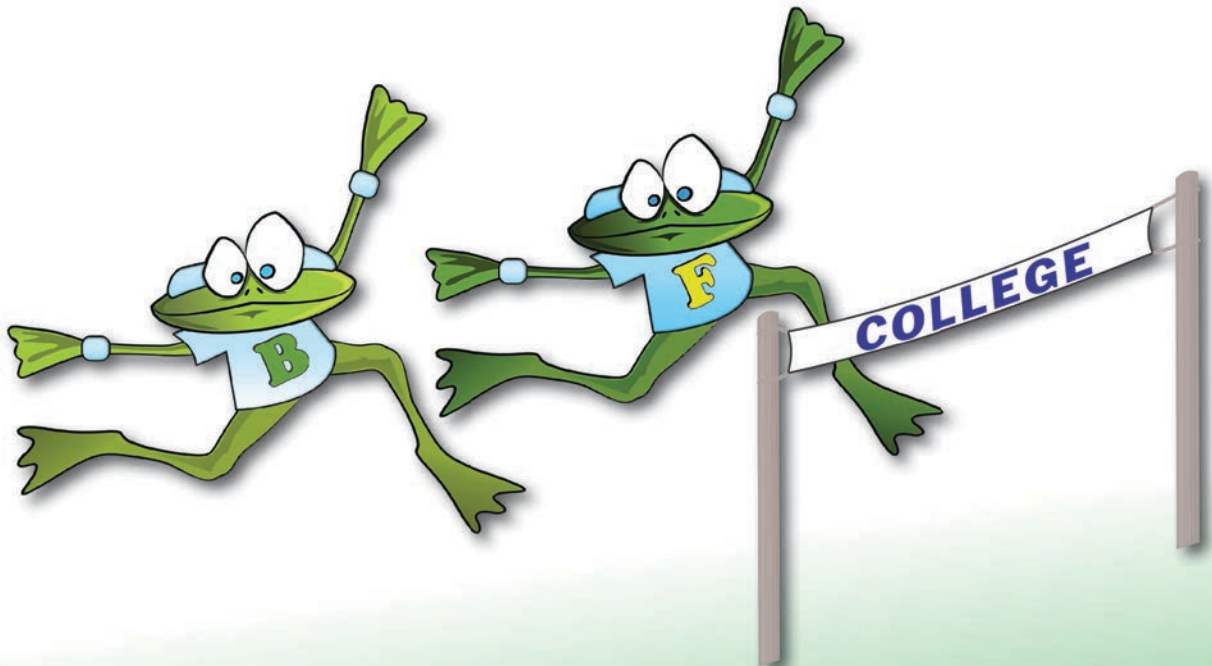


Jefferson County Public Schools

Breckinridge- Franklin

Elementary
School

A Communications Magnet



2016-17 **Student and Parent Handbook**

1351 Payne Street
Louisville, Kentucky 40206
485-8215
Fax: 485-8628

Vision—All students prepared for success at the next level
Mission—Building a respectful community dedicated to achieving excellence

Message From the Principal

Dear Parents/Guardians and Students:

Welcome to Breckinridge-Franklin Elementary School. We feel honored that you have selected us. We know your years here will be exciting and rewarding. Our goal is to help your child be successful by offering positive learning experiences designed to motivate and guide your child to achieve his or her maximum potential. We extend our hand in partnership knowing your child will achieve his or her greatest results if we work together.

This handbook is designed to provide you with information regarding our current school offerings, regulations, and policies. In addition to this handbook, you will receive a copy of the Jefferson County Public Schools (JCPS) *Code of Acceptable Behavior and Discipline* and *Student Bill of Rights* booklet. Read and discuss both of these documents with your child. With your help, we can provide the safe, orderly, effective learning environment that each Breckinridge-Franklin student deserves. We know that all students can achieve at high levels and can work cooperatively.

We encourage you to become actively involved in the school and its programs and activities. Working together, we can make a significant, positive difference in the lives of our students.

Please keep in close communication with your child's teacher throughout the year, and do not hesitate to call me at **485-8215** if you need further assistance. Let's make it an outstanding year together!

Sincerely,



Cathy C. Bosemer
Principal

WE BELIEVE IN ...

