

# Theodore Roosevelt Elementary

Vanguard & Dual Language Academy

## Parent and Student Handbook



Committed parents, teachers and community leaders leveling the playing field, one child at a time, by providing targeted educational experiences and developing global citizens who will inspire change for many generations to come.

Academic School Year  
2017 - 2018



Welcome to Theodore Roosevelt  
Vanguard and Dual Language School

We are extremely honored and thrilled that you have selected Roosevelt Elementary. The 2017-18 school year promises to be an excitingly productive and culturally rewarding. Roosevelt offers Dual Language instruction at the PK, Kindergarten and First grade levels allowing students to become bi-literate and bilingual as they navigate the curriculum. Additionally, here at Roosevelt this year, every student will experience global learning in their classrooms and discover fascinating aspects of various cultures, traditions and historical accounts from around the world!

Roosevelt devotedly and consistently offers one of the best Vanguard programs in HISD. Our campus is rich in both tradition and cutting-edge educational instruction. We proudly provide our scholars with a strong academic program that includes project-based learning, technology in the classroom, digital learning, various reading incentive programs and learning platforms tailored to each student's learning abilities and aspirations.

The dedicated teachers and staff at Roosevelt pledge to provide all scholars with the necessary skills to become independent, critical thinkers who are also ready to readily compete for rigorous middle school programs. They also strive to instill a high sense of self-esteem, compassion for others and desire to achieve in every child that enrolls in our school, preparing them for success in their future career paths.

Parents are welcomed partners on our campus and we have a robust group of volunteers - named PAWS (Parents Assist With School) - who provide support and assistance on a daily basis. For those new parents who are interested in joining us, we are always seeking field lesson chaperones and classroom readers!

We have an amazing Parent-Teacher Organization here at Roosevelt that works diligently and collectively with us to facilitate many wonderful campus events and engaging student activities. They are socially well-connected and highly visible on our campus. Because of these phenomenal parents who "spread the good news" about all the wonderful volunteer opportunities, parent events and school activities, our scholars are supported 100%.

As you can see, Roosevelt is an active, student-centered and community focused campus that is committed to social and academic excellence.

Thank you for being a part of our community!

**The Roosevelt Administrative Team**



## First Day Procedures for All Students

- ❖ Class rosters will be available in the front of the school. Signs will be placed in the hallways to direct you to the multipurpose room (MPR). Teachers will report to the (MPR) room the first day of school to pick up their class. Parents may escort their child to the class during the first three days of school. After the 1<sup>st</sup> day, students will be held in the MPR until 7:45. Parents are encouraged to drop students at the MPR and leave. PK –K teachers will pick up students from MPR daily. 1<sup>st</sup>-5<sup>th</sup> students will be taken to their hallways at 7:45 am by our monitors.
- ❖ If you do not see your child's name on a roster, please report to the main office.
- ❖ **During the first two weeks of school, we work closely with the district to register and enroll students across our community. As a result, we normally wait to balance classes, until the first two weeks are over.**

## First Day of School Procedures for 1<sup>st</sup> – 5<sup>th</sup> Grade Classrooms

- ❖ Parents of 1<sup>st</sup> thru 5<sup>th</sup> grade students will be allowed to escort their children to their respective classrooms on the first two days of the new school year: **September 11-15<sup>th</sup>** .
- ❖ **After the 18<sup>th</sup>** , students in grades 1<sup>st</sup>-5<sup>th</sup> will follow regular morning procedures.
- ❖ Morning Drop Off: 7:05 a.m. – 7:45 a.m. at circular drive to MPR (PK-2<sup>nd</sup>) and cafeteria (3<sup>rd</sup>-5<sup>th</sup>). Roosevelt staff members will escort students to their classrooms from the morning drop-off areas.
- ❖ Students arriving after 7:45 a.m. must be dropped off at the main entrance.

## First Weeks of School Procedures for PK and Kinder Classrooms

- ❖ **Parents of Pre-K and Kinder students (only)** will be allowed to escort their children to their respective classrooms **September 11 – 15, 2017**. Beginning **September 18<sup>th</sup>** , students will follow regular morning procedures.
- ❖ Morning Drop Off: 7:05 a.m. – 7:45 a.m. at circular drive to MPR (PK-2<sup>nd</sup>) and cafeteria (3<sup>rd</sup>-5<sup>th</sup>). Roosevelt staff members will escort students to their classrooms from the morning drop-off areas.
- ❖ Students arriving after 7:45 a.m. must be dropped off at the main entrance.
  - ❖ **Parents will not be allowed to eat lunch with students until after October 2, 2017.** This will allow our students time to learn important social skills and appropriate cafeteria skills which will create independence during mealtime. Be assured that adequate personnel will be available to supervise and assist the young scholars during this learning process.

