Any child who has been absent from school without valid excuse for more than three (3) days is a truant.’** All absences are considered unexcused until the office receives a note.

Roosevelt-Perry Elementary faculty members strongly discourage unexcused absences, such as vacations, when school is in session. In addition to the loss of academic learning, such absences undermine the teaching of responsibility and commitment to education and are disruptive to the classroom learning environment. If an unexcused absence is necessary, parents are asked to give the office one week’s written notice, which includes dates of absence and any other special circumstances.

If a student has frequent unexcused absences or tardies or if social services are needed that cannot be provided through the Family Resource Center (FRC), a referral is made to the JCPS Pupil Personnel Department.

Attendance/Truancy Prevention Plan—Roosevelt-Perry

Parents/Guardians of students who have unexcused absences will be notified according to the guidelines listed below:

- 3 **unexcused absences**—Parents will receive a phone call or letter; student is truant.
- 4 **unexcused absences**—Parents will receive a phone call or home visit.
- 5 **unexcused absences**—Parents will receive a letter from the principal.
- 6 **unexcused absences**—Parents will receive a visit from a school social worker; student is habitually truant.
- 9 **unexcused absences**—Referred to school social worker.
- 12 **unexcused absences**—Referred to school social worker; final notice is given before court action.

Make-Up Work

- Students are expected to make up work according to the *JCPS Code of Acceptable Behavior and Discipline*.
- It may not always be possible for make-up assignments to be available prior to a student's absence.
- It may not be possible to make up all activities, e.g., group work, demonstrations, and experiments.
- After three days of unexcused absences, a letter regarding truancy is issued from the Jefferson County Board of Education (JCBE).

School Cancellation

Cancellation of school takes place only during such circumstances as extreme weather, equipment failure, or public crisis. The JCBE and district administrators are aware of the hardship that can be caused by an abrupt cancellation; therefore, school is not cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means, including radio and television, is used to notify parents of a cancellation.

Transfers and Withdrawals

The parents of a student who is moving out of the Roosevelt-Perry Elementary resides area should contact our school office immediately so that appropriate steps can be followed to withdraw the student on his or her last day at our school.

Parties/Celebrations

If a parent wishes to bring or send a treat for birthdays, the treat should be individually wrapped or store-bought. No homemade items will be accepted. An example of an appropriate treat is small cupcakes. Plates and napkins should be provided with the treat. All parties are held between 3 and 3:30 p.m.

School Uniform Policy

The students of Roosevelt-Perry Elementary follow a uniform dress code. Parents are contacted if their child is not dressed in appropriate clothing. Students who consistently come to school out of dress code are sent home.

The dress code for the Prekindergarten Program (3- and 4-year-old program) is optional.

If the Roosevelt-Perry Dress Code causes financial difficulty, please contact the school office at **485-8319** or the FRC at **485-8189** for assistance.

Dress Code Information

Shirts/Blouses

(Nothing with **print or pictures** on it; all shirts must have a collar.)

- Oxford shirt—light blue, white, navy blue
- Polo shirt—light blue, white, navy blue
- Turtleneck—light blue, white, navy blue
- May wear T-shirts with Roosevelt-Perry logo

Sweaters, Sweatshirts

(Nothing with **print or pictures** on it)

- Gray, navy blue sweaters
- Gray, navy blue sweatshirts
- May wear sweatshirts with Roosevelt-Perry logo

Slacks, Shorts

(Slacks/Shorts must have belt loops. Shorts may be worn only in August, September, April, May, and June.)

- Khaki (tan), navy blue, or black (**no jeans or denim**)

Skirts, Jumpers

- Khaki (tan), navy blue, or black (**no jeans or denim**)

Socks, Stockings, Tights

- White, navy, black, or brown

Belts (Optional for 5-year-olds)

- Must be plain
- No distracting belt buckles

Dress Code Policies

- Shirts/Blouses are to be fully tucked in to pants/skirts.
- Belts/Suspenders must be worn with pants.
- Pants may not sag and must fit correctly.
- Blue, black, or khaki (tan) shorts may be worn in August, September, April, May, and June only.
- Shoes with closed toes and heels must be worn at all times. Flip-flops, shower shoes, house shoes, clogs, and jellies are unacceptable.
- Girls **may not** wear makeup, lip gloss, or false fingernails at school.
- All keys on a necklace **must** be worn on the inside of the students' shirts.
- Students may not wear jewelry that distracts from learning (e.g., dangle earrings, light-up necklaces, nose rings).
- No jackets may be worn in the classroom.
- Hoods, hats or toboggans may not be worn in the school building.
- Distracting hair cuts, styles, or color are unacceptable and not permitted in school.
- **The principal** is the final authority in matters pertaining to appearance and determines days and situations for casual dress (e.g., field trips, special events).

