# Schaffner Traditional

## PARENT/STUDENT HANDBOOK

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>All About Schaffner</td>
<td>1</td>
</tr>
<tr>
<td>Mission</td>
<td>2</td>
</tr>
<tr>
<td>History of the School</td>
<td>2</td>
</tr>
<tr>
<td>Program Goals</td>
<td>2</td>
</tr>
<tr>
<td><strong>PROGRAM</strong></td>
<td></td>
</tr>
<tr>
<td>Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>Class Organization</td>
<td>3</td>
</tr>
<tr>
<td>Assignment of Students</td>
<td>4</td>
</tr>
<tr>
<td>Class Size</td>
<td>4</td>
</tr>
<tr>
<td>Special Areas</td>
<td></td>
</tr>
<tr>
<td>Exploration Lab</td>
<td>4</td>
</tr>
<tr>
<td>Library</td>
<td>4</td>
</tr>
<tr>
<td>Technology Training</td>
<td>5</td>
</tr>
<tr>
<td>Extended School Services</td>
<td>5</td>
</tr>
<tr>
<td>Literacy Intervention Program</td>
<td>5</td>
</tr>
<tr>
<td>Learning Disabled Program</td>
<td>5</td>
</tr>
<tr>
<td>Communications Disorder Program</td>
<td>5</td>
</tr>
<tr>
<td><strong>SCHAFFNER PROGRAM REQUIREMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>Enrollment Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Health Information</td>
<td>6-7</td>
</tr>
<tr>
<td>Commitment Code</td>
<td>7</td>
</tr>
<tr>
<td>Orientation/Open House</td>
<td>8</td>
</tr>
<tr>
<td>Parent Conferences</td>
<td>8</td>
</tr>
<tr>
<td>Daily School Attendance</td>
<td>8</td>
</tr>
<tr>
<td>Textbooks</td>
<td>8</td>
</tr>
<tr>
<td>Weekly Reports &amp; Agenda /Homework Planners</td>
<td>9</td>
</tr>
<tr>
<td>Homework/Seat work</td>
<td>9</td>
</tr>
<tr>
<td>Report Cards</td>
<td>9-10</td>
</tr>
<tr>
<td>Authorization Pick-Up Forms</td>
<td>10</td>
</tr>
<tr>
<td>Internet Web Site</td>
<td>10</td>
</tr>
<tr>
<td><strong>Other Program Initiatives</strong></td>
<td></td>
</tr>
<tr>
<td>Guidance Program</td>
<td>11</td>
</tr>
</tbody>
</table>
Field Trips/Cultural Arts Presentations 11
Student Council 11
Band/Orchestra 11
Chorus 11
Class Parties 11
Celebration Dance 11
End of Year Ceremonies 12

DISCIPLINE
Expected Behavior Throughout the Building
    Classroom 12
    Building 13
    Cafe Schaffner 13
    Field Trips 13
    Bus 13
    Fighting 14
    Bullying 14
Selected Dress Code for 2016-2017 14-16

FACILITIES AND TRANSPORTATION
    Hours 16
    Open Door Policy 16-17
    Breakfast 17
    Lunch 17
    Parking 17
    Bus Transportation 18
    Car Riders 18
    Building Safety 18
    Safety Drills 18-19
    Weather 19
    Health Room 19

PARENT/COMMUNITY INVOLVEMENT
    Parent Teacher Association 19
    Parent Teacher Association Board 19
    School-Based Decision Making Council 20
    Visitors/Volunteers 20
    Community Involvement 20
    Parent/Student/Staff Satisfaction Surveys 20
    Principal's Newsletter to Parents 20
    Exit Procedures 20-21
    People You May Need to Call 22
    Sign off sheets 23-24
Dear Schaffner Families,

The 2016-2017 Schaffner Traditional Elementary Student/Parent Handbook has been developed to provide information regarding the Jefferson County Public Schools' policies and procedures and to relate procedures that are unique to Schaffner Traditional. I hope this information will guide you through a successful school year.

The Traditional Program is an optional program within the Jefferson County Public Schools. Your choice of our program indicates your commitment and support of the philosophy and guidelines of the program and our school. As part of your commitment to our school and our program, we ask that you read this handbook carefully and discuss the contents with your child/ren attending Schaffner. The handbook agreement form at the end of this handbook is to be completed and returned to Schaffner as documentation of your commitment to the Traditional Program.