- Developing relationships with each individual student.
- Using affirming and empowering language with all community members.
- Challenging each student with a rigorous curriculum.
- Ensuring all students reach their potential in a safe environment.
- Accepting and respecting diversity within our school community.
- Working collaboratively with families and community members.
- Offering students effective ways to communicate through our magnet program.
- Valuing all members of our community for their contributions.
- Accepting responsibility for ourselves, others, and our environment.

Daily Schedule

Arrival

8:30 a.m. Building opens for students.
8:30–9 a.m. Breakfast in Cafeteria
(Free to all students)
8:55 a.m. Students go to their classrooms.
9:05 a.m. Classes begin.

Note: Students arriving after 8:55 a.m. will not receive breakfast except in the case of late buses.

Departure

3:45 p.m. Dismissal
4:30 p.m. Office closes.

Early releases from school will not be allowed between the times of 3:30 and 3:45 p.m. Parents wishing to sign out their child will have to wait outside until the dismissal bell at 3:45 p.m., and then they will be allowed in via secured entry. Although we encourage you to schedule appointments outside of the school day, we understand that sometimes this is not possible. It will be necessary, should your appointment require an early release, to sign students out prior to 3:30 p.m.

Our Academic Programs

Our academic programs include the Five-Block and Reading/Writing Workshop Literacy frameworks. These blocks provide the foundation for each of our students to learn how to read with understanding and write with fluency. We also use the Making Meaning Program to assist with vocabulary acquisition.

All of our students receive daily, quality instruction in the following:

- Guided Reading—Students meet with their teachers in groups and work on specific comprehension skills at their instructional levels.
- Word Work—Students learn letter sounds and patterns.
- Writing—Students learn how writing can improve their lives by writing with real purposes to real audiences.
- Self-Selected Reading—Students choose books they are interested in and read for enjoyment. During the self-selected reading block, teachers conference with students about their reading.
- Community Reading and Conversation—Students engage in discussion about what they are reading in order to help one another see the connection between their reading material and their lives.

Mathematics

Our mathematics program, Envision, uses engaging and challenging activities that promote, support, and motivate student thinking. It focuses on helping each student understand math concepts and develop the ability to apply mathematical thinking and problem solving to real-life situations. Students get at least one hour of quality instruction each day.

Technology

Technology is an integral part of learning in all areas of our curriculum. We have two computer labs, computers in every classroom, and computers in the library. Students work on keyboarding, database, Excel, and many other skills to enhance their knowledge of computers. Word processing is also used extensively to improve writing skills. All of our home-room classes are equipped with SMART technology to engage students in the learning process.

Science

The Next Generation Science Standards engage students in activities that deepen their understanding about a particular science concept. Students ask questions, do investigations, read, write, and share as they study a science concept through inquiry.

Social Studies

Our social studies program focuses on families, neighborhoods, and the community for early Primary students. Skills, including sequencing and simple map and globe skills, are practiced. The grade-four social studies program is a geography-based study of regions of the United States, with special emphasis placed on the five themes of geography. The grade-five social studies program promotes citizenship and develops student understanding of the United States' chronological history while integrating the study of our nation's geography, economy, government, culture, and social systems.

CARE for Kids

Breckinridge-Franklin participates in the CARE (**C**ommunity, **A**utonomy **R**elationships, **E**mpowerment) for Kids program. As a CARE for Kids school, we promote social, emotional, ethical, and intellectual development in an inclusive, caring, respectful, and supportive learning community that is physically and emotionally safe for all students and engages them as active participants in the classroom, in the school, and in the larger community.

Communications Magnet Program

Writing an editorial. Conducting an interview. Speaking in public. Producing a television newscast. Your child could be engaged in these and many other similar activities as student journalists in the Communications Magnet Program at Breckinridge-Franklin Elementary School.

Breckinridge-Franklin partners with the Bellarmine University School of Education to offer elementary students a comprehensive, hands-on, interactive learning experience that enhances their reading, writing, critical-thinking, and communication skills. Students have daily opportunities to apply those skills to real-world situations in simulated broadcast and print newsrooms. WLKY and *The Courier-Journal* also partner with the school to provide experiences with a variety of media-related topics.

The Communications Magnet Program complements the school's Small Class Size Program. The average class size is 20 students, beginning with the first grade, affording students more individual attention from their teachers.