Consequences

If a student comes to school out of dress code, the following steps are taken:

- A parent is contacted and is required to bring the appropriate clothing.
- If a parent is home but does not have transportation, then the student is driven home by appropriate school staff.
- If a parent cannot be reached, a letter is sent home reminding parents of the dress code exceptions.
- Failure to comply with the dress code will result in a mandatory meeting with the principal.

Dress Code Assistance

- The FRC will distribute dress code clothing in emergency cases only (e.g., student wets, clothes rip).



School Services

Bookstore

School supplies may be purchased at the school bookstore, which is open before school from 8:45 to 9 a.m.

Cafeteria

The cafeteria serves all students (P1 [kindergarten] through grade five) a nutritious breakfast and lunch, which can be purchased daily.

Students are assigned a four-digit lunchroom ID number that must be memorized. The student tells the cashier the ID number, and it is entered into the computer. If you wish, your child's account can be credited with whatever amount you want to deposit. When your child goes through the lunch line, the lunch amount will be automatically deducted from the credited amount.

If students forget their lunch money, they may charge their lunch that day and repay the charge the next day. If, however, **five** charges are unpaid, students receive, at no cost, a sandwich, milk, and fruit until the charges are paid. Adult and à la carte charges are prohibited at all times.

Free or reduced-price meals are available to students who qualify based on United States Department of Agriculture (USDA) guidelines. **A new application must be completed every school year.** Applications have been mailed to all students. They are also available in the school office or by calling **495-7080**.

Parents are always welcome guests during the lunch period. **We do request, however, that parents DO NOT bring in breakfast or lunch from fast-food restaurants to be eaten in front of other students. Doing so is inconsiderate of the other students and conflicts with our own lunch program.** Carbonated beverages should not be sent from home. At the end of the lunch period, parents should say goodbye to their child. Then the instructional day can resume. Students should not be taken out to eat away from school during the assigned lunch time. **We do not allow the sharing of food due to food allergies. No open food or drink items may be removed from the cafeteria.**

Meal Prices

STUDENTS		BREAKFAST	LUNCH
	Full Price	\$1.75	\$2.25
Reduced Price	.30*	.40*	

*USDA Guidelines

Note: An additional milk costs 35 cents.

ADULTS	No adult meal prices will be set. All sales to adults will be priced as à la carte.
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Computer/Technology Lab

Students are provided the opportunity to learn computer and technology skills throughout the school year. Every class is assigned time weekly. Every classroom has computers and access to several printers. The computer lab has an extensive collection of programs that reinforce the curriculum and teach design technology. Roosevelt-Perry Elementary is wired for the Internet, and every classroom has access. The JCPS technology skills continuum is taught. Visit our Web site at www.jcpsky.net. Click on *Schools*, go to the Elementary Schools pull-down menu, select Roosevelt-Perry, and click on *Visit Our Website* at the top of the page.

Conferences

The regularly scheduled Parent-Teacher Conference Days are **October 6, 2009**, and **February 15, 2010**. If a need arises, conferences may be requested by the teacher or parent. Scheduling is done by the teacher, taking into consideration the convenience of the parent. Teachers cannot conduct doorway conferences from 8:50 to 9 a.m. or from 3:20 to 3:50 p.m. They are responsible for the students in the classroom. Please schedule a conference.

Extended School Services

Roosevelt-Perry offers both a before- and after-school program and a during-school program, based on test data, for students who need extra help with reading and writing strategies. Extended School Services (ESS) begin in the fall and continue all year.

Family Resource Center

Roosevelt-Perry Elementary has an FRC located in Room 101. The office hours are Monday through Friday from 8 a.m. to 4:30 p.m. or by appointment. The telephone number is **485-8189**, or you may call our school office and leave a message. Kevin Knochenmus is the FRC coordinator.