Thank you for your support. We look forward to a wonderful educational experience with your child. If at any time you have questions, comments, concerns, and/or suggestions, do not hesitate to communicate with me.

Sincerely,

Phillip A. Poore
Principal

Schaffner's Mission:
Each Schaffner Student is a Confident, Competent and Comfortable Learner.
ALL ABOUT SCHAFFNER

Full Name  Henry B. Schaffner Traditional Elementary School

Address  2701 Crums Lane, Louisville, KY 40216

Phone  (502) 485-8217

Fax  (502) 485-8218

Student Arrival  8:10 - 9:00 A. M.

Student Instruction  9:05 A.M. - 3:45 P.M.

Student Dismissal  3:45- 4:00 P.M.

Office Hours  8:00 A.M. - 4:30 P.M. (Monday- Friday)

School Mission Statement  Each Schaffner Traditional Student is a confident, competent, comfortable learner.

School Colors  Royal Blue and Gray

School Mascot  Dolphin

School Profile  612 students, kindergarten through 5th grade

School Web Site  www.jefferson.kyschools.us
(click on Schools, Elementary Schools, Scroll to Schaffner)
Schaffner Traditional Elementary

Mission
The mission of Schaffner Traditional Elementary is to provide a quality education. We expect all students to learn at a high level. In a structured environment that emphasizes daily attendance and maximum time on task, students are given opportunities to strengthen the understanding of their roles and responsibilities as members of a family, work group and community. Parents, students and the staff in partnership, are committed to students being lifelong learners.

History of the School
Schaffner Traditional Elementary is located at 2701 Crums Lane in Louisville, Kentucky. It is an elementary school in the Jefferson County Public Schools district. The building is a one floor “L” shaped building located on 11.7 acres in Shively, Kentucky. The building was named for Henry B. Schaffner who was a member of the Board of Education for 20 years. Schaffner was built in 1955 and expanded in 1959. Because of declining enrollment Schaffner was closed to students in 1980. The JCPS Media Services and Central Technical Services occupied the building until a fire destroyed a portion of the building in 1984. In May 1988 the Board of Education approved a plan to reopen the school to house a Kindergarten Center that served over 4000 students in four years of operation. In late 1991 the Board of Education approved the Student Assignment Plan that changed Schaffner Elementary to a Traditional Program school. Schaffner now houses over 600 students in the primary levels through the fifth grade.

Program Goals
The Schaffner Traditional mission will be accomplished through the alignment of curriculum, instruction and assessment as outlined by the Kentucky Education Reform Act (KERA) and the Kentucky Core Academic Standards (KCAS). Therefore, the faculty and staff of Schaffner Traditional have established these goals to increase student achievement:

- competence in the basic academic skills;
- application of the basic academic skills through problem solving;
- demonstration of responsibility and accountability for self;
- development of recognition and respect for diversity of individuals;
- involvement of parent/extended families as active participants in the education program.
PROGRAM

The Schaffner Traditional Program is based on the mandates of the Kentucky Education Reform Act (KERA), the Jefferson County Board of Education Goals, the Traditional Program guidelines, Southern Association of Colleges and Schools, Elementary Standards and suggestions from teachers, students, parents and the community. The program is organized into primary (kindergarten through third grade), fourth and fifth grades.

Curriculum
The curriculum has been aligned to the Kentucky Program of Study, Core Content for Assessment 4.1, Kentucky Core Academic Standards, JCPS standards, Traditional Program guidelines and the needs of the Schaffner students. More information on the required curriculum for Kentucky schools can be found on the Kentucky Department of Education web page: www.kde.state.ky.us.

Class Organization
Primary:
P1 students are assigned to full day kindergartens. These students stay within the kindergarten classes for the majority of their studies. There is some grouping with other primary students as student needs change. The primary consists of students in their first through fourth year of elementary school (kindergarten through third grade). The primary students attend the primary levels for four years. Some students may need an extra year to complete the requirements of the primary program. P4 students take the state test in the areas of reading and math.

4th Grade:
Fourth grade students are assigned to a homeroom teacher but may exchange classes to receive specialized instruction in core content subjects. Fourth graders take the state testing in the areas of reading, math, science and writing mechanics.

