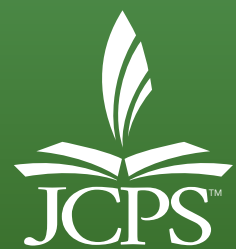


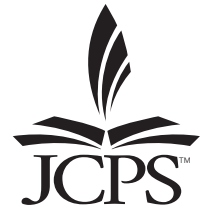
JEFFERSON COUNTY PUBLIC SCHOOLS

# Slaughter Elementary Student Handbook



2019-20





# School Calendar 2019-20

### First and Last Days for Students

8/14, 5/28\*

\*5/28 will be the last day of school unless there are days to be made up. Incent weather may alter the school calendar, grading periods, and report card distribution dates.

### First and Last Days for Teachers

(No school for students) ..... 8/12, 5/29

### No School for Students

|  |             |  |
|--|-------------|--|
| Labor Day .....  | 9/2         |  |
| Election Day .....   | 11/5        |  |
| Thanksgiving Break .....   | 11/27-11/29 |  |
| Winter Break.....  | 12/23-1/3   |  |
| New Year's Day .....   | 1/1         |  |
| Martin Luther King Jr. Day .....   | 1/20        |  |
| Non-School Day .....   | 10/4, 5/1   |  |
| Spring Break .....   | 3/30-4/3    |  |
| Primary Election Day .....   | 5/19        |  |
| Memorial Day .....   | 5/25        |  |
| Non-Flex In-Service<br>8/13, 1/6   |             |  |
| Professional-Development Flex Days<br>10/7, 3/27**   |             |  |
| Professional-Development Gold Days<br>11/4, 2/14   |             |  |
| Parent-Teacher Conferences<br>(No school for students)<br>Conferences will be scheduled for 10/8 and 2/17**. |             |  |
| **Possible Make-Up Day   |             |  |

### Make-Up Days for Students.....

Missed school days will be made up in the following order: 2/17, 3/27, 5/29, 6/1, 6/2, 6/3, 6/4, 6/5, 6/8, 6/9, 6/10

Incent weather will alter the school calendar. For information about weather-related delays or closings, follow local media or check for announcements on the district's website, Twitter account, and Facebook page. Updated calendar information will be posted on the district's website and on the JCPS Google calendar, which is accessible on your mobile device.

[www.jefferson.kyschools.us](http://www.jefferson.kyschools.us)



JCPSKY



@JCPSKY

## JULY

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   |
| 8   | 9   | 10  | 11  | 12  |
| 15  | 16  | 17  | 18  | 19  |
| 22  | 23  | 24  | 25  | 26  |
| 29  | 30  | 31  |     |     |

## AUGUST

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   |
| 5   | 6   | 7   | 8   | 9   |
| 12  | 13  | 14  | 15  | 16  |
| 19  | 20  | 21  | 22  | 23  |
| 26  | 27  | 28  | 29  | 30  |

## SEPTEMBER

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
| 2   | 3   | 4   | 5   | 6   |
| 9   | 10  | 11  | 12  | 13  |
| 16  | 17  | 18  | 19  | 20  |
| 23  | 24  | 25  | 26  | 27  |
| 30  |     |     |     |     |

## OCTOBER

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   |
| 7   | 8   | 9   | 10  | 11  |
| 14  | 15  | 16  | 17  | 18  |
| 21  | 22  | 23  | 24  | 25  |
| 28  | 29  | 30  | 31  |     |

## NOVEMBER

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
|     |     |     |     | 1   |
| 4   | 5   | 6   | 7   | 8   |
| 11  | 12  | 13  | 14  | 15  |
| 18  | 19  | 20  | 21  | 22  |
| 25  | 26  | 27  | 28  | 29  |

## DECEMBER

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
| 2   | 3   | 4   | 5   | 6   |
| 9   | 10  | 11  | 12  | 13  |
| 16  | 17  | 18  | 19  | 20  |
| 23  | 24  | 25  | 26  | 27  |
| 30  | 31  |     |     |     |

## JANUARY

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   |
| 6   | 7   | 8   | 9   | 10  |
| 13  | 14  | 15  | 16  | 17  |
| 20  | 21  | 22  | 23  | 24  |
| 27  | 28  | 29  | 30  | 31  |

## FEBRUARY

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
| 3   | 4   | 5   | 6   | 7   |
| 10  | 11  | 12  | 13  | 14  |
| 17  | 18  | 19  | 20  | 21  |
| 24  | 25  | 26  | 27  | 28  |