Guidance Counseling Program

A counselor provides services to students, teachers, and parents and is available to help you help your child. Appointments with the counselor may be made by calling the school office.

- **Counseling (Individual and Group Guidance)** provides developmentally appropriate classroom guidance lessons.
- **Conferences** are held with students, parents, and teachers.
- **Testing** coordinates and supervises the school's complete testing program and interprets the data.
- **Referrals** are sent by the counselor to the appropriate agencies.
- **Exceptional Child Education (ECE)** coordinates the testing process for students referred for evaluation (e.g., referrals, parent permission, interventions, appropriate placement).

Library Media Center

Our library media center is a vital part of the total instructional program. It contains an extensive collection of books, audiovisual materials, and equipment. Students go to the center at a scheduled time for instruction, and the center is open for research at all times. Parents are invited to visit and use the library.

Supplies and Textbooks

All basic textbooks are loaned to students for their use. Students are expected to properly care for the books assigned to them. Lost or damaged books must be paid for by the student or his or her parent before another book is assigned. Classroom teachers provide a list of needed supplies at the beginning of the school year. Any student needing assistance with school supplies may bring a note from his or her parent.

Students who qualify for the free or reduced-price lunch program qualify for the instructional/field trip fee waiver. This form is sent home to all students who qualify, or it may be requested through the school office.

Backpacks

No backpacks with wheels should be used at Roosevelt-Perry Elementary. Several students with this kind of backpack have been injured during arrival and dismissal. Also, the backpacks with wheels do not fit in the closets.

Health and Safety

Security

When entering the building, all visitors and parents are required to sign in at the office and to pick up a visitor ID tag. **Every visitor** (nonstaff member) will be issued an ID tag to wear while in the school building.

Visitors/Volunteers

Visitors and volunteers are always welcome. However, we ask that you do not interrupt the instructional day by walking students to and from classrooms. Please say your goodbyes in the front lobby.

Volunteers must be prearranged with the classroom teacher to cut down on interruptions during the instructional day.

Medication

School personnel will not administer any form of medication unless it is authorized. When it is necessary for a student to take any form of medication at school, a signed, notarized medical form must be submitted. **No** medicine (prescribed **or** over-the-counter) may be given to a student without this signed form. Forms are available in the nurse's office and may be notarized there. All medication is kept and dispensed through the nurse's office.

Health Records

Each student **must** have a valid Kentucky Immunization Certificate and school medical examination form on file. All P1 students must have an eye examination by **January 1, 2010**. Official state birth certificates are also required for every student. Information concerning any specific health problem or condition a student may have should be reported to the school office and nurse and recorded on the permanent health record. The school nurse will notify proper personnel of health concerns.

Illness/Injury at School

Students who become ill or injured or who have a fever during school hours are sent to the nurse's office. Parents are notified immediately. If we cannot reach you, we use the emergency contact information you have provided. Please remember, we cannot keep students who are ill at school. Accident reports are filed in the school office.

Personal Property

Students are responsible for the safety and security of their own personal property. **Please write your child's name on clothing and personal items with a permanent marking pen.** Unclaimed lost-and-found articles are sent to the 15th District PTA Clothing Assistance Program. Check by the tardy desk (Door No. 2) for lost-and-found items. Toys, games, CD players, cell phones, and Walkman devices should be kept at home.

Fire and Disaster Procedures

Students and teachers participate in at least one fire drill a month and three disaster drills a year. When these drills occur, students silently walk single file from the classroom to designated areas. The school is prepared for a variety of emergency situations, including bomb threats.

Student Placement Policy

The faculty of Roosevelt-Perry Elementary School is dedicated to providing a successful learning environment for all students. Criteria used for the placement of students includes sex, academic needs, teacher recommendations, and parent requests.

Parent requests for a particular classroom must be made in writing. A parent request, although considered carefully, does not guarantee placement in a specific classroom or program.

Roosevelt-Perry Elementary School establishes homerooms primarily by grades with some multiaged grouping. Classes including multiaged grouping are based on individual, developmentally appropriate needs.

