

Parents will be contacted **if a child misses the bus or if a child is not picked up in the back pick-up circle by 2:35 p.m.** Please come to the front office to pick up your child. Your promptness is appreciated.

Change in Transportation

If you need to change your child's "**regular**" method of transportation a **written note must be submitted** to the office **before 2:00 p.m.**

If your student needs to ride a bus or change a bus stop, a note must be written by the parent or guardian and sent to the office. **Students are not allowed to board the bus without a note from the parent/guardian.**

Cell Phone Use

Cell phone use is prohibited during the school day. Please refer to the FCPS Student Code of Conduct Handbook, page 33 regarding this policy. Cell phones carried in backpacks for after school use require written permission granted by the principal.

ROSA PARKS ELEMENTARY STATEMENT ON RIGHTS AND RESPONSIBILITIES AND STUDENT CODE OF CONDUCT

Rosa Parks Elementary and the Fayette County Public School District are committed to providing quality education for all students. We believe a safe and orderly environment must be maintained for this process to be effective.

Students will follow the Fayette County Public Schools Handbook, *Statement on Rights and Responsibilities and Student Code of Conduct*. All new students will be given a copy of this handbook and returning students will receive any updates to the handbook during the first month of school.

ROSA PARKS ELEMENTARY SCHOOL HANDBOOK 2009-2010

Mrs. Leslie Thomas, Principal
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ROSA PARKS ELEMENTARY MISSION STATEMENT

Knowing all children
can achieve and succeed,
the staff of Rosa Parks Elementary shares the
responsibility to educate all students in a positive,
safe and challenging
learning environment
in order to develop life-long learners
who appreciate and respect
individual differences.

The School Day

Grades K-5

7:45 a.m.-2:35 p.m.

Attendance and Absences

All students are expected to attend school regularly. Students who are absent from school are required to have a legitimate written excuse. Within (3) three days of a student's return to school, he/she shall present a note signed by his/her parent/guardian to the appropriate teacher. If a note is not received within (3) three days, the absence shall be deemed unexcused. The note shall include the current date, the student's first and last name, date of absence, the reason for the absences and the parent/guardian signature. Permissible excuses are:

- Death or severe illness in the student's immediate family.
- Illness of the student. After a total of ten (10) cumulative full-day absences due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional absence for the school year in order to be excused.
- Medical and dental appointments (times and dates shall be verified by the physician's signed statement). Students will be excused only for the length of time of a scheduled doctor's appointment and a reasonable amount of travel time. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused.

The following excuses must be approved in advance by the principal. Please send the request in writing.

- Religious holidays
- Family emergencies requiring immediate attention are limited to (3) three cumulative absent events per school year. An absent event is defined as tardy, half-day or full day.
- Other valid reasons as determined by the Principal.

All other absences are unexcused absences.

- **After 7:30 a.m. only**, additional parent drop-off sites are located in the small front circle to the left of the front door and the large front circle after all buses have cleared the driveway.
- **Please Do Not load or unload students from the street. Safety is our first priority.**

Student Dismissal

- Afternoon dismissal will follow the same procedures as morning arrival except for the use of the front driveway and small circle in the front.
- **The front driveway is for buses only in the afternoon.** Staff members will supervise students loading buses. **The small circle in the front of the building is reserved for small buses and daycare vans in the afternoon.** We ask that cars use only the back circle for afternoon pickup.
- **Car-riders** are to be picked up by 2:35 p.m. using the **back circle** located behind the west wing. Staff members will supervise students and assist the loading of cars. Each vehicle will be assigned a number. All students riding in the same vehicle should be assigned the same number. If students were assigned a number last year, their number will remain the same. **Please hang this number from the rear view mirror of your vehicle.** As the vehicles arrives, we will call out the vehicle number. Students will remain in the building until their number is called.
- **Walkers and bike riders** are dismissed from two areas. Back door walkers are dismissed from the intermediate hallway door closest to the back circle. Front door walkers are dismissed through the two front side doors. Walkers who are picked up **by parents/walkers** who walk to the corner **without a parent** and live to the right of the school, are dismissed through the front side doors to the right (facing the school). Walkers who are picked up **by parents/walkers** who walk to the corner **without a parent** and live to the left of the school towards Beaumont Centre Lane are dismissed from the front side doors to the left(facing the school). Parents picking up walkers must remain in the designated areas away from the bus loading and sidewalk.
- **Bike riders** are dismissed from the front door to the left and the back door by the art room.
- **Trailblazer students** are dismissed to the cafeteria.