- **Student Newspaper**

Breckinridge-Franklin students write and produce their own newspaper. Students at all levels, including Exceptional Child Education (ECE) and Primary students, participate in the production. Intermediate students have jobs. Early Primary students participate in shared writing activities that can generate articles for the newspaper. Students apply for jobs as reporters, editors, photographers, layout/design artists, or circulation salespeople. The newspaper team also contributes to the school's Twitter page.

- **Power Hour**

Power can be defined as the ability, skill, or capacity to do something. The Communications Magnet Program gives students the power to become confident, capable, and successful students who can read well, write well, and express themselves.

This instructional period is used to develop students' communication skills. Topics may include oratory skills; video production; theatre; expressive reading; photography; newspaper writing, editing, or design; video broadcasting or production; or interpersonal skills.

- **Video Broadcasting**

Students produce an expanded, daily in-school broadcast, and they videotape and edit segments that air on the morning broadcast. Fourth- and fifth-grade students are also featured regularly on *Our Kids*, the school district's nationally award-winning television show seen on KET and Metro TV. Students will apply for jobs as reporters, editors, camera operators, or on-air talent.

Parent-Friendly and Family-Focused

Parents play an integral role in making Breckinridge-Franklin a great school for all of its students. Parents serve on our School-Based Decision Making (SBDM) Council, Parent Teacher Association (PTA) Board of Managers, and Family Resource Center (FRC) Advisory Council. We also welcome parent sponsors of activities. Contact the office if you are interested.

Family Resource Center

FRCs were created as a part of the Kentucky Education Reform Act (KERA). The centers are designed to enhance students' abilities to succeed in school. The purpose of the centers is to make a collaborative effort to bridge the gaps among parents, schools, and community-service providers by providing direct services to meet families' needs. Our FRC has a full-time coordinator who establishes and oversees the activities of the center from 8 a.m. to 4:30 p.m. each day. Our center is located in Room 104.

Report Cards

Report cards are sent home every nine weeks. Parents should carefully examine their child's report cards. Report cards are sent home in an envelope. Parents must sign and return the envelope to Breckinridge-Franklin; parents are to keep the report card.

Primary Program Through Grade Five

JCPS elementary schools follow the philosophy of continuous progress. Teachers document progress toward the Kentucky Learning Goals, and progression within the elementary school is determined by the students' mastery of skills, concepts, and knowledge. The following guidelines are used to assess and report elementary students' progress to their parents.

Frequency of Grade Reporting

Report cards will be issued at the end of each nine-week grading period. Parents can access intermittent grades via JCPS Parent Portal.

Components of Academic Grades

The academic grade reflects what students know and are able to do. The academic grade is **based on student performance and may include the following**:

- Participation/Attendance
- Homework
- Class Assignments
- Discussion/Problem Solving
- Quizzes/Tests
- Special Projects/Performance Assessment

- Portfolios
- Exhibitions
- Individual/Group Work
- Teacher Observation
- Student Self-Evaluation

Documentation is required.

Homework

Homework is an integral part of the educational process and will be used as one component of determining the academic grade for a particular subject area. Homework may include current curricular practice or review activities to ensure retention of information. Homework should be completed based on the time-lines required by each teacher. In addition, parents should ensure that students are reading for a minimum of 20 minutes per day (including weekends).

Extracurricular Activities and Sports

Participation in extracurricular activities is a privilege for students. It is expected that students who wish to participate will uphold high standards of academics (grades) and behavior. Inability to comply may result in dismissal from a team or activity. If a student is removed from a team or activity because of academic or behavioral reasons, any fees associated with the activity **will not** be refunded. Submission of paperwork by given deadlines is also an expectation. Students without the appropriate paperwork will not be allowed to participate.

Policies and Procedures Visitors to Breckinridge-Franklin Elementary

Per Kentucky State Law, all visitors to Breckinridge-Franklin will be required to report to the front office, sign in, and **present photo identification** before they can move into the school area or pick up a student.

Parents

If students are to achieve educational success, communication between home and school must be an integral part of the education process. Therefore, parents are expected and encouraged to follow these guidelines when visiting their child's school:

- When possible, visits should be scheduled in advance with the teacher or principal.
- Visits will not interrupt the instructional program for students (e.g., teaching, testing).
- Visits should be reasonable in length and frequency.
- Visits should be related to the student's needs.

- All visitors must wear identification badges when inside the building.