Primary and Intermediate Program Guidelines

The Primary and Intermediate programs follow the curriculum guidelines defined in the Kentucky Core Content and the JCPS *Core Content Guides*. Textbooks used in all classes are those approved and adopted by the state textbook committee. Literature-based books and other resources are chosen from lists distributed/approved by the curriculum and media departments of the state and JCPS. The Roosevelt-Perry School-Based Decision Making (SBDM) Council approves all textbook choices. A complete set of the JCPS *Core Content Guides* and Performance Standards and the Kentucky Core Content are available in the school library or on the JCPS Web site for parent review.

To create a curriculum that addresses the strengths and weaknesses of all students/ programs and to design professional-development courses, district administrative staff and teachers use student performance, assessment reports, JCPS-designed surveys, and academic achievement data.

Parent representatives on the SBDM Council, the Curriculum Committee, and the Professional-Development Planning Committee contribute valuable parent input for the curriculum and programs. Parents are invited and encouraged to join the Curriculum Committee as well as all committees.

Primary Program

Roosevelt-Perry Elementary School establishes multiage groupings in homerooms with one Primary level for use in teaching sequential subject areas, such as math and language arts. Classes include multiage groups that are developmentally appropriate and follow ungraded Primary guidelines. Broader age-ability groupings are used for science, social studies, and special activities. Teaching teams adjust groups as needed to best benefit students on the team.

The Primary Program is that part of the elementary school in which students are enrolled from the time they begin P1 until they are ready to enter grade four.

Progress Codes/Overall Grades

- O Outstanding
- S Satisfactory
- U Unsatisfactory

Supporting Skills Codes

- Blank . . . Not working on
- W Introduced/Working on
- + Successful
- X More help needed

Report cards are sent home every 12 weeks. In addition, an interim report is distributed between report cards.

Intermediate Program

Grades four and five constitute the Intermediate Program. The Intermediate Program uses a graded system. The following designations are based on a percentage score:

A	93–100%
B	86–92%
C	79–85%
D	70–78%
U	Below 70%—unsatisfactory performance

Grades for conduct; work and study habits; and participation in such areas as art, computer, music, physical education, and foreign language are designated as follows:

O	Outstanding
S	Satisfactory
U	Unsatisfactory

Report cards are sent home every 12 weeks. In addition, an interim report is distributed between report cards.

Homework Policy

Homework is designed to provide students with opportunities to practice skills and to deepen their understanding of content taught in class. Findings in recent years suggest that homework does positively influence the achievement of elementary students. Roosevelt-Perry has developed the following homework policy:

- Homework is graded, recorded, and/or reviewed by the teacher.
- Although there may be exceptions (projects, special assignments), daily homework should equal approximately ten times the grade level of the student (a second grader should spend 20 minutes, a third grader 30 minutes, etc.). Kindergarten students should spend between five and ten minutes.
- Students in Primary grades receive homework assignments on a daily basis. Students in Intermediate grades are expected to write their daily assignments in their Agendas.
- Incentives for homework completion and consequences for not returning homework are at the discretion of the teacher who assigns the homework.
- Make-up work is given to students who have excused absences. Students are allowed one day plus the number of days that they were out to complete and return assignments.

The following suggestions are things that can be done at home to help the student with homework:

- Designate a quiet spot to do homework.
- Ensure that your child has all the materials/supplies he or she needs to complete assignments (pencil, paper, glue, ruler, dictionary, etc.).
- Create a consistent schedule for homework.
- Encourage your child to work independently, but look over the work when it is finished.

- However, there may be exceptions. If your child cannot consistently complete homework independently or it is taking longer than it should, please communicate this to the teacher.

At the end of the school day, students are expected to take home all materials needed to complete homework assignments. Students are not allowed to return to school to get forgotten items.

Discipline Plan

Mission

Roosevelt-Perry Elementary provides a safe environment that instills mutual respect and empowers all to become responsible learners.

We Believe:

- All students can learn by being actively involved in activities that utilize multiple intelligences.
- In an orderly environment based on a positive schoolwide discipline plan.
- We are a professional staff that supports the school community in a helpful and rewarding way.
- Parents and community members are a vital key to our success.
- Interaction between all ages through a variety of enrichment opportunities is essential to promote lifelong learning.
- A clean, inviting school atmosphere is conducive to learning.