5th Grade:
Fifth grade students are assigned to a homeroom teacher but may exchange classes to receive specialized instruction in core content subjects. Fifth graders take the state test in the areas of math, social studies, reading, and on-demand writing.
Assignment of Students
Student assignment to classes is done by random selection. Students in the primary levels are assigned to one homeroom teacher but may go to a variety of teachers throughout the instructional day to meet individual developmental and academic needs. Students in the 4th and 5th grades are also assigned by random selection each year. The random (blind) selection of students is made by the teachers and monitored by the school administration. Parent requests for teachers and teacher requests for students are not permitted at Schaffner Traditional.

Class Size
Traditional Program schools have a maximum class size of 24 students in each primary class. Fourth grade classes have 28 students and fifth grade classes have 29 students in each class.

Special Areas
The Traditional Program provides instruction to enhance the whole child. Schaffner Traditional Elementary provides added instruction for each student in the special areas of Art, Music, Physical Education, Library, Exploration Lab and Computer. Schaffner Traditional has full time teachers for Art, Music, PE and Exploration Lab.

Exploration Lab
The Exploration Lab provides hands-on experience to problem solving. The activities in the lab also teach students valuable skills in working with a team. Students explore concepts by forming a hypothesis, experimenting with materials and reaching a conclusion. Students then record their findings in a scientific notebook. Students receive 50 minutes weekly of hands-on experience in the Exploration Lab.

Media Center/Library
Schaffner Traditional Elementary students receive fifty minutes of instruction per week in the Media Center/Library. Primary students also visit the media center for book checkout on a flexible schedule. The center's holdings are computerized which gives students ready access to all offerings. The center also has twelve computers for the students to use with a variety of software including encyclopedias, the Internet and other programs to enhance learning. The media center also houses ten Nooks, or e-readers, which are circulated weekly. A class set of iPads, sixteen mini laptops, and twenty-four laptops are circulated from the Library for classroom and library use as well. Students have the opportunity to access the three Osmos as well as a Makerspace during flexible "center" time after checkout. The Media Center is staffed by a certified school media librarian and a full time library clerk to give individual help to students as their needs dictate.
Technology Training
Students are given direct instruction weekly in the lab but also have access to computers within their classrooms. All classrooms have three computers and are connected to the internet. A mobile mini laptop and ipad lab is available to classes to enhance instruction. Students in P3 (2nd grade), P4 (3rd grade), 4th and 5th grades are trained to access the Internet and also trained in the ethical use of computers. Students in other levels are taught developmentally appropriate computer skills as outlined in the JCPS Computer Continuum. In order for students to access the Internet, parents/students must read and sign a letter of agreement given at the beginning of the school year to each student. These forms are kept on file at the school and updated yearly. Students are monitored at all times while accessing the Internet. In addition, school computers have a safeguard to decrease accessing inappropriate topics.

Extended School Services
The Kentucky Education Reform Act has funded after school services for students to achieve state mandated learning standards. At Schaffner Traditional this after school service is offered during the school year.

Response to Intervention Program
Schaffner Traditional gets no extra funding to offer services during the school day to students needing instructional assistance with reading and writing. The SBDM Council, teachers and staff of Schaffner Traditional have set aside a sizable portion of the school budget to fund instructional assistants. These assistants are placed in the classrooms to work with students identified by teachers and formative assessments as needing these services.

Learning Disabled Program
Schaffner students who have been identified by federal regulations as having a learning disability are assigned to the Learning Disabled Resource Program as indicated by their Individual Education Plan. Parents wishing information on this program need to contact the Schaffner Counselor.

Communications Disorder Program
Schaffner students identified by federal regulations as having a speech or language disability are assigned to the Speech Program as indicated by their Individual Education Plan. Parents wishing information on this program need to contact the Schaffner Counselor.
Schaffner Program Requirements

ENROLLMENT REQUIREMENTS

Proof of Date of Birth: State law requires that any student entering a Jefferson County Public School for the first time, regardless of grade, must provide the school with an original birth certificate. The birth certificate will be returned to you. Children eligible for Kindergarten must be 5 years old on or before October 1st of the current school year to enroll. State law requires any child who is 6 six years old on or before October 1st to enroll in school. Successful completion of Kindergarten is required for the primary program. If a birth certificate is not provided, schools are required by law to notify the Kentucky State Police for investigation of possible child abduction.