Restrictions

No salespersons shall come onto school property without the prior consent of the principal.

Parent Communication

Due to student well-being and safety concerns, it is necessary that the school office have current contact information on file at all times. Should your address and/or phone number change, please notify the office immediately. Home visits may be utilized if no current contact information is available.

Parent-Teacher Conferences

Parent-teacher conferences may be requested by parents or by teachers. Such conferences are extremely important for each student. Please make every effort to attend a scheduled conference. If you cannot attend, contact the school so another date can be set.

In order to ensure confidentiality and maximized instructional time, conferences with parents are not permitted in the classroom during instruction. Teachers also will not be interrupted during instruction for parent conferences.

Celebrations

Parents/Guardians should make arrangements with the classroom teacher prior to sending any birthday treats to school. It is recommended that individual treats, such as cookies or cupcakes that the child can easily distribute, be sent. It is also required that the treats be store-bought because of health considerations. Because of allergy and medical restrictions, the teacher must be consulted prior to providing the treats to the school. Please encourage parents to provide healthy snacks, such as fruit, granola bars, or crackers.

While birthday treats are acceptable, this is not to be considered a birthday party for the child. Visitors, camcorders, party favors, etc., are interruptions of the educational process and are not permitted. Birthday parties are not allowed in the cafeteria. Balloons will not be allowed in school and will not be permitted on buses. Due to regulations, all treats must be served after 2 p.m.

Office

Office Hours 8 a.m.–4:30 p.m.
 Student Hours 9:05 a.m.–3:45 p.m.
 Telephone **485-8215**
 Fax 485-8628

FRC

Hours 8 a.m.–4:30 p.m.
 Telephone **568-4818**

Excused and Unexcused Absences

A visit to a doctor or a dentist, a confirmed illness, or a death in the immediate family constitutes an excused absence. All other absences are unexcused. When a student is absent, his or her parent is asked to call the school and to send a note within 72 hours when the student returns to school. Excessive absenteeism (three consecutive unexplained or unexcused absences) results in a referral to the Pupil Personnel director. Please see the JCPS Attendance Policy for further information, or feel free to contact the school for the school attendance plan.

Tardiness

Being on time is important for your child's success. A student who is tardy should go directly to the office with an adult to be signed in so that attendance records can be corrected and so that the student may obtain a tardy pass to class. The student should bring a note from his or her doctor or dentist, when necessary, to explain being tardy.

Release of Students— Early Sign-Out

We **discourage** the early release of students because it is important that your child spend the entire instructional day with us. However, we understand that sometimes there are exceptions. If so, parents are solely responsible for the early release of their child from school. If early release is necessary, parents must pick up their child in person at the school office. Parents are to send a note to the school with their child on the morning of the request for early release. Parents are to sign out their child in the office. Any child signed out before 3:45 p.m. will be considered tardy for that day. This will count against any child working toward perfect attendance.

Students will not be released from school between 3:30 and 3:45 p.m. If your child has an appointment that requires an early release, he or she must be picked up prior to 3:30 p.m. Parents arriving after 3:30 p.m. will have to wait outside the building until the dismissal bell to sign their child out for the day. This procedure ensures a safe, orderly afternoon dismissal.

- Individuals must report to the school office to request early dismissal of a student.
- Students are dismissed only to their parents/guardians or to individuals listed on the Enrollment Form. Please make sure your child's Enrollment Form is kept current.
- Authorized individuals must **present picture identification** at the office to pick up a student.
- Students are not dismissed to older brothers and sisters under the age of 18.

- The office staff members call the classroom and notify the teacher if an individual is coming to pick up a student. Teachers are not to release students without prior notification from the office.

Car Riders

Students may be dropped off beginning at 8:30 a.m. Do not bring your child to school earlier than 8:30 a.m. because there is no supervision for him or her prior to this time. Between the hours of 8:30 and 9:30 a.m. and 3:15 and 4 p.m., the parking lot is a one-way street. Cars must enter on Payne Street and exit from the back lot onto Hull Street. Car riders are dropped off in the morning and picked up in the afternoon in our back parking lot. Students enter and are dismissed through the gym door. A staff member will be there to let them in. Do not stop outside the school entrance to drop off your child. Stopping in the parking lot creates a potential safety issue and causes traffic to build up. Again, to ensure your child's safety, drive to the back lot so he or she can enter through the gym door. The front entrance is for students who walk to school or for parents who park their vehicles and escort their child into the building. When picking up your child, do not leave your car unattended.