Building Access

- All doors to the building are locked. The **front and back circle doors** will be unlocked and supervised at 7:15 a.m. for student access only. Students will not be permitted to enter the building **prior to 7:15 a.m.**
- The **small front circle door** will be **unlocked and supervised at 7:30 a.m. for students only**. All doors are locked at 7:45 a.m.
- **All students arriving after 7:45 a.m. must enter through the front doors**, go to the office, be signed in by a parent and receive a class entry slip.
- **All visitors** are asked to park in the parking lot beside the small front circle and to enter the building through the **front door during arrival and dismissal times**.
- **Please refer to Arrival/Dismissal map in Orientation packet.**

Arrival and Dismissal Procedures

In conjunction with FCPS's Arrival/Dismissal Policy, we will be strictly enforcing Rosa Parks building access and student arrival /dismissal procedures. **All students will be assigned a backpack tag with dismissal information that will remain on their backpack throughout the year. Students must have this backpack tag in order to exit the building. This is for the safety of all.**

Student Arrival

- **School buses and daycare vans** will drop students off at the front door. **(The front drive and the front circle are for these vehicles only during morning arrival until 7:30 a.m. or until all buses have arrived)**. A staff member will greet the students and direct them to the gym if it is **before 7:30 a.m.** or to their classrooms **after 7:30**. **Remember**, it is unlawful to pass a school bus when the STOP arm is out.
- The **parent drop-off site** is the **back circle** located behind the west wing. Please enter from Jekyll Drive. **Car riders** are to be dropped at the circle between 7:15-7:45 a.m. School staff will greet the students and direct them to their classrooms. All student car riders will enter the door beside the Early Start playground.

Tardiness

A student is considered tardy if he or she arrives after the designated start time or leaves before the end of the instructional day. **The morning tardy bell rings at 7:45**. If the student arrives after 7:45, he/she must sign in at the office and obtain a class entry slip. **Students must be checked in or out of school through the front door by a parent, guardian, or authorized adult**. Late arrivals or early dismissals will be counted as an absence or tardy according to the arrival/departure time. The process for determining whether tardiness to school is excused or unexcused is identical to that for excused and unexcused absences. A cumulative record of a student's unexcused tardiness will be kept in the office.

*Please refer to the Fayette County Student Code of Conduct for the compulsory attendance law regarding Truancy and Habitual Truancy Procedures.

Please call the school at 381-3132 and let the office know when your child is going to be out for the day if you have not made prior arrangements. If we fail to hear from you, we will make every attempt to contact you. This is for the safety of your child.

In the unlikely event of an early dismissal due to an emergency situation your child will be dismissed according to your child's Emergency Information Card.

Student Media Participation

Formal parental permission must be obtained for any student's participation in photographs, audio/videotapes, and interviews by the **MEDIA**. A parental permission for media coverage will be sent home at the beginning of the school year.

Health Services

If your child needs to take medicine during the school day, please come to the office and fill out a form that allows the school to administer the medication. Medicine needs to be brought into the school in the **original prescription bottle**.

Over-the-counter medicine (i.e. cough drops, throat lozenges, cough syrup, etc.) CAN NOT BE ADMINISTERED BY THE SCHOOL WITHOUT A WRITTEN DOCTOR'S PRESCRIPTION.

Please consider the following recommendations for caring for sick children. If your child has had a **fever**, he/she should be fever free for 24 hours before returning to school. If your child starts on antibiotics, it is recommended that 24 hours worth of doses should be given before returning to school. If your child has been vomiting, he/she should stay at home until symptom free for 24 hours.

If a child becomes ill during school hours, parents/guardians are expected to make arrangements to have the child picked up from school immediately. Parents/guardians without transportation and/or working parents/guardians should make arrangements for this possibility early in the school year. Please inform the school of any medical problems by writing them on the emergency cards. These cards are to be filled out for each child attending Rosa Parks at the beginning of the school year. Emergency contacts for your child are also to be placed on this card.

Eye Examinations

A professional eye examination is required for all students entering school for the first time.

School-Based Decision Making Council

Rosa Parks Elementary SBDM Council Members

Leslie Thomas, Chairperson
Debbie Bosworth, Teacher
Jennifer Jones, Teacher
Shonna Hammonds, Teacher
Minna Jenkins, Parent
Christi Nash, Parent
Kelly Telech, Secretary

The council meets each month. All meetings are open to the public. Meeting dates for the year will be posted on the SBDM bulletin board located in the front hall. We welcome and encourage parents/guardians and other community members to attend.