Proof of Address: Parents must present verification of their current address upon registering or moving (utility bill, rent receipt, contract on house). The office staff may ask for additional proof of address at any time during the school year to update files and records. Falsifying an address may lead to exit from the Traditional Program.

Health Information:

The following are Health Entrance Requirements:

IMMUNIZATIONS (KRS 214.034, 158.035)

Every student should have a current and valid immunization certificate on file at the school they are attending, with a complete and appropriate shot history (complete list of dates (month/day/year) for all vaccines administered since birth). This is due on file within 2 weeks of your child’s attendance.

MEDICAL EXAMINATIONS (704 KAR 4:020 Section 2)

Students entering a Kentucky school for the first time or entering sixth grade should have an appropriate Kentucky Preventative Health Care Examination form (initial entry and/or sixth grade) on file at the school they are attending within two (2) months after the first day of attendance. (This does not include high school athletic or sports physicals (KAR 156.070)

• The examination may be performed by a physician, ARNP (Advanced Registered Nurse Practitioner), physician assistant, or EPSDT provider from any state. When a child receives their physical from an out of state provider, the physical information needs to be on the appropriate (initial entry and/or sixth grade) Kentucky Preventative Health Care Examination Form.
• This form must be submitted as proof of an examination that has been given no earlier than one (1) year prior to or sixty days after the first day of attendance.
VISUAL EXAMINATIONS (KRS 156.160)
Students entering school for the first time, ages three, four, five or six years old only, should have a Kentucky Vision Examination form on file at the school they are attending no later than January 1 of the first year the child is enrolled in a public school, public preschool or Head Start.
• An optometrist or ophthalmologist must complete the examination.

DENTAL EXAMINATIONS (KRS 156.160)
Students entering kindergarten or first grade for the first time, ages five or six years old only, should have a Kentucky Dental form on file at the school they are attending no later than January 1 of the first year that the child is enrolled in a public school.
• A dentist, dental hygienist, physician, ARNP (Advanced Registered Nurse Practitioner), registered nurse, or physician assistant must complete the dental screening or examination.

It is the responsibility of parents to provide a written list of their child’s food or drug allergies or special health problems. Office staff members have been trained to care for students who become sick during the day. Before the start of school, parents of students with serious health concerns must complete a Primary Care Provider Authorization Form w/ a healthcare provider’s signature. The parent is responsible for signing a medication authorization form, which needs to be notarized, for each prescription to be dispensed at school. The form can be notarized at the school office. All medicines brought to school must be in original containers and must be brought to the office. For over the counter medication (e.g. cough drops) to be given, a healthcare provider’s signature is required on a form available from the office. It is not advisable to involve the school if there is anyway the medicines can be given at home. A note from the parent is required if a child cannot participate in school activities. A child with a fever of 100.5 or more or a contagious disease is to remain at home until a normal temperature resumes without the aid of medication and/or evidence of the disease is not apparent.

Commitment Code
The Schaffner Traditional Elementary staff is committed to a partnership with students and parents. We strongly believe that it takes all three partners for the students to achieve. All parents, students and the school principal sign the commitment code and are required to abide by the standards on the Schaffner Traditional Commitment Code. This form is signed yearly and placed in the student’s permanent records. The form will also be sent home in the first report card to identify areas that need attention by the parents or student.
**Orientation/Open House**

All students and their parents are required to attend a yearly Orientation in early August. During this meeting any changes to the program are addressed. Required paperwork for each student, in addition to the Schaffner Traditional Commitment Code, are completed at this meeting. Parents unable to come to the August Orientation must come to the school office the week after to complete required beginning school paperwork. All paperwork must be completed before the first day of school. Open House nights are held in September to acquaint the parents with their child's program and program materials.

**Parent Conferences**

It is expected that there be at least one parent/teacher/student conference each school year. The goal of the Schaffner staff is to have at least one parent/student/teacher conference with 100% of the parents. The district offers two opportunities for parent conferences throughout the year, but a parent may request a conference with a teacher at other times. It is also expected that the parent will schedule a time when school personnel requests a conference.