## Grandparents' Day

- ❖ There will only be two exceptions to this procedure: *(1) Grandparents' Day Luncheon* scheduled for September 21, 2017. Grandparents will be invited to have lunch with their grandchild. On this day, grandparents will escort their grandchild back to class **with the teacher**;



## A Community for Scholars: An Overview of Our Responsibilities

### Administrators

- Provide a safe learning environment that promotes high standards in academics, behavior, and social interactions.
- Work closely with the community and with the Shared Decision-Making Committee (SDMC) to promote excellence for all stakeholders.
- Promote and encourage parental assistance and support for all students.
- Provide information to all parents and students in a timely manner.

### Teachers

- Establish a positive learning environment where all students are expected to thrive emotionally, socially, and academically.
- Set high standards of achievement.
- Provide support to each student to meet their individual needs.
- Establish a fair classroom management system that encourages students to take responsibility for their actions.
- Establish and support an open line of communication with parents.



### Parents

- Ensure student attendance and timeliness throughout the year.
- Contact teachers consistently to inquire about grades, progress made, behavior, assessments, and other school based activities.
- Provide the school and the teacher with the most current phone numbers and addresses. Inform the school and/or teacher when phone numbers change.
- Ensure your child completes his/her homework on a **daily basis**. Ensure your child is reading every day.
- Volunteer in the school to support various activities and to assist teachers on campus. We require parents to register with the District's Volunteers in Public Schools (VIPS) program. Please register online at [HoustonISD.org/VIPSLLogin](http://HoustonISD.org/VIPSLLogin). You can also contact the VIPS Program Administrator Lucy Morales at (713) 696-2820.

Step 1: Register online at [HoustonISD.org/VIPSLLogin](http://HoustonISD.org/VIPSLLogin)

Step 2: Once you have registered, you must go in person to the school and show Photo

- Identification.
- Step 3: Identification information will go into our database for processing by the Volunteer Coordinator.
- Step 4: The criminal history background check can take a week to complete.
- Step 5: Once you are **CLEARED** to volunteer, you are eligible to volunteer throughout HISD.

## ACADEMICS

- Our philosophy of education includes active student engagement, rigorous teaching and learning, and a desire to achieve high standards.
- Every student is expected to grow academically and socially. We would like our students to think, reason, and use their minds well.
- Students at Roosevelt are instructed through project based learning. Projects are expected to be completed in grades PK – 5 throughout the course of the year. Every content area is reinforced by the projects.
- Students are given homework on a daily basis. Homework is an extension of class learning and an opportunity for practice.
- Field lessons are a part of the instructional plan and culminate a unit of study. They are excellent opportunities for students to apply and evaluate what they learn in the classroom outside the campus walls. We highly discourage parents from using field lessons as a punishment tool.



## ATTENDANCE & SCHOOL HOURS



- School hours for the 2016-2017 year are **7:55 a.m. – 3:15 p.m.** Monday thru Friday.
- **On early dismissal days, the school day ends at 12:45 p.m.**
- When students need to be released early for medical appointments, please notify your child's teacher in writing (by letter or email) in advance so that proper assignments and necessary information is sent with him/her that day.
- Please understand that we will not release students after 2:45 p.m. on Monday - Friday. Likewise, students will not be released after 12:15 p.m. on early release days.
- The end of the school day is still dedicated to instruction. Therefore, missing any part of the final hours can and will negatively affect your child's progress. Please plan your appointments accordingly.
- Should your child need to visit the doctor or dentist during the school day, please attempt to make the appointment after our official attendance time of 10:00 a.m. If you are limited to morning appointments, please bring your child to school before 11:00 a.m. with a valid doctor's and/or dentist's excuse. In both these cases, your child will not be counted absent.
- Perfect attendance incentives are provided to encourage students to come to school daily. Students who are present all week are allowed to wear blue jeans and a school collared shirt on

the following Monday. Classes are recognized during school wide announcements when they have perfect attendance.

- Additional rewards/incentives are also awarded every 9 weeks and at the end of each grading period.