We will assign you an identification number to display in your car. This number assists our staff in getting your child to you quickly and safely. You may obtain this identification number by stopping in the school office to register your child as a car rider. If someone other than you is picking up your child, please make sure he or she has possession of your identification number.

Anyone who does not have the identification number displayed in his or her car is required to park, come into the office, and have the student paged. Please do not get out of your car when picking up your child. It is vital that you stay in your car so that traffic continues to move smoothly. Once a staff member has identified the number displayed in your car, he or she immediately dismisses your child to your car. All student car riders and drivers are to follow these procedures.

Bus Rules and Consequences

The right of all students to ride on school buses is based upon good behavior and observance of the bus rules and regulations. Each student receives a copy of the JCPS *Bus Regulations* from his or her bus driver at the beginning of the school year. Parents should read and discuss the bus rules with their child.

All students are identified the first day as riding on color-coded routes. One of these easily identified colors will be in the window by the door of the bus your child rides. We meet the buses each morning within the first week and attach a colored bracelet to your child's backpack. Please see that your child keeps the bracelet on the backpack for the first two weeks of school. Help your child remember which bus to ride. If you have questions, please call the school. Bus schedules are available on the JCPS website at www.jefferson.kyschools.us. Please check the appropriate bus schedule, and be at the nearest bus stop ten minutes before the assigned time.

The principal implements the following consequences when students receive written referrals from the bus driver*:

- First Referral—Student conference with administration
- Second Referral—Conference with parent/guardian
- Third Referral—Reflection Room/After-school detention/In-School Adjustment Program (ISAP)
- Fourth Referral and Beyond—Bus suspension

*Students whose behavior causes a serious safety concern may be suspended from the bus and/or school on their first offense.

Transportation Changes

All transportation changes must be received in writing by 2 p.m. on the date of the change. Verbal transportation changes will not be accepted. Due to safety issues, no exceptions will be allowed within this policy.

Supplies and Textbooks

Textbooks are provided free, but basic supplies must be purchased. (Teachers send home lists.) Proper care of textbooks is the responsibility of the student. Parents are responsible for lost and/or damaged textbooks. Consumable supplies (e.g., paper and pencils) should be replaced regularly.

Safety

Our first priority at Breckinridge-Franklin is the safety of students. We have a detailed comprehensive school safety and discipline plan that lays out the procedures for any emergency. If you would like information on the specifics of our comprehensive school safety and discipline plan, please contact the school.

Volunteers

In addition, we adhere to House Bill 136 by having all volunteers fill out a School Volunteer Records Check Form. Anyone volunteering to work with students (including parents who are going on field trips) must fill out this paperwork. It takes approximately one month for the paperwork to be processed in Frankfort and returned to us, so complete your paperwork early!

Food Service

Breakfast

Breakfast will be served in the cafeteria at the start of the school day. All students will receive breakfast free of charge through a program through the USDA. Note: students arriving after 8:55 a.m. will not receive breakfast except in the case of late buses.

Lunch

Each student has a 20-minute lunch period. Students eat in the cafeteria with their class. All students will also receive lunch free of charge.

Students receive a well-balanced meal. If students bring their lunch from home, they are able to get milk. Copies of each month's menus are sent home with students. Parents are always invited to eat with their child when they have the opportunity to do so.

No adult meal prices will be set. All sales to adults will be priced à la carte. Adult and à la carte charges are prohibited at all times.

Should a lunch application be required by the USDA, a new application must be completed every school year. Applications have been mailed to all students. They are also available at school and by calling the School and Community Nutrition Services Office at **495-7080**.

Modified School Meals

Current federal regulations (USDA Policy Memo 84-6 and FNS783-2) require that a medical doctor authorize requests for modified meals and special diets. Each student who requests modified school meals must complete a form that is filed with his or her health records at school.

Cafeteria Policies

Breckinridge-Franklin is designated as a Healthier U.S. School. To continue our focus on wellness, no sodas are allowed in the cafeteria. Chips and candy are to be limited to a single serving size.

Cafeteria Contact Information

Should you need to contact the cafeteria for any reason, please call **485-8577**.