## MARCH

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
| 2   | 3   | 4   | 5   | 6   |
| 9   | 10  | 11  | 12  | 13  |
| 16  | 17  | 18  | 19  | 20  |
| 23  | 24  | 25  | 26  | 27  |
| 30  | 31  |     |     |     |

## APRIL

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   |
| 6   | 7   | 8   | 9   | 10  |
| 13  | 14  | 15  | 16  | 17  |
| 20  | 21  | 22  | 23  | 24  |
| 27  | 28  | 29  | 30  |     |

## MAY

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
|     |     |     |     | 1   |
| 4   | 5   | 6   | 7   | 8   |
| 11  | 12  | 13  | 14  | 15  |
| 18  | 19  | 20  | 21  | 22  |
| 25  | 26  | 27  | 28  | 29  |

## JUNE

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   |
| 8   | 9   | 10  | 11  | 12  |
| 15  | 16  | 17  | 18  | 19  |
| 22  | 23  | 24  | 25  | 26  |
| 29  | 30  |     |     |     |

Please read and sign the compact below.

# H. B. Slaughter Elementary School Parent Learning Compact



## School staff/teachers will:

- Provide high-quality, rigorous, “best practices” instruction daily.
- Use student achievement data to make instructional decisions and to address the diverse learning styles of students.
- Communicate positively and timely with parents and keep them informed of their child’s progress.
- Provide a positive learning environment for all students to experience success.
- Welcome parents as partners in the education of their child.
- Participate in professional-development experiences that continue to improve classroom instruction.

## Families/Parents will:

- Ensure that my child attends schools regularly and on time.
- Support the Community School and offer ideas related on how to improve the educational process.
- Provide a safe and positive place for my child to do his or her homework.
- Welcome teachers as partners in the education of my child.
- Participate in opportunities to learn about the school, needed services, and ways to support my child.
- Talk with my child daily about his or her school experience.

## Students will:

- Attend school regularly and on time.
- Support the Community School and ask for help when needed.
- Complete homework on time.
- Welcome teachers and parents as partners while they work to help me achieve.
- Participate in school activities and always try my best.
- Talk with my parent(s)/guardian(s) daily about my school experience.

Teacher’s Signature: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_



H. B. Slaughter Elementary School

# 2019-20 Student Handbook

## Vision

All Slaughter students advance to the next grade level of education prepared to reach their full potential and contribute to our society.

## Mission

H. B. Slaughter Elementary is committed to empowering each child to reach his or her academic proficiency and social potential through deep, rigorous engagement.

## Core Values

These values guide our work:

1. Our students are cared for and treated as if they are our own.
2. Children learn differently.
3. What happens in the classroom matters the most.
4. The differences of each are assets of the whole.
5. High-quality teaching is the most powerful tool for helping students reach high standards.
6. Leadership and innovation are essential to prepare students for their future.
7. Talents and resources are used wisely to benefit students.
8. Partnerships among schools, families, and community are important for the health and well-being of our students.
9. Adults model integrity, respect, creativity, and accountability.

# Message to Parents

Welcome to H. B. Slaughter Elementary School. We look forward to working with you during your child's journey through elementary school.

This handbook should serve as a helpful tool to answer basic questions that may arise throughout the school year. If you still have questions, give us a call at **485-8328**.

## General Information

### School Year

First Day of School—**August 14**

Last Day of School—**May 29**

**Note:** If schools are closed due to inclement weather, the school year is extended to make up the missed days.

### Breakfast and Lunch

Breakfast is served for all students every day from 8:15 to 9 a.m. Students must be in the building before 9 a.m. to receive breakfast by 9 a.m.

Lunch is served from 11 a.m. to 1:15 p.m.

**Meals are provided to students at no cost. Adult lunch costs \$4.25.**

If bringing a lunch from home, students may not bring bags of chips larger than 7 ounces or any soft drinks. Food is not to be shared, and snacks are not permitted at lunch time. If a family member is planning on joining a student for lunch, he or she must show identification and be listed on the enrollment form. If not listed, the student's parent or guardian must inform the school to expect the family member and provide the family member's name. If bringing in outside food, we ask that healthy food choices are modeled. A family table is provided for family members to sit with their students.

If your child has a food allergy, request a JCPS Health Services Form from the school office. This form must be completed by your child's physician. Dietary restrictions due to religious beliefs must be communicated to the cafeteria manager in writing.