## **ABSENCES**

Chronic absences affect a student's progress negatively for all students, PK-5<sup>th</sup> grade. Official attendance is taken daily at 10:00 a.m. If your student is not in his/her classroom or under the supervision of a faculty or staff member (nurse, tutors, etc.), he/she will be considered absent for the day. The following list contains special circumstances in which an absence would be considered excused: student is ill, death in the family, inclement weather, religious holiday, and required court appearances of the student. **When students are absent, parents should provide the school and/or child's teacher with a handwritten note/doctor's note that contains the date of absence and reason. This note must be submitted to the school three (3) days after the student returns to school.** If your child is sick for more than one day, please notify the school with the reason and the date your child may return to class. **An official Attendance Referral will be completed once a student accumulates three (3) unexcused absences in a row. Excessive unexcused absences could result in retention and/or denial of student transfer to Roosevelt. Students with patterns or a history of excessive absences will be required to sign an Attendance Contract.**

## **TARDIES**

Students who arrive late to school lose valuable instruction. The first minutes of school are just as important as the minutes during the school day. Students will be marked tardy at the sound of the 7:55 a.m. bell. If a student is not in class when the tardy bell rings, he/she will be considered as late. Students who are tardy more than 5 times during a grading period of 9 weeks will be assigned consequences per the Student Code of Conduct. Students who receive more than two (2) disciplinary actions/consequences due to tardiness during a grading period will forfeit his/her perfect attendance status for that grading period. Students who consistently arrive late to school will be referred to the District's Truancy officer.



## **ARRIVAL PROCEDURES**



- All students report directly to the cafeteria and multi-purpose room until they are dismissed in line per grade to their classrooms. Doors to these areas open at 7:05 a.m. Students are supervised in both areas at all times. Once students are escorted to their classrooms, the doors to both the multipurpose room and cafeteria are locked. This usually occurs at approximately 7:55 a.m.
- After 7:55 a.m. students must be dropped off at the main entrance.
- Instruction officially begins at 7:55 a.m. Students will be marked tardy if they arrive after 8:00 a.m. Excessive tardiness can negatively impact a student's routines and class work. Tardiness is addressed in HISD's Student Code of Conduct, and therefore, is documented as a violation of conduct expectations and rules. Please help your child maintain good conduct grades by ensuring they arrive to school on time.

- If a parent wishes to speak to his/her child's teacher, arrangements with the teacher must be made in advance. We encourage the use of notes and emails to send teachers any message you wish to relay at a last moment's notice.

**From time to time, violations of our arrival procedures hinder our ability to keep you and your child safe. The following are common violations we ask you to avoid:**

- ▣ Drivers wanting to drop off students in the middle of the parking lot/street.
- ▣ Students crossing the parking lot/street without an adult escort.
- ▣ Parents signaling students to cross the parking lot by themselves.
- ▣ Parents allowing their children to run ahead of them and not staying with them in the parking lot as they escort them into the building.
- ▣ Dropping students off outside the drop off zone in the back of the teacher parking lot.
- ▣ Drivers talking on phones and/or speeding in the parking lot.
- ▣ Drivers stopping and getting out of their cars in the drop off lane.
- ▣ Drivers using the handicap spaces to drop off students.
- ▣ Drivers double parking in the parking lot.
- ▣ Drivers abandoning children in their vehicles while escorting siblings into the building.
- ▣ Drivers leaving/parking their vehicle in the middle of the circular driveway.

These practices are dangerous and **NOT** allowed. We ask that you review these procedures and commit to driving safely when on school grounds.

## **BIRTHDAYS AND CLASSROOM PARTIES**

- Birthday celebrations/parties are not allowed per District policy.
- Parents/guardians may wish to send goodie bags with treats or store-purchased cupcakes that teachers can send home **at dismissal**.
- Cupcakes will be passed out during the last 15 minutes of school which is from 3:00-3:15 for all classes.
- Birthday balloons, buttons, and head gear are allowed, but they must be stored in the classroom during the school day. At no time may birthday items become a classroom disruption.
- Per District policy, instructional time can only be used for two parties. At Roosevelt, those non-instructional parties are reserved for days before the Winter Holiday and the last day of school.