Smoking Policy

Dear JCPS Parent,

To ensure a healthy learning environment, the members of the Jefferson County Board of Education voted unanimously on November 26 to approve a new tobacco-free policy for the entire Jefferson County Public School (JCPS) District.

For many years, JCPS has had a policy that prohibits smoking and other forms of tobacco use by students. They are not allowed to even carry or possess tobacco products on district property or at school functions.

The new policy, which will go into effect on **Monday, July 1, 2013**, will apply to everyone, including JCPS employees and parents. No one will be allowed to smoke cigarettes or use any other tobacco products on JCPS property or in district vehicles. The policy will be in effect 24 hours a day, 7 days a week.

This 100 percent tobacco-free policy will ensure that students aren't exposed to secondhand smoke, a leading trigger of asthma attacks (and asthma is one of the top reasons students miss school). The policy also will support health lessons taught in JCPS classrooms, and it will prepare students for workplaces with tobacco-free policies.

In addition, a comprehensive policy may help reduce the number of teens who smoke outside of school. Schools that have a tobacco-free policy have 40 percent fewer youth smokers than those that don't. The new JCPS policy may even reduce the number of Louisvillians who smoke in the future. Research shows that 90 percent of people who stay away from cigarettes before they turn 18 will not start smoking later in life.



The new policy also will ensure that all adults model a tobacco-free lifestyle on JCPS property. When students see adults smoking, they think it's okay for them to smoke too—no matter how often we tell them it's dangerous. The Kentucky Department for Public Health points out that "we cannot send mixed signals [by allowing adults to smoke] in our learning environments. In order to be effective, there must be no exceptions."

Sincerely,

Donna M. Hargens, Ed.D.
Jefferson County Public Schools

Diane Porter
Chairwoman, Jefferson County Board of Education

Brent McKim
Jefferson County Teachers Association

Warren Shelton
Jefferson County Association of School Administrators

Faye Devers
Jefferson County Nutrition Services Association

Cherie Dimar
15th District PTA

Kevin Baird
Jefferson County Association of Educational Support Personnel/American Federation of State, County and Municipal Employees

John Stovall
Teamsters Local 783

Mike Moses
Service Employees International Union

Michael Harris
Plant Operators Association

JCPS Tobacco-Free Policy Q&A

Is the new policy just for employees?

No. The policy is for everyone—parents, students, and visitors as well as district employees—when they are on JCPS property.

Will JCPS schools or offices have smoking areas for adults?

No. Smoking will be completely prohibited not only in JCPS facilities and vehicles but also on all district grounds.

Will the policy prohibit smoking after school hours?

Yes. Smoking and other forms of tobacco use will be prohibited 24/7.

Will smoking be allowed at outdoor school events?

No. Smoking will be prohibited even at such outdoor events as football games—even in the parking lot.

Can adults smoke if they are away from school on field trips?

No. Adults will not be allowed to use tobacco products when students are present even if they are away from school property.

Will the new policy apply to community groups that use JCPS facilities?

Yes. Members of community groups will not be allowed to use tobacco products on JCPS property even after school hours.

Why is it important to make JCPS schools and offices 100 percent tobacco-free?

A comprehensive policy ensures that students are not exposed to secondhand smoke. It also helps reduce youth smoking and ensures that adults model a tobacco-free lifestyle, which is especially important considering these statistics:

- The average age when someone first tries tobacco is 13.
- About 3,000 children in the United States start smoking every day.
- About half of all teens who experiment with tobacco become addicted to nicotine.
- Tobacco use is the number one preventable cause of death in Kentucky and across the nation.
- More deaths are caused every year by tobacco use than by all deaths from car crashes, illegal drug use, alcohol, murders, and suicides combined.

Health at School

Illness

If a student becomes ill at school, he or she should report this to his or her teacher. If, after a short rest in the Health Room, a student cannot return to class, his or her parents are called to arrange for the student to go home. No student is to leave the school grounds without permission from the school office. In order to prevent the spread of illness, please do not send your child to school if he or she shows signs of a fever, rash, or diarrhea. If any of these symptoms are present at school, the parent will be required to pick up the student from school immediately.