Basic Principles for Schoolwide Discipline

- Believe that students can learn to behave appropriately.
- Dealing with student behavior is a part of everyone's job.
- Rules have to make sense.
- Be a caring role model.
- Treat students with dignity.
- Fair is not always equal. Treat students as individuals.
- Support colleagues for consistency.
- Take a proactive, not a reactive, approach to discipline.

Expectations, Rules, and Procedures

Schoolwide and classroom expectations, rules, and procedures are to foster our students' ability to be:

- Caring.
- Responsible.
- Respectful.
- Helpful.

Schoolwide Rules

- Follow directions.
- Stay in assigned area.
- Speak positively.
- Keep hands, feet, and objects to self.
- Respect each other and property.
- Walk.

Voice Levels

All staff members are to teach, model, and remind students of the **four voice levels**:

Level	Sounds like
3	Fills the room (presenter's voice)
2	Conversation
1	Whispering
0	No talking

Pathways to Success

- Proactive discipline (creating, modeling, and practicing the rules and procedures)
- Reminding and redirecting
- Consequences (not punishments)
- Time-out in a buddy teacher's room
- Involve nonclassroom support
- Involve Student Behavior Response Team (SBRT)

Discipline Referral Plan

First referral—The student is sent to a time-out location with appropriate assignments, and a letter is sent home. The student completes work assigned in time-out, and the parent is contacted.

Second referral—The student is sent to a time-out location with appropriate assignments, and a letter is sent home. The student completes work assigned in time-out. The principal, counselor, FRC coordinator, or Tutoring Learning Center (TLC) coordinator calls a parent for a phone conference.

Third referral—The student is sent to a time-out location with appropriate assignments, and a letter is sent home requesting a parent conference within 24 hours with the student, teacher, and principal. During the conference, the teacher describes the behavior that led to the referral and the student has an opportunity to respond. The teacher explains the classroom behavior-management strategies used to prevent the referral. All parties work together to determine appropriate actions, such as establishing a behavior contract or providing consequences at home. The student completes work assigned in time-out until the conference is held.

Fourth referral—The student is sent to a time-out location with appropriate assignments, and a letter is sent home requesting a parent conference with the FRC coordinator/TLC coordinator to discuss possible support services or suspension at the discretion of the principal.

Fifth referral—An intermediate intervention conference is held with the parent and principal, or the student is suspended at the discretion of the principal. The student may not return to class until the parent and principal have intervened.

A referral is considered a first referral for any student who has maintained a minimum of 20 school days of appropriate behavior since his or her last referral.

If a referral is given for violent behavior, the parent is notified immediately. The behavior may result in suspension, if deemed appropriate by the principal, regardless of the number of referrals a student has previously received.

Use of the word *teacher* refers to the teacher, instructional assistant, or other staff member who gave the referral.

This plan is in accordance with the JCPS *Code of Acceptable Behavior and Discipline* and the *Student Bill of Rights*.

Student Rights

All students and parents receive the JCPS booklet entitled *Code of Acceptable Behavior and Discipline* and the *Student Bill of Rights*. Students meet with administrative staff during the first week of school to review this booklet. Parents are to review the booklet and **sign and return** the inside page of the front cover to the teacher. The purpose of the booklet is to ensure the health and safety of all students and to provide guidelines that will promote a positive, safe learning environment.

Lunchroom Rules

- Students must **walk** in the lunchroom, through the lunch line, and when returning to class. There is absolutely no running. Students should walk in a single-file line at all times.
- Once seated, a student is not to leave the table to get a forgotten item, such as a napkin, straw, etc., without permission from the Lunchroom/Office Assistant (LOA). If something is forgotten, the student should raise his or her hand and the LOA will assist the student.
- Moderate voice-level conversation between fellow students at the table is permitted. Loud voices and inappropriate conversation are not acceptable.
- Students will use acceptable public behavior. Good manners must be used at all times.
- Immediate area is to be kept neat, and any items dropped must be picked up from the floor.
- Students must keep their hands to themselves at all times.
- There is to be **no** talking when students are put on silence by LOAs/staff members. This is a must. Important information may need to be announced to the students.
- There is to be no sharing and/or trading of food.