### Attendance

In order for your child to learn, he or she must attend school daily. If your child must be absent because he or she is ill, the Jefferson County Board of Education (JCBE) requires that the parent/guardian call the school at **485-8328** to report the illness/absence and send a note, which explains the absence, to the classroom teacher when the child returns to school.

### Excused Absences

When the student is absent with the parent's/guardian's permission and knowledge for illness, school activities, court appearances, or a funeral, and the parent provides a written note within three days of the absence, the absence is excused. The note must be written on a separate sheet of paper, not in the student's Agenda. JCPS does not excuse family trips during school days.

When a student accumulates a total of ten full-day absences due to illness, parents are required to present a written statement from a medical professional for additional absences during the current school year in order for the student to be excused.

### Make-Up Work

- Students are allowed one day for each day of excused absence plus one additional day in which to turn in the make-up work.
- When a student is absent, parents may call the school to request make-up work. Teachers will fill the request within 24 hours.

### Unexcused Absences

When a student is absent due to the reasons listed in "Excused Absences" but the parent/guardian has not provided written notification to the school, or when the child is absent for a reason other than what is listed in "Excused Absences," these absences are considered trancies and will be dealt with according to the district's truancy policy.

### Checkout Procedures

- If a student leaves during the school day, parents must check him or her out in the office. The student is then called to the office by the office staff.
- The student reports to the office, where parents are to wait.
- Parents are encouraged to make medical and dental appointments after school hours. (Students can come in before and/or after appointments.)
- 9:05 a.m. to 3:45 p.m. is considered a full day of instruction (400 minutes).

### Tardiness

Being on time is important; tardiness causes a loss of valuable instruction time. Students who are tardy should go directly to the office to obtain a tardy slip and have their attendance recorded correctly. **Only medical documentation justifies a tardy as being excused.** An excused tardy means that the student is given the opportunity to make up his or her missed schoolwork. All other tardies are unexcused.

Excessive tardies may result in a student not being given the opportunity to participate in receiving Perfect Attendance incentives. It also may result in a student being denied a Perfect Attendance award or certificate.

In addition, excessive, unexcused tardies may be considered educational neglect and reportable to Child Protective Services (CPS).

# Arrival and Dismissal Procedures

## Morning Arrival Procedures

To ensure the safety of students, the following arrival/dismissal procedures are implemented at H. B. Slaughter Elementary.

### School Hours

The H. B. Slaughter school day begins at 9:05 a.m. and ends at 3:45 p.m. for students in P1 (kindergarten) through grade five. Instruction begins at 9:05 a.m. Students may arrive at school beginning at 8 a.m.

**Car riders** and **walkers** are to arrive through the Dellafay Drive entrance before 9 a.m. **Car riders** are **not** to be dropped off at the front entrance. Students who arrive at 9 a.m. or after should be accompanied by an adult into the building through the front lobby entrance and signed in. Students who arrive after 9:05 a.m. will receive a tardy slip. For safety reasons and to protect instructional time, no adults are permitted to visit classrooms without making prior arrangements with the teacher, signing in, and wearing a visitor's pass. Please note that breakfast service stops at 9 a.m.

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## Afternoon Dismissal Procedures

### Car Riders

**All car riders are dismissed from the gymnasium exit.** All car rider parents are assigned a specific number written on a tag. This tag is to be displayed on the rear-view mirror. In the afternoon, cars are to enter the first parking lot off of Dellafay Drive and follow the painted arrows indicating the car rider traffic pattern.

If the car rider tag is not displayed, the adult picking up a student must show photo identification and be listed on the enrollment form. Students cannot be released to an adult not listed on the enrollment form without prior arrangements from the school office and the parent. Drivers are to stay in their cars during dismissal. For the safety of everyone, follow the directions of staff members during dismissal.

**Beginning at 3:45 p.m.,** a staff member relays displayed car tag numbers to a second staff member located inside the building. Students are called by number to come outside and get into their car. Multiple cars load at one time. Students are to be picked up by 4 p.m. Staff is not available to supervise students after 4 p.m. Any student not picked up by 4 p.m. is returned to the office, and parents must sign the student out.

**If a child is not picked up by 4:15 p.m., police may be notified to file a Neglect report.**

Identification must be presented in order to sign a student out.

### Walkers

Walkers are dismissed out the cafeteria doors at 3:45 p.m. **No walkers are released from the lobby.** Neighborhood walkers are escorted down the sidewalk to the gates at the end of the property. Parents are not permitted to park on Dellafay Drive to pick up their child or in the school parking lots.