Required Forms

- A valid Kentucky Immunization Certificate (Immunizations must be updated upon expiration for a student to remain in school.)
- An official copy of the child's birth certificate from the registrar of vital statistics in the state where the child was born
- A valid Medical Examination Form when the student first enrolls in school
- An Eye Examination Form (for students between the ages of 3 and 6 who have never attended a public school)

Immunizations

State law requires all students to have immunizations against diphtheria, tetanus, poliomyelitis, rubella, and measles. The Immunization Certificate showing the expiration date should be presented to the school secretary. Immunization Certificates are kept at school. When current certificates are due to expire, parents are notified. Should immunization information remain out of compliance (even after school warnings), per state law, students will be excluded from attending school until an up-to-date certificate is received.

Medical Examination

A medical examination is required for students entering their first year of school. Comprehensive medical examinations are required prior to a student's entering school so that health defects may be discovered and corrections made as soon as possible. The school should be informed of any health concerns that might affect the student in school. To help him or her adjust, the teacher needs to know the recommendations of the examining physician. Medical Examinations Forms are kept in student folders.

Health Information

Please inform the teacher and counselor of any chronic health problems, handicaps, or restrictions. We must have a doctor's statement for our files. If your child becomes ill and cannot remain at school,

you are called immediately. **A telephone number where you can be reached must be on file in the school office. Please notify us throughout the year of any address or telephone changes.**

Medication

Medication should be given to students at home when possible. But, in some cases, medicine must be administered at school. Authorized school personnel keep medication and make arrangements for students to take medication at the proper time, providing there is a signed and notarized Authorization to Give Medication Form on file. Medications are only accepted if they are brought to school in their original container with the attached prescription label that includes directions for administering. We are not permitted to administer over-the-counter medications at school.

Hearing and Vision Tests

The Louisville Metro Department of Public Health and Wellness gives hearing tests to students in P1 (kindergarten), P2 (grade one), P3 (grade two), and P4 (grade three) and in the ECE Program. The parents of students who show signs of hearing problems are notified in writing.

Childhood Diseases

Listed below are the minimum numbers of days a student should stay out of school if he or she has specific communicable diseases. It is important for you to consult your physician concerning the length of time that your child should remain at home with an illness.

Chicken Pox—Six days after rash appears

Conjunctivitis (Pinkeye)—Until there is no discharge from eyes or present a physician's statement that allows the student to return to school

German Measles (Rubella)—At least seven days after the rash appears

Impetigo—Until the sores are healed or treated with an antibiotic for a full 24 hours

Measles (Rubeola)—At least four days after the rash appears

Mumps—Until swelling subsides, approximately five to nine days after onset of swelling

Scarlet Fever/Scarletina—Until 24 hours after treatment has begun and 24 hours without a fever

Whooping Cough—Five to seven days after antibiotic treatment begins; contacts younger than 7 years old who have had four doses of pertussis vaccine should receive a booster; those who received their third dose six months or more before the exposure should receive their fourth dose. All household members or other close contacts should see their health-care provider for possible antibiotic therapy.

Conduct

Behavior Expectations

We believe that all students are capable of high levels of learning and of demonstrating appropriate behaviors at school. Breckinridge-Franklin Elementary School is fully committed to nurturing appropriate social behavior so that each student excels academically. We will create/promote a positive, structured, safe, and secure school environment in which all students succeed. The best learning occurs in an atmosphere in which students feel cared for and safe.

Breckinridge-Franklin Expects:

- All students will achieve high levels of learning within a positive learning environment.
- All students will have a safe and secure school environment.
- All students will learn positive ways to solve interpersonal conflicts.
- All students will be provided a varied support system to serve their social development and individual needs.

Behaviors that result in referral and possible alternate classroom placements are as follows:

- Continued, deliberate disruptions*
- Continued interpersonal conflict that creates an unsafe situation**

(If a student alters his or her behavior as a result of teacher interventions, a referral is averted.)

*Student refuses to respond/comply with classroom teacher interventions.

**Student refuses to disengage from:

- Facing-off/Posturing.
- Using vulgarity/Name-calling.
- Violating the space of others.
- Touching/Pushing.

If a student receives a referral, the following actions may be taken:

- If necessary, the student is placed in another classroom to complete work assigned by the referring teacher.
- Parents are contacted by the teacher about the referral.
- The student has a conference with appropriate administrator. Discipline is rendered.
- A copy of the referral is sent home with the student for the parent to sign and return to school.
- Follow-up plans (including referrals to other support services) are designed with help from all parties involved with the student.
- The JCPD *Code of Acceptable Behavior and Discipline* is followed.