**Daily School Attendance**

Daily school attendance is a requirement of the Traditional Program. If a student is absent because of illness the school must be notified the day of the absence. A note must accompany the student upon returning to school. Parents not calling the school when their child is absent will receive a telephone call requesting this information. It is important that the student be on time for school every day and stay the entire day. School starts at 9:05 a.m. and ends at 3:45 p.m. Kentucky Department of Education requirements dictate that all tardies and early pickups be recorded on the student's attendance.

Student attendance times start when the student enters the classroom. Students coming to school after 9:05 a.m. must be accompanied by parents to the front desk to sign in the student and to give the reason the student is late. All students being picked up by parents before the ending time of 3:45 p.m. must request the student at the front desk. For the safety of the students, visitors will not be allowed in the student area after 3:30 p.m. Excessive absences or tardies could jeopardize your child’s placement in the traditional program. Parents picking up their child at school at the end of the day must come to the cafeteria to sign the child out.

**Textbooks**

Schaffner Traditional uses textbooks as the primary resource for instruction. Students are given free use of textbooks during the school year. If a textbook is lost or abused, the parents will be expected to pay for the book.
Weekly Reports and Agenda/Homework Planners
All students will receive a weekly report from their teachers. The weekly report is intended to let parents be aware of the work for that time period. The weekly report and report cards will be given to the student to share with family members. Duplicate documents will not be made for parents living in separate homes. Parents are to sign their child’s weekly report and send it back the next day. Students in P3 (2nd grade) through 5th grade are required to write their homework in the official Schaffner Agenda/Homework Planner. Parents are required to sign this planner each evening. Parents of students in P1 and P2 are required to review and sign all homework papers on a nightly basis. If your child is in P3-5th grade, check with the teacher for his/her policy on having homework papers signed.

Homework/Seat work
All students receive homework nightly, Monday through Thursday. Kindergarten students have no more than 30 minutes nightly; primary students have no more than 45 minutes nightly; 4th and 5th graders have no more than one hour homework nightly. All homework is graded and returned to the students in a timely manner. It is expected that students complete all seat work as assigned. Students who are absent are expected to make up any missed work according to the guidelines stated in the JCPS Uniform Code of Student Conduct and the Student Bill of Rights. Students are expected to put their name and student number on all written work. Students will be trained for a short period of time to remind them of this responsibility and will be warned when the “grace period” has ended.

Report Cards
Traditional Program students receive report cards every nine weeks. There are different report cards for students in kindergarten, primary and intermediate classes. Parents of students experiencing academic difficulties or behavior not consistent with Traditional guidelines are expected to attend a parent/teacher/student conference during the semester of the difficulty. Parents of students experiencing continuing problems are expected to meet with the principal to develop a remedial plan. Student achievement is recognized every nine weeks in the areas of school attendance, following the commitment code and progress in school work. 4th/5th grade students participate in the Honor Roll Program. Yearly awards are given during the last month of school.

Schaffner teachers are required to use the district’s on line grade book. Grades reflect the guidelines outlined in the Student Progression, Promotion and Grading (SPP&G) Handbook. For grades four and five, academic grades are based on a percentage score. An explanatory message to parents/guardians accompanies any grade below C.
A.....90-100% B.....80-89% C.....70-79% D.....60-69% U.....(Unsatisfactory) Below 60%
Academic grades for primary students:
EP-Excellent Progress; GP-Good Progress; SP-Satisfactory Progress; LP-Little Progress
PB-Progress Below Age-Appropriate
An explanatory message to parents/guardians accompanies any grade below SP.

For all students, grades for conduct, work and study habits, and participation in special area classes (PE/practical living, art, music, library, and science lab) are designated as follows:
O-Outstanding; S-Satisfactory; NI-Needs Improvement; U- Unsatisfactory

Authorization Pick-Up Forms
Each parent is to complete an Authorization for Pick-Up form listing persons allowed to pick up their child from school. Persons picking up students must show an ID if that person is unknown to school personnel. If the name of the person picking up the student is not listed on the Authorization for Pick Up form, the school will deny access to the student until verification from the parent is given. If you know that a person other than the ones listed on the Authorization for Pick Up form will be picking up the student, it is advisable to call the school so students will not be involved in this confusion. The school will only deny access by legal parents to the child if there is a court order indicating this denial. All persons coming to pick up a student before the end of school must enter by the front door and sign the appropriate book. For the safety of the students, visitors will not be allowed in the student area after 3:30 p.m. Persons coming to pick up students as car riders must come into the auditorium and sign the student out. No student will be allowed to go to the parking lot without an adult. Persons bringing their child late to school must come inside the school and sign the tardy book before the child will be allowed to go to the classroom.