### Kindergarten Walkers

Kindergarten students must be picked up at the cafeteria door or walk home with a sibling.

### Early Dismissal

Early dismissals are granted if an emergency exists. Parents who find it necessary to request an early release must appear in person in the office and sign the student out before 3:30 p.m. At that time, the student is called and reports to the office. There is no early dismissal after 3:30 p.m.

Adults picking up students must show photo identification. Students will not be released to an adult not listed on the enrollment form without prior arrangements from the parent and school office.

### Transportation Changes

Please be responsible for knowing your child's bus number and bus stop, especially if there is more than one bus that is used. If bus stop changes are made with the bus driver or the bus compound, contact the school so that our records can be updated. **For any change of transportation, written notification is required. The student's name, grade, parent's name, and phone number must be included in the notification. The written notification must be turned in no later than the day the transportation is to be changed.** Although there are emergencies that arise, make every effort to be as consistent as possible with your child's transportation.

### Severe Weather and Emergency Policies

School is in session unless the weather makes it dangerous for buses to run. The local radio station (WHAS) and TV stations (WAVE3, WHAS11, WLKY32, and WDRB Fox 41) announce the school district's decision regarding a delay or cancellation of school no later than 6:30 a.m. During the day, weather conditions may become severe enough to require the buses to run early. **Parents, discuss with your child in advance who will pick him or her up or what to do in case school is dismissed early. The safety of your child is our main concern.** If severe weather is occurring during afternoon dismissal, students will be held in the building until JCPS gives permission for schools to release students.

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## Bus Information

Jefferson County Public Schools (JCPS) bus routes and schedules are available at all schools prior to the first day of school. Bus routes are also available on the JCPS website at [www.jefferson.kyschools.us](http://www.jefferson.kyschools.us).

Students may **not** ride a bus other than the bus they regularly ride, unless they provide a written request from their parent and the change is approved by the principal or designee.\* This includes riding home with another student for a party, spending the night, or babysitting purposes. Additional bus regulations are as follows:

- Only regularly scheduled bus students are to ride the bus.
- Students must bring a note from home when they do not plan to ride the bus.\*

- Any changes need to be approved through the school office.
- Misbehavior while waiting for the bus (at school or the bus stop) may result in a student being suspended from riding the bus for one, three, or five days. More severe bus behavior could result in long-term suspension.
- **An adult must be at the bus stop for a kindergarten student to exit the bus; otherwise, kindergarten students are returned to school to be picked up.**

\*Transportation change and request notes are to be turned in to the classroom teacher at the start of the day and must include a contact phone number.

# Discipline Policies and Procedures

## Schoolwide Effective Behavior Management and Discipline Plan

### Positive Reinforcement System

Positive Behavioral Interventions and Supports (PBIS) is used to address the behavioral and discipline systems needed for successful learning and social development of students. The schoolwide system includes proactive strategies for defining, teaching, and supporting appropriate student behaviors and to create a positive school environment. **The primary goal of this plan is to create a positive school climate that fosters being respectful, responsible, safe and kind.** This is the culture students need to be ready to learn. Staff members are encouraged to reinforce positive behavior

exhibited by students and classes. Compliments are highly effective. It is suggested that teachers develop and implement a system for reinforcing public acknowledgment of students' behavior.

All of our staff members will teach students the positive behaviors they are expected to demonstrate at school, particularly in the common areas. We will acknowledge and reward students who consistently demonstrate positive behaviors.