## **CELL PHONES**

- Students are allowed to have cell phones on their person but they must not be visible during instructional time.
- Students are not allowed to use cell phones during instructional time unless it is approved by the classroom teacher. This includes use of cell phones and/or technological devices at recess.
- Cell phones should be placed on silent (not vibrate) during the school day.
- They may also use their cell phones to contact parents or other family members afterschool. Cell phone use for conversation afterschool hours is not allowed.
- The Student Code of Conduct will be applied to students who violate the cell phone policy.

- Cell phones are prohibited during all assessments.

## DISMISSAL PROCEDURES

- HISD and private **bus riders** are picked up from the main school entrance on Enid Street. DO NOT block entrance or exit in the front of the building for buses and other allowed vehicles.
- Please adhere to traffic flow procedures and all safety standards in the parking lot (as stated above under the Arrival Procedures section) and every area around the school. DO NOT CUT TRAFFIC FLOW LINING UP ON STOKES.
- 3<sup>rd</sup> – 5<sup>th</sup> grade students will be allowed to be “**Solo Walkers**” using the secondary set of doors on Enid. K- 2<sup>nd</sup> will ONLY be allowed in the company of an older sibling 3<sup>rd</sup>-5<sup>th</sup>. PreK students will only be allowed to leave when accompanied by an adult. A parental verification must be signed and returned.
- K-5<sup>th</sup> **Walkers (parent pick-ups)** will be dismissed through the 1<sup>st</sup> grade patio exit.
- **Student ‘Car Riders’ will be provided a dismissal number.** We highly suggest that your child memorizes this number as soon as possible. Parents/guardians will be provided a car tag with that same number. Please place the car tag on your rear view mirror where it is clearly visible for our staff upon entry to the circular drive.
- **Car Riders** Pre K thru 5<sup>th</sup> grade students are dismissed at the circular drive in the back of the school by the cafeteria and multi-purpose rooms.
- Students will not be called for dismissal from the multi-purpose room for anyone walking up to the circular drive requesting them. Dismissal from the multi-purpose room is exclusively for car riders. If you have a special request, it must be approved by an administrator.

The City of Houston has recently placed signs around the school building that help us ensure safety of our students at all times. Please take the time to become familiar with them since they are offenses that can be ticketed. Here are a few highlights:

- ▣ No parking, no idling (waiting in the car) and no stopping signs are posted directly in front of the school on Enid Street. The signs also indicate that this area is a tow-away zone. Parking in this area prevents emergency vehicles from passing through. However, parking on the opposite side of the street (where there are houses) is still allowed.
- ▣ No Left Turn signs are posted on Stokes as you travel south from Fulton Street. As a result, turning left toward the PK Dismissal inlet on Stokes is not allowed on school days between the hours of 7AM-9AM and 2PM-4PM. Turning left onto the small inlet of Stokes Street during the posted hours may result in ticketing.

- ▣ **When picking up Car Riders, parents must line up and queue on Stokes to turn into the Fulton circular driveway and get students.**
- ▣ No parking, no idling (waiting in the car) and no stopping signs are now posted on the left hand side curb at the PK Dismissal inlet on Stokes Street. The City has deemed this short portion of Stokes Street a one-way, and as a result, cars cannot double-block the street. Parking in this area prevents emergency vehicles from passing through when needed.

## DRESS CODE

- All students must be dressed in **khaki bottoms/hunter green** Roosevelt shirts daily (M-Th).
- **NO white blouses, polos or shirts** of any kind will be considered part of the Roosevelt uniform.
- Fridays are special days, so spirit shirts or Roosevelt club shirts may be worn with jeans.
- All shirts must be tucked in. Belts should be worn on loose fitting pants. No low riding pants are allowed to hang off waistlines. No short skirts/skorts, tight pants or leggings/tights/Jeggings.
- Tights are permitted (and encouraged) to be worn under skirts and/or dresses.
- Closed shoes must be worn with non-skid soles. Heelys are not permitted.
- Students not in appropriate uniform will be warned. Repeated offenses will warrant parents bringing a change of clothes for them.
- Students who have perfect attendance during the week can wear blue jeans the following Monday with a hunter green or white collared Roosevelt shirt.
- Closed toe shoes must be worn during special events when students dress out of uniform.