The council establishes school committee membership each fall. Committees are open to all parents. The standing committees address policies and procedures related to:

- Reading/Language Arts
- Writing
- Math
- Science
- Social Studies
- Arts/Humanities/Practical Living
- Budget/Technology
- School/Community/Safety

We invite you to get involved at Rosa Parks by becoming a committee member.

Parent-Teacher Conferences

In order to maintain parent/teacher communication, two (2) scheduled parent/teacher conferences will be held during the school year. Parents are invited to arrange conferences at any time during the year.

Parent Involvement

Rosa Parks Elementary welcomes parents to school. We believe parent interest and involvement provide vital contributions to students, faculty and staff. Special talent is not a requirement to volunteer at Rosa Parks Elementary. We always have a place for anyone interested in working with children, helping with teacher preparation, working in the library or office, or helping with a one time event. We believe everyone has something important to share which benefits learning experiences for students. Volunteer now and enrich the life of a Rosa Parks student.

In an effort to continue to provide for the safety of our schools, the 2000 Kentucky Legislature enacted a new law (House Bill 136) that specifically requires all schools to obtain criminal records checks for adult volunteers in our schools.

A Rosa Parks Volunteer Guide is available to all parent volunteers.

Immunizations

All students entering Fayette County Schools for the first time must have an updated immunization record in their student file. In addition to previous requirements, one dose of varicella (chickenpox) vaccine will be required of all students age 6 and under attending school. A written statement from a parent/guardian or physician that states the child has had chickenpox disease will substitute for the vaccine.

Physicals

All students entering Fayette County Schools for the first time must have proof of a physical performed within one (1) year of the start date of school.

Cafeteria Services

Prices: Lunch \$2.00 Children
Breakfast \$1.35

Please feel free to come and have lunch with your child at any time. In order not to interfere with the school lunch program and the adoption of a School Wellness policy, Rosa Parks Elementary **prohibits restaurant food and soft drinks** from being brought in during the lunch periods.

Please make sure your child's lunch account stays current. After two (2) unpaid lunch charges, it is the Fayette County Food Service policy that the student will receive a sandwich and milk for lunch.

Dress Code

Rosa Parks seeks to maintain a proper learning environment. Students shall dress in a manner that will not disrupt this learning process or pose a hazard to the safety of students and others. The following items are specifically *prohibited* except when designated by the principal or teacher:

- Garments which display obscene, vulgar or suggestive images and/or messages.
- Apparel, jewelry or accessories that advertise or advocate drugs, alcohol or tobacco.
- Any item considered to be ethically, sexually or racially offensive.
- Hats or sunglasses inside the building.
- Chains attached to wallets or pants.
- Facial jewelry, except for earrings. Other jewelry or accessories in which size creates a safety issue.
- Shorts or skirts shorter than the fingertips of the student's extended arm.
- Clothing that exposes the midriff, chest, or stomach area. This includes, but is not limited to, spaghetti straps shirts, halter tops, and basketball jerseys.

Further,

- Students will wear pants, skirts or shorts at waist level and not reveal any part of any undergarment. Long shirts or sweaters will not alter this requirement.
- Hairstyles and the use of makeup should not cause any undue attention which may disrupt the learning process.
- When personal appearance disrupts the educational process, appropriate action will be taken.

Visiting the School

Visitors are always welcome! To ensure a smooth running and safe school, anyone entering the building **for any reason must report to the office to sign in and to obtain a VISITOR'S STICKER to wear.** Any adult in the building not wearing a **VISITOR'S STICKER** will be stopped and asked to obtain one.

*If your child forgets lunch, homework, etc. please leave it with the office staff and they will see that your child receives the item.

Lost and Found

Please **label** any items that your child brings to school with his/her name. The lost and found is located in the main foyer. Labeling your child's belongings makes it much easier for the office staff to return lost items. Those items not claimed within 30 days will be given to charity.

Physical Education

Kindergarten through Grade 5 will participate in physical education. Each child will participate unless a note is sent from home explaining why the child should not participate.

School Parties

Two school parties are given during the school year. Classroom parents, in cooperation with the teacher, plan these parties in **December** and at the **end of the school year**. Birthday treats may be given out during lunch time, but not during the instructional day. Please notify the teacher in advance of birthday treats.