# Slaughter Elementary Schoolwide Expectations

| Expectations           | Arrival/Dismissal   | Hallway   | Restroom   | Cafeteria   | Assembly/Field Trips  | Bus  |
|------------------------|---|---|--|---|---|--|
| <b>Be Respectful.</b>  | <ul style="list-style-type: none"> <li>Use Voice Level 0 or 1 as directed.</li> <li>Stay in the assigned area.</li> <li>Raise your hand, or approach an adult for help.</li> </ul>      | <ul style="list-style-type: none"> <li>Use Voice Level 0.</li> <li>Listen and follow directions.</li> <li>Walk on the stars on the right side of the hallway.</li> </ul>    | <ul style="list-style-type: none"> <li>Use Voice Level 0.</li> <li>Wait your turn.</li> <li>Use the restroom, wash your hands, and leave the restroom.</li> </ul>  | <ul style="list-style-type: none"> <li>Use Voice Level 1 or 2 as directed.</li> <li>Wait your turn.</li> <li>Follow directions.</li> <li>Use polite language (e.g., "please," "thank you," and "excuse me").</li> </ul> | <ul style="list-style-type: none"> <li>Use Voice Level 0.</li> <li>Only speak if directed.</li> <li>Eyes on speaker</li> <li>Follow directions.</li> <li>Clap and cheer when appropriate.</li> </ul>                | <ul style="list-style-type: none"> <li>Use Voice Level 1 or 2 as directed.</li> <li>Sit in your assigned seat—back to back and bottom to bottom.</li> <li>Follow directions.</li> <li>Use polite language (e.g., "please," "thank you," and "excuse me").</li> </ul> |
| <b>Be Responsible.</b> | <ul style="list-style-type: none"> <li>Follow adult directions.</li> <li>Move quickly and appropriately to assigned area.</li> <li>Follow area expectations.</li> </ul>                 | <ul style="list-style-type: none"> <li>Follow adult directions.</li> <li>Move quickly and appropriately to the assigned area.</li> <li>Use a hall pass if alone.</li> </ul> | <ul style="list-style-type: none"> <li>Follow adult directions.</li> <li>Move quickly and appropriately.</li> <li>Use a hall pass if alone.</li> <li>Use the toilet appropriately, and put trash in the garbage.</li> <li>Report any messes or misbehavior immediately.</li> </ul> | <ul style="list-style-type: none"> <li>Get all items needed while in line.</li> <li>Clean up after yourself.</li> <li>Report any messes or misbehavior immediately.</li> </ul>  | <ul style="list-style-type: none"> <li>Listen to the speaker.</li> <li>Think about the message.</li> <li>Enjoy the assembly or field trip.</li> </ul>   | <ul style="list-style-type: none"> <li>Listen to the bus driver.</li> <li>Follow the rules.</li> <li>Make good choices.</li> </ul>   |
| <b>Be Safe.</b>        | <ul style="list-style-type: none"> <li>Stay in the assigned area.</li> <li>Keep your hands, feet, and objects to yourself.</li> <li>Report any dangerous behavior.</li> </ul>           | <ul style="list-style-type: none"> <li>Stay in line.</li> <li>Keep your hands, feet, and objects to yourself.</li> <li>Face forward.</li> <li>Pay attention.</li> </ul>     | <ul style="list-style-type: none"> <li>Stay in your space.</li> <li>Keep your hands, feet, and objects to yourself.</li> <li>Walk.</li> </ul>  | <ul style="list-style-type: none"> <li>Walk.</li> <li>Sit on your stool, and face the table.</li> <li>Raise your hand for help.</li> <li>Keep your hands, feet, and objects to yourself.</li> </ul>                     | <ul style="list-style-type: none"> <li>Sit "Criss Cross Apple Sauce."</li> <li>Raise your hand for help.</li> <li>Keep your hands, feet, and objects to yourself.</li> </ul>  | <ul style="list-style-type: none"> <li>Stay seated.</li> <li>Keep your hands, feet, and objects to yourself.</li> <li>Report messes or misbehavior immediately.</li> </ul>   |
| <b>Be Kind.</b>        | <ul style="list-style-type: none"> <li>Say "please", "thank you," and "excuse me."</li> <li>Smile and greet others quickly and quietly.</li> <li>Find space, and be patient.</li> </ul> | <ul style="list-style-type: none"> <li>Smile and greet others quickly and silently.</li> <li>Find space, and be patient.</li> </ul>   | <ul style="list-style-type: none"> <li>Smile and greet others quickly and silently.</li> <li>Find space, and be patient.</li> <li>Be quick and quiet.</li> <li>Remind friends kindly.</li> </ul>   | <ul style="list-style-type: none"> <li>Talk about appropriate topics.</li> <li>Talk to the friends at your table.</li> <li>Remind friends kindly.</li> </ul>  | <ul style="list-style-type: none"> <li>Smile and greet others quickly and quietly.</li> <li>Find space, and be patient.</li> <li>Use appropriate language when speaking.</li> <li>Remind friends kindly.</li> </ul> | <ul style="list-style-type: none"> <li>Find space, and be patient.</li> <li>Use appropriate language when speaking.</li> <li>Remind friends kindly.</li> </ul>   |

Respectful, Responsible, Safe, and Kind

## Hallway Expectations

Students are not allowed in the hallways without their class unless they have a completed hall pass or sick note from their teacher. All staff will enforce student hall passes.

## Bathrooms

Bathroom norms will be consistently taught/reinforced.

## Cafeteria

Teachers are to escort students to the food line.