## FIELD LESSONS (TRIPS)

- One permission slip will be issued per child by the classroom teacher. If misplaced, please send a handwritten note or email to the teacher for a replacement.
- Return the permission slip on the next school day. *Student admission fees and chaperone money for admission (if applicable) must be turned in by the designated due date on the permission slip.*
- *Please mark your calendars and/or make a copy of the permission slip for your records.*
- **Permission slips and/or money will NOT be accepted on the day of the field lesson.** Students without permission slips and/or money prior to the trip will remain on campus with another classroom teacher.
- **For security reasons, verbal permission will not be accepted.** A faxed or email permission slip or letter containing the name and date of the field lesson, the child's name, two contact numbers, the parent/guardian's legal name/signature and copy of the parent/guardians' license or official ID will be accepted ONLY on days before the field trip.

- Send the correct amount of cash for the field lesson. **NO checks are accepted. Cash only.**
- Notify your child's teacher well in advance if you are interested in being a chaperone. *Teachers are limited to the number of chaperones allowed on each field lesson. It is common for the number of chaperones to vary based on the activities the class will engage in.*
- *As a chaperone, you are responsible to closely supervise and assist teachers with all students on the trip not just your child/children.*
- Chaperones are not allowed to bring siblings or other scholars from another grade level to accompany them on the field lesson.
- **VIPS** clearance is required for all field trips. No exceptions will be made!
- As a chaperone, you are a volunteer for Houston ISD and in order to participate in activities, on and off campus, you must have an approved Volunteer Criminal History background check on file. This process is completed through the District's VISITS/VIPS program.
- Chaperones are asked to accompany the class either on the bus or public transportation that is used for the field lesson. Seating is limited on the school buses so the number of chaperones will be limited for each field lesson. Chaperones will not be allowed to drive their private cars to field lessons due to safety issues.
- Students may not ride to or from a field lesson in private cars. Students must ride the field lesson bus provided by the school. Students may only ride in private cars under extenuating circumstances and must be pre-approved by the principal.

## HOMEWORK

All academic skills must be introduced and practiced in class first. Homework should be designed to strengthen these skills, provide more opportunities to reinforce what's been taught and be a direct extension of the actual classwork.

Although the 'actual' time is relative, teachers should consider the grade level time allotment, appropriateness of age, academic needs, and interest of the child when making assignments.

Homework should be assigned Monday through Thursday. On Fridays, homework may simply be a reading or writing passage that students come prepared with for that following Monday. It is imperative that any and all homework assigned is based on quality rather than quantity and is reflective of the actual classroom instruction. Be consistent with assignments and mindful of holidays and school activities (programs, field day, etc.). Utilization of student agendas and/or weekly calendars is vital for communicating homework assignments to parents.

## PARENT LEADERS

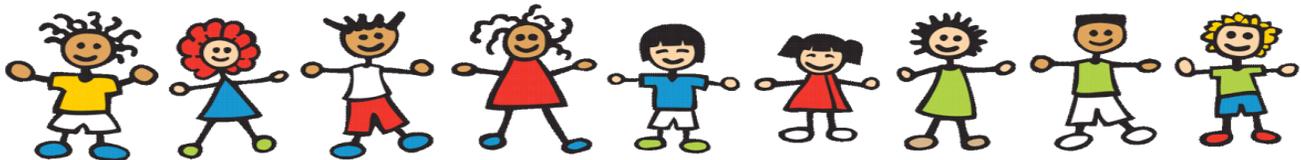
- We also offer the **HIPPY Program** as an integral part of our early childhood program. This program allows our school to partner and provide educational support for parents with children as young as three years old. The HIPPY program offers teaching tools for parents to use on a daily basis to help their child with reading and math fundamentals.



## PARENTS AND VOLUNTEER MEMBERS

- We are making a concerted effort to recruit and maintain parent volunteers on campus. We envision and encourage parents to assist in various ways throughout the school year.
- **ALL Volunteers must register in the VISITS/VIPS system for every volunteer session each school year. All field trip chaperones must be cleared through the VISITS/VIPS system prior to going on the trip. This process usually takes about 2 weeks to complete, so please register early. If you have previously registered in VISITS prior to this school year, you MUST be cleared for this school year. Please see Lucy Morales as she will assist you with this process.**
- We welcome business partner volunteers in our effort to provide the best learning experience for your child. Please refer any community volunteers to the principal.
- Lunch is not a school event. Because we have consistent supervision in the cafeteria, VIPS clearance is not necessary but an official ID is.
- VIPS clearance is required for any school event in which a volunteer is chaperoning a field trip or assisting with instruction in a classroom. Classroom assistance typically is characterized by one to two visitors in the classroom for specific instructional and/or managerial help.
- VIPS clearance is NOT required for school and/or classroom events. THIS IS NEW! School-wide events in which our families are invited, such as Grandparents' Day Luncheon, Holiday Programs, and Fall Festival, do not require VIPS approval.
- Classroom events in which teachers invite their families to participate in, such as gingerbread making, project presentations and guest readers, will no longer require VIPS clearance. During these classroom events, the teacher will ensure he/she remains in the classroom for safety reasons. Official ID is required.