Internet Web Site
Parents are encouraged to log on to the JCPS web site for information pertinent to the school program. The web site address is www.jcpsky.net. Topics of interest include the current lunch menu, transportation routes, JCPS school calendar and current school news. Schaffner has its own web site that can be reached by logging on to the JCPS home page, clicking on “Schools” and going to Schaffner Traditional. Besides the normal information on the first page, more current information about Schaffner can be found by clicking on the green oval.

Other Program Initiatives
The primary purpose of the Schaffner Traditional Program is to teach the skills and content for students to be successful in their educational endeavors. There are few school supported extra curricular activities to ensure the focus remains on instruction. If parents want their child to participate in other activities they are encouraged to seek those services from the community agencies/organizations.
Guidance Program
The counselor at Schaffner provides an in-class counseling program once a month for all students. These sessions are intended to acquaint students with skills and strategies for a successful school experience. Individual sessions are available for students requesting to see the counselor.

Field Trips/Cultural Arts Presentations
Students take occasional field trips to enhance their instructional program. Parents must sign a permission form or the student will not be allowed to leave the school grounds. No verbal permission is allowed. Kentucky law requires that persons wanting to volunteer for field trips or for school programs must have an approved criminal background check each year. (See Volunteers in the Parent/Community Involvement section of this handbook.)

Student Council
Each year the students from first through fifth grades are elected by their classmates to the Student Council. The major purpose of the Student Council is to be a service to the students of Schaffner and the community. Some activities planned by the Student Council are the Holiday Food Drive, Helping Hands and other service projects.

Band and Orchestra
Fifth graders are permitted to participate in band or orchestra. This is a voluntary activity. Band/Orchestra classes occur on two different days during the school week. Students must be able to maintain class grades and give appropriate practice time to the band/orchestra assignments.

Chorus
Chorus will be offered to selected 4th graders.

Class Parties
Classes have two parties during the school year: December Holiday Break and Valentine’s Day. Parents may be asked to donate items on a volunteer basis. Individual birthday parties for children during the school day are prohibited. On a child’s birthday, parents may send in only pencils, small notebooks (or other small trinkets), mini cupcakes, individual cookies or doughnuts to be shared with classmates at lunch time. Invitations to individual birthday parties outside of school will not be distributed because this interrupts the instructional program and could cause a problem with hurt feelings.

Celebration Dance
A Celebration Dance is planned for all 4th and 5th graders in the month of May. The dance combines contemporary and fad music/dances to enable students to strengthen socialization skills.
End of Year Ceremonies
The fifth grade students have an end of year ceremony to celebrate their completion of the elementary program. The ceremony occurs on the last day of school. Parents are invited to this celebration. Fifth graders receive their end of year awards at this ceremony. Primary students and 4th graders receive end of year awards during the last week of school.

Discipline

The Traditional Program is a structured environment that stresses the importance of student self-discipline, self-motivation and self-direction. This is the base of the discipline procedures at Schaffner Traditional and is consistently applied daily. The discipline procedure used at Schaffner is a consistent, positive learning experience that sets respectful limits and guidelines to lead children through life. Each student will abide by the Jefferson County Public Schools Uniform Code of Student Conduct and the Student Bill of Rights, the Discipline Code as described in the Traditional Program Guidelines and the Schaffner Traditional Commitment Form.

The Discipline Code is intended to teach each child to use personal resources to help him/her grow intellectually and emotionally by enhancing self-image and self-confidence. The student, parent and school work together to help the student become a self-disciplined individual.

Students not displaying appropriate school behavior are referred for disciplinary action which has several steps:

1. The teacher will work with the student to regain appropriate school behavior;
2. The student is placed in another classroom for a time out period/parent is informed;
3. The student is referred to the asst. principal