Students will line up along the wall with the water fountain for dismissal from lunch. Students will line up once the classroom teacher is at the door to help supervise.

Students need to be brought to the cafeteria and picked up on time.



## Assemblies

Assembly expectations will be taught/retought prior to assemblies through the use of a Y chart. Students exhibiting inappropriate behavior will be provided redirection. However, a three-strikes-you're-out plan will be used if a student does not respond to redirection.

## School Pledge

Following the Pledge of Allegiance, students will recite the I Am Somebody Pledge as part of the daily morning announcements.

### I Am Somebody

I am somebody.

I am capable and lovable.

I am teachable; therefore, I can learn.

I can do anything when I try.

I respect myself and others.

I will be the best I can be each day.

I will not waste time, because it is too valuable.

And I am too precious and bright.

I am somebody.

## Discipline Plan

### Classroom Interventions

- Praise/Recognition, affirmation, celebrate the positive.
- Morning Meeting of Restorative Circles
- Classroom interventions designed to signal disapproval of misbehavior include the following:
  - Close supervision
  - Eye contact
  - Signals/Cues
  - Buffering/Separating antagonists
  - Proximity control
  - Send student on a Meet and Greet errand
  - Contingency management
  - Direct warning/referral
  - Create personal folders
  - Change seating
  - Private reminder
  - Private conference
  - Projections/Questions (e.g., "How is the behavior helping you?")
  - Time in/out
  - Indirect warning
  - Parent contact
  - Reflection/Fix-it strategies

## Responsibilities of Students

Each student is responsible for complying with school and classroom expectations. We will support students by ensuring they know the expectations and by keeping in contact with parents. Students who refuse to comply with expectations or repeatedly fail to comply with expectations will be subject to discipline in accordance with the *JCPS Student Support and Behavior Intervention Handbook*.

## Responsibilities of Parents

The ultimate responsibility for a student's behavior rests with the student. Parents need to support the student in developing appropriate behavior by doing the following:

- Support the school in requiring students to observe all school rules and regulations.
- Help your child develop the skill of accepting responsibility for any willful misbehavior on his or her part.
- Send students to school with proper attention given to health, personal cleanliness, and neatness of dress.
- Maintain an active interest in your child's work.
- Make it possible for him or her to complete assigned homework by providing a quiet place and proper conditions to study.
- Read all communications carefully, sign them, and return them as requested.
- Cooperate with the school by attending conferences set up for planning continuous maintenance and improvement.
- Secure resources and supports needed for your child's success.

## Programs Offered

Our programs include the Reader Workshop, Math Workshop, Science Investigations, Arts and Humanities Integration, Orchestra/Band, Computer, CARE for Kids, Extended School Services (ESS), and English as a Second Language (ESL).

The JCPS Core Content pacing guides and district assessments are used in all classrooms.

Over the course of the school year, the H. B. Slaughter staff and Family Resource Center (FRC) will possibly offer the following activities: soccer, basketball, cheerleading, Cross-Country, Quick Recall, Future Problem Solving Team, Girls on the Run, Student Council, Junior Achievement (JA), Peer Mediation, and other activities to empower students to reach their academic proficiency and social potential through deep, rigorous engagement.

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## Counseling Services

We have a full-time guidance counselor who works with students, parents, and teachers through guidance lessons, conferences, testing, and other areas that relate to our students. We also use Centerstone and a full-time mental health counselor.

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## Exceptional Child Education (ECE) Services

Teachers with professional preparation in speech, language developmental learning problems, and special needs are available for those students with Individual Education Programs (IEPs). The continuum of services includes self-contained classes, resource, and speech.

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## Family Resource Center

The FRC assists families to help remove barriers to education. The center works with families, staff, and the community. Our FRC coordinator can be reached at **485-8110**.

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## Primary and Intermediate Programs

Students 5 to 10 years old make up the Primary Program population. Students in grades four and five are in the Intermediate Program.

## Title I

Title I is a federal grant that provides the school with additional funds to meet the needs of students. Through the use of these funds, we are able to staff a full-time science lab teacher who works daily with teachers and students focusing on the Next Generation Science Standards. We are also able to have on staff two part-time master teachers. These teachers provide small-group instruction in both reading and math for students needing additional opportunities to learn a standard and small-group instruction for students who are ready for enrichment. Title I funds are also used to provide opportunities for the grade-level teachers to plan units of study together as a team and to provide family events that will help you support your child's learning.