## RECESS



All students will participate in recess on a regular basis on a free-play format. Free play recess is granted to all students. Recess should not exceed more than 30 minutes a day.

- Children will play in a manner that reduces risk of injury.
- When recess ends, students are to stop what they are doing and line up quickly.
- Students will settle differences peacefully.
- Students will show respect for others and follow instructions by staff.
- Students will play in designated areas.
- Students will leave rocks, bark, sticks and other dangerous objects alone.
- Students will not leave the playground without permission.

All teachers should actively monitor students during recess time and use a command or signal to gather students at the end of recess.



## SCHOOL COMMUNICATIONS

Roosevelt website.... <http://es.houstonisd.org/RooseveltES/>

- All written correspondence sent home will be in English and in Spanish.
- A monthly calendar will be sent home during the first week of each month. The calendar may include details about field lessons, meetings, etc.
- In addition, phone messages are sent home as needed to remind parents of the important activities and to inform you of any changes made to the calendar.
- Check the school marquee (located on Fulton) for reminders and current school wide events.
- Most teachers send home a class newsletter every week. Please check your child's backpacks.
- Visit your child's class website for current information, updates, homework, field lessons, rules.
- Conferences must be scheduled in advance with the classroom teacher. Conferences are scheduled based on teacher availability during their planning period, and before/after school.
- When calling the office, please know in advance that teachers can NOT be called to the phone during instructional time. A message will be placed in the teacher's box. If the call is urgent, the office will alert the teacher via the intercom.
- If you need to obtain specific information about assignments, field lessons, class activities, and/or student tasks, it is best to contact the teacher first. The office staff can provide general information about the school as a whole but are not always aware of specific class activities.
- We highly encourage the use of email. It is the most effective line of communication.



## STUDENT CONDUCT

- Excellent student discipline is a priority here at Roosevelt. Students are expected to adhere to all campus, class and bus rules. HISD student code of conduct will govern discipline procedures.



## STUDENT HEALTH

- When a child becomes ill at school, it is the school nurse's responsibility to evaluate the student and to notify the parent if the student should be sent home.
- School personnel are not allowed to administer medicine unless a physician's statement is on file for the student. Only then, can the medication be administered by the school nurse.
- Students are not allowed to self administer any kind of medication on school campus including cough drops and aspirin.
- Health insurance for students can be purchased through the district.
- Memorial Herman Burbank Health Clinic is available to all Roosevelt students who do not have health insurance, free of charge, on a daily basis. The clinic is located on the Burbank Middle School campus, 315 Berry Road. The clinic number is 713-742-8151.



## STUDENT SAFETY

- ✓ All visitors must enter through the main entrance and report directly to the main office. Neither students nor staff should open any locked doors to let visitors in the building as this can be a potentially unsafe situation.
- ✓ Students who walk home and live on the other side of Fulton Street must cross with crossing guard.
- ✓ Students are not allowed to cross the street alone.
- ✓ Always inform the teacher that you are taking your child from the dismissal area.
- ✓ Do not call your child to you without the teacher knowing you are there to pick your child up. Students are not allowed to run or walk to parked cars. Parents/Adults must walk to the child's dismissal point to pick up the student.
- ✓ All visitors on campus should have a visible tag and/or HISD badge.
- ✓ All staff members are instructed to question any person whose visitor's pass is not visible and to redirect them to the office.



### **PARKING LOT SAFETY PROCEDURES INCLUDE THE FOLLOWING:**

- ▣ Drop off students on the curbside of the circular drive. Please do not drop off students in the middle of the circular drive, parking lot or street.
- ▣ If you choose to park and escort your student to the drop-off areas, we ask that you do not allow students to cross the parking lot and run/walk by themselves and/or ahead of you.
- ▣ Avoid signaling students to cross the parking lot by themselves to enter cars at pick up.
- ▣ Drivers talking on phones and/or speeding in the parking lot is prohibited.
- ▣ Drivers should not stop and get out of their cars in the drop off lane.
- ▣ Handicap parking spaces are designated ONLY for those with the appropriate tags and /or license plate. Please do not use the handicap spaces to drop off students.
- ▣ No double parking in the parking lot.
- ▣ During dismissal, drivers attempting to turn left on Fulton Street in order to get into the drop off lane will be asked to reroute.