JCPD Code of Acceptable Behavior and Discipline

The JCPD *Code of Acceptable Behavior and Discipline* applies to all Breckinridge-Franklin students. Students in the JCPD District are provided the right to obtain an education in the public schools. The United States Supreme Court has held that a student may not be deprived of the opportunity to obtain a public education without good cause in situations in which procedural due process is observed. It is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education. This code shall be mandatory and enforced in a fair and equitable manner—without regard to race, gender, or disability—in JCPD; at all school-related events; and in all phases of pupil transportation, including to and from school and for school-related trips.

Student Searches

Students have the protection, as do all citizens, against unreasonable search and seizure of their property. However, school officials have the right to search a student or his or her property if the officials have reasonable suspicion that the student may be in possession of something that violates school rules or endangers others. Searches are used when other techniques to remedy a situation have been exhausted and/or when there is an immediate danger to life or safety.

Electronic Devices/Toys

Electronic devices and toys, such as hand-held gaming devices, are not allowed in school and are considered contraband. Therefore, if one is brought to school, the school is not responsible if it is lost or stolen. If contraband is seen in the classroom or school area, it will be confiscated and only returned to a parent on the first offense. Subsequent offenses will result in disciplinary action, and items will not be returned.

Selling

Students are not permitted to buy, sell, or trade items with one another before, during, or after school (including while traveling to and from school). The only legitimate sales on the school premises in which students are permitted to participate are PTA fundraising drives, the sale of bookstore supplies, and school cafeteria food and beverage sales.

Dress Code

Policy: Uniform

The SBDM Council adopted a uniform code for students. The policy for students' uniforms is as follows.

Students will wear on a daily basis the following choices:

- White or blue polo shirts with collars
- White, light or navy blue sweaters or sweatshirts with a collar visible (no emblems, logos, or print). Hooded sweatshirts are not permissible.
- White, light or navy blue turtlenecks
- Blue or khaki shorts, skirts, skorts, or pants (jumpers may be worn). No denim (jeans) allowed.
- Shirts **must be** tucked in at all times—if belt loops are present, a belt **must be** worn.
- Tennis shoes and closed shoes are preferable. No shoes should be worn that are not secured at the heel.

- Open-toed shoes are not allowed in the science lab or in physical education class. If students wear open-toed shoes, they must bring a change of shoes for science and gym classes.
- No hats or scarves are to be worn.
- No key chains are to be worn around the neck.
- Jewelry is permitted with the following restrictions: Necklaces must be tucked in when possible, and only one bracelet or watch is allowed on each wrist.
- Rubber bands and/or Silly Bandz are not considered jewelry and have no instructional value. Therefore, they are not permitted within the classroom. Any student bringing those types of items should keep them in their locker for the duration of the school day.

Administration reserves the right to determine appropriate dress for out-of-uniform days. This includes no offensive jewelry or clothing.

The principal reserves the right to amend this dress code on a case-by-case basis, as needed, if a student's attire is deemed to be distracting to the educational environment.



Acknowledgment

We, the parents/guardians of _____, who is enrolled at Breckinridge-Franklin Elementary School, have received and read or have had read to us the Breckinridge-Franklin Elementary *Student and Parent Handbook*. We understand the expectations and requirements of the school and agree to support the school's efforts.

Date: _____ Student's Signature: _____

Date: _____ Parent's/Guardian's Signature: _____

Date: _____ Parent's/Guardian's Signature: _____

Note: If the student lives with one parent/guardian only, then only one signature is expected. Both parents/guardians should sign if the child lives with both parents/guardians. The student also is expected to sign the statement if he or she is able to write his or her name.

This form is kept on file in the classroom.



Permission to Publish Student Names

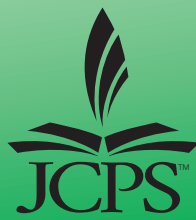
Periodically, newsletters and other publications are distributed with students' names for various accomplishments (e.g., perfect attendance, Writing Stars, birthday recognition).

We will include your child's name in our publications, unless you sign below and return this form to the office, thereby indicating that you do not want your child's name to be included.

I do not want my child's name to appear in any school publications.

Signature: _____

Date: _____



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