## Reporting Student Progress

In an effort to keep parents informed about student progress, the following measures are used:

- Students' sharing of papers and experience is encouraged.
- Notes and phone calls are frequent.
- Students use Agenda planners.
- Students' progress is documented and sent home on report cards. Cards should be signed and returned immediately.
- Parent-teacher conferences are available throughout the year.
- Student grades can be accessed through JCPS Parent Portal on the district website.

## Homework Policy

Homework is an extension of classroom instruction and will consist of additional practice of skills taught during classroom instruction, parent-child activities that contribute to classroom units, and daily reading logs that record the time students spend reading at home. Teachers will monitor homework completion and the habits of individual students. Homework assignments shall be evaluated by the teacher.

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### Primary Grades

- Teaching teams at each level shall collaborate to ensure that homework reinforces classroom experiences and that the expected time spent is developmentally appropriate, as well as consistent, among grades.
- Team leaders shall follow up on any parent or student requests for assistance with homework assignments.
- Expected time for homework should range from 15 to 30 minutes.

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### Intermediate Grades

- Teaching teams at each level shall collaborate to ensure that homework reinforces classroom experiences and that the expected time spent is developmentally appropriate, as well as consistent, among grades.
- Team leaders shall follow up on any parent or student requests for assistance with homework assignments.
- Expected time should range from 40 to 50 minutes.

# Parents/Guardians

## School Visitation

Parents are encouraged to visit school frequently and to actively participate in the education of their child. However, for safety and instructional reasons, any observations, teacher conferences, etc., must be scheduled with the teacher prior to visiting the classroom.

Visitors are required to show identification, sign in, wear a visitor pass, and clearly state to office personnel the reason for the visit. If you need to give your child a message, medication, homework, lunch money, or supplies, etc., this is to be done through the office personnel. Students will not be pulled from academics during the school day for nonacademic purposes requested by parents without administrative approval.

Students from other schools are not permitted to visit classes with your child unless the visit is approved by the principal.

**The school is closed to visitors from 3:30 to 4 p.m. each day. This is to ensure the safe, uninterrupted afternoon school dismissal of students.**

When visiting the school, use our Slaughter Family parking area located off of Fern Valley Road or one of our back parking lots, which are accessible from Dellafay Drive.

## Contacting Teachers

If you wish to speak to a teacher, please leave your phone number and he or she will return your call as soon as possible. Please allow up to 24 hours for the teacher to call back. Teachers may also be reached through email. Visit our school website for email addresses. Our website address is <http://schools.jefferson.kyschools.us/Elementary/Slaughter>.

## Parent/Guardian Contact Information

Each year, parents/guardians must complete a school enrollment form. A copy is kept in the school office file for parent contact purposes. In the event that your child becomes ill or is injured at school and requires your presence, or if we need to contact you regarding your child's progress or behavior, the school **must always** have the correct address and emergency contact numbers for parents, babysitters, daycare, etc. **Notify the school immediately of any changes.**

## Custody Issues

It is the parent's responsibility to provide the school office with the most current legal documents regarding custody issues.

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## Parent Involvement

Several opportunities exist for parents to be involved in the school. The opportunities include volunteering as:

- An **Every 1 Reads** mentor (contact our FRC coordinator at **485-8110** for information).
- A room parent to assist with classroom teachers.
- A lunch helper.
- A morning car rider or bus rider greeter.
- An office helper.

Information will be sent home regarding these opportunities. You may also contact our FRC coordinator at **485-8110** to volunteer.

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## Field Trips

Parents chaperoning or attending a field trip must come to the school and ride or follow the bus. During the field trip, parents are to stay with the school group. Teachers will communicate with parents whether visits to gift shops and concession stands are permissible.

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## Child Protective Services (CPS)

CPS has jurisdiction, and as a school, we are not permitted to intervene or to provide families any information regarding a CPS visit.

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## Volunteers

Volunteers must complete and receive a background clearance check (available on the JCPS website Parent tab prior to volunteering).

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## School-Based Decision Making (SBDM) Council/Advisory Board

The SBDM has the responsibility to set school policy in the areas specified under KRS 160.345, which shall provide an environment to enhance student achievement and to help the school meet the goals established by the Kentucky Education Reform Act (KERA), No Child Left Behind (NCLB), and the Jefferson County Board of Education (JCBE) goals. The council consists of three teachers, two parents, and the principal. Please contact the office at **485-8328** if you wish to discuss issues under consideration by the council.