- ☐ Drivers should NOT abandon their children in their vehicles.
- ☐ Drivers should NOT leave/ park their vehicle in the middle of the driveway.
- ☐ Drivers should NOT leave valuable items visible inside their vehicle.
- ☐ Drivers should NOT block private property driveways and/or our school's driveway.

These practices are dangerous and **NOT** allowed. We ask that you review these procedures and commit to driving safely when on school grounds. Your adherence to these procedures, patience and courtesy to staff and other families during drop off and pick up times, is greatly appreciated.

## SCHOOL-WIDE DISCIPLINE PLAN

### GOALS

- To promote a safe environment for all students and staff members.
- To prevent property damage to the school building and furniture.
- To enjoy school programs, assemblies, and school events in a manner pleasant to all.
- To ensure that all common areas follow a standard method of discipline.

### CAFETERIA RULES

1. Students will use their soft voice to speak to others at their table.
2. Students will keep their hands, feet, and objects to themselves.
3. Students will walk in the cafeteria at all times.
4. Students will eat quietly and with good table manners.
5. Students will stay in their seats until dismissed.
6. Students will raise their hand when they need help.



### ASSEMBLY PROCEDURES

1. When a leader requests attention, students will refrain from making noise and keep their eyes on the leader.
2. Students are to listen actively and not talk during the assembly.
3. Everyone will wait quietly for the program to begin.
4. Students will never boo, whistle, yell, stomp, or insult performers.
5. At the end of the program, the leader will conclude the assembly by thanking the performers.
6. Students will remain seated until the teacher gives them the signal to stand and follow him/her from the assembly.



## REFERRAL PROCESS FOR DISCIPLINE

### Steps taken by the teacher before the office referral:

1. Give warning
2. Issue classroom consequences
3. Contact parent at least 3 times
4. Meet with parent

### Additional Discipline Procedures

- Follow IAT Process
- Develop behavior intervention plan
- Send transfer student behavior notification letter home
- Detention
- Parent conference with administration (level II or level III offences)



## SHARED DECISION MAKING COMMITTEE

The Shared Decision Making Committee (SDMC) is the organized governing group that discusses and provides suggestions to the principal regarding educational systems, funding and staffing for the school. It is composed of the school principal, two professional staff members, teachers, two parents, two community members and one business member.

Each year, two parent spaces are reserved on the SDMC for those wishing to represent the school's parent body.

Parents can also advise the SDMC of concerns and/or suggest solutions to problems occurring on campus. Parents may complete an SDMC inquiry form available at the receptionist area. The SDMC meets every third Wednesday of the month. All inquiries should be submitted prior to the monthly meetings.



## VISITORS



- All persons visiting the campus during instructional hours must obtain a visitor's pass from the office. **No exceptions.**
- Due to the limited man power at lunchtime, we are requesting that you send your son/daughter with lunch already packed in the morning. In the case you must drop off the lunch, it will be delivered to the cafeteria within 10 minutes of your child's

scheduled lunch time. Once lunch starts and your child does not have any lunch available, they will be encouraged to pass through the line and charged a lunch fee if he/she is not on free lunch. NOTE: The lunch account must be paid by parents.

- Lunch visitors have seating areas on the side of the cafeteria when coming to eat with their children, but space is limited. Parents are welcomed to stay during the allotted lunch time only. Remember to sign in upon arrival, get a pass, and sign out when your child's lunch time is over.
- Once the visitor sitting has been filled, parents will not be allowed to come into the cafeteria, but are welcome to drop off lunch for their child.
- Parents/guardians who wish to visit a classroom for the purpose of observing their own child's behavior must seek permission for such a visit with the teacher AND a school administrator. This will allow us time to make any accommodations for children who do not have permission to partake in any type of open visitor events. Please submit your written request to visit your child in the classroom setting at least **48 hours** in advance.
- Lastly, all visitors are required to show their official ID. The only exceptions to this policy must be approved by the principal or assistant principal.

Any visitors on campus wishing to volunteer in any capacity **MUST** be **VIPS** approved.  
Please visit the front office if you have any questions.