Students who break the rules will be disciplined in the following manner:

- **First offense**—An oral warning
- **Second offense**—The student sits at a table by himself or herself for a day.
- **Third offense**—Notification is sent home to the parent/guardian regarding what offense has occurred. The notification must be signed and returned to school. The student sits by himself or herself until the notification is returned, thereby assuring that the rules of the lunchroom have been reviewed by both the parent and the student.
- **Fourth offense**—The student is sent to a school administrator.

Students who continue to exhibit inappropriate behavior or who are disrespectful toward each other or toward adults in the cafeteria are referred to a school administrator. Parents are contacted for a conference.

Parents are always welcome guests during the lunch period. Parents are asked **not** to bring in lunches from fast-food restaurants to be eaten in front of the students. Doing so is inconsiderate of the students and conflicts with our own lunch program. Students should not be taken out to eat away from school during the assigned lunch time. **Soft drinks are not to be sent or brought to school for lunch, other than on field trips.**

Each day is a new start. The LOA communicates with classroom teachers when their classes are picked up at the end of the lunch period.

Expectations for Student Behavior

- Report to bus stop/school/all classes regularly and on time.
- Remain in class and at school until excused by a teacher and/or administrative staff.
- Have appropriate working materials for each class, and complete assignments on time.
- Be responsible for personal and school property.
- Use appropriate behavior, and use courteous language with everyone.
- Treat students and adults with respect.
- Act in a safe, responsible way at school and going to and from school.
- Practice good health habits.
- Follow the rules and regulations of the classroom and the school.
- Follow behavior guidelines in accordance with the *JCPS Code of Acceptable Behavior and Discipline*.

Methods of School Discipline

- Verbal reprimand from a teacher, staff member, or administrator
- Time-out place (temporary separation from peers)
- Constructive assignment
- Conference with principal/guidance counselor
- Behavior contracts
- Reasonable activities to restore defaced and/or damaged property
- Temporary withdrawal of privileges
- Notification of student's misconduct to parent/guardian by phone and/or letter
- Conference with parent/guardian, teacher, and/or administrator

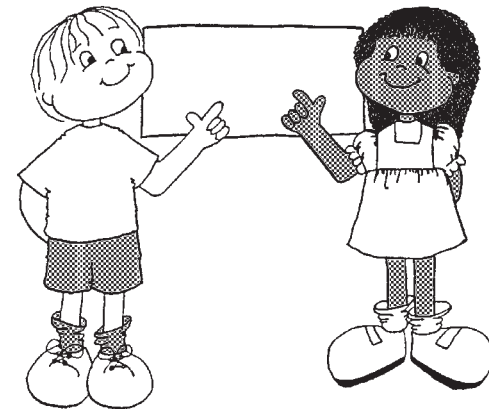
- Suspensions are used according to approved guidelines when other informal methods of discipline have proven ineffective.
- Disciplinary action used to improve student behavior will involve parent input.

Refer to the *JCPS Code of Acceptable Behavior and Discipline* for more information on school violations and consequences. A teacher may bypass this system and immediately refer a student to the counselor or principal if the infraction involves injury to the student or another person, a threat to another person's safety, vandalism to property, or out-of-control behavior that prevents classroom instruction from continuing.

School-Based Decision Making

Our school operates with a School-Based Decision Making (SBDM) management system. Elected representatives from the staff and parent body together with the principal form the SBDM Council, which meets monthly in an open forum to conduct business concerning the school program.

Committees and subcommittees composed of staff members and parents meet to make decisions concerning specific topics/issues and report to the council. The committees are Budget, Curriculum-Instruction-Assessment, School Culture-Climate, and Professional-Development Planning. The council meets on a regular, monthly schedule that is decided by the newly elected council members. Committees meet once each month or as needed. Parents are invited and encouraged to join a committee. Agendas and minutes are posted on the bulletin board in the main office.



Acknowledgment of Receipt of the *Roosevelt-Perry Elementary School Student and Parent Handbook*

Please cut this form from the booklet, and return it to your child's teacher.

Student's Name: _____

Teacher: _____

As the parent/guardian of _____,
I have read and discussed the *Roosevelt-Perry Elementary School Student and Parent Handbook* with my child.

Parent's/Guardian's Signature Date

Parent's/Guardian's Signature Date

Student's Signature Date