# Odds and Ends

## Medication

If it is necessary for a student to take prescription medication during school hours, his or her parent must completely fill out an Authorization to Give Prescription Medication Form. An actual time to administer the medication must be listed on the prescription bottle. Only school office personnel trained by JCPS health services are permitted to administer prescription medication. **The parent, not the student,** is responsible for bringing the medication to school in its original container or prescription box. When the medication needs to be refilled, the parent is notified by phone and the empty container is sent home with the student.

Students who require an inhaler or EpiPen, have disabilities, or have seizures must have the appropriate forms on file in the office. Inhalers must remain in the office unless you have the required paperwork from your child's doctor on file in the school office, stating that the student is allowed to carry and administer their own inhaler. Nonprescription medicine is permitted; however, an Authorization to Give Over-the-Counter Medication Form must be fully completed and a healthcare provider's signature is required. If you have questions regarding medication, contact Ms. Arnold, the school secretary, at **485-8328**.

## Electronic Devices

Students may bring cell phones to school. However, **cell phone usage is not permitted** at school, on the school grounds, or on school buses.

All cell phones must be put away for the course of the school day. Failure to do so may result in the confiscation of the item. The item will be held in the office and released to the parent of the student.

Electronic devices are not permitted. In addition, the school is not responsible for any theft, loss, or damage of cell phones or electronic devices.

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## Birthdays/Celebrations

Birthdays are recognized on the last Friday of each month. Families wishing to send in treats on that Friday must contact the classroom teacher prior to that Friday to coordinate what treats will be brought in. For food safety reasons, it is recommended that the treats be store-bought, commercially prepared items that can be distributed easily. Treats may be brought to the office by you or your child before school in the morning.

Treats cannot be sent in on the last Friday of the month without making prior arrangements with the teacher or sent in on a day other than the last Friday of the month.

While treats are acceptable, this is not to be considered a birthday/celebration party for the student. Visitors, camcorders, party favors, etc., are interruptions to the educational process and are not permitted.

Balloons and flowers are not to be delivered to the school for students and may not be transported on school buses.

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## School Phone Usage

Students are called to school phones only in cases of emergency. Necessary plans should be made with students prior to leaving home in the morning. In addition, students are to only use the office phone to place calls and **only in an emergency**.

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## Questions and Concerns

The following actions should be taken when questions or concerns arise:

- Call and talk with your child's teacher about the issue.
- If a conference is needed, call to make an appointment for a conference time.
- If the issue is not resolved after speaking/conferencing with the teacher, contact the school office to speak with the counselor, assistant principal, or principal.

## Pants

### **Solid colors only:**

Tan/Khaki, Black, Navy

- Uniform Style
- Corduroy is acceptable.
- No sagging
- No denim material/No jeans
- No sweatpants
- No jeggings
- No leggings worn as pants
- No logos

## Shorts/Skirts or Jumpers

### **Solid colors only:**

Tan/Khaki, Black, Navy

- No shorter than three inches above the knee
- No denim material/No jeans
- Leggings/Tights may be worn under jumpers/skirts.

## Shirts

### **Any solid color**

- Polo style, turtleneck, or button-down
- T-shirts with school logo
- All shirts must have short or long sleeves.
- Shirts must be tucked in.
- No logos
- On Fridays, students may wear a college shirt

## Sweaters/Sweatshirts

### **Any solid color**

- Pullover or cardigan (zippered or button-up/hoodies)
- No logos

## Hijabs

Hijabs may be worn with the uniform.

## Shoes

- Athletic or closed-toe/closed-heel only
- No sandals or heels
- No shoes with wheels (e.g., Heelies)

## Cold-Weather Clothing

- Coats, thick/heavy jackets, gloves, hats, scarves, hoods, and any other cold-weather clothing are not to be worn within the classroom.

## Dress Down Days

- No shorts shorter than three inches above the knee.
- No sleeveless shirts.
- No open toed shoes, clogs, or heelies
- Writing on shirts must be school appropriate

## Jeans Days

- Jeans on bottom
- Uniform shirt on top

## Jewelry/Purses

- Students are advised not to wear jewelry or carry purses during the day.
- Students will be directed to secure these items in a specific location (locker or classroom).

## Policy Enforcement

- Students out of uniform will be sent to the Family Resource Center.
- Students are to change back into their original clothes prior to leaving for the day.
- For cases of repeat uniform infractions, the parent will be contacted.
- Contact the Family Resource Center coordinator if needing assistance with uniforms.



[www.jefferson.kyschools.us](http://www.jefferson.kyschools.us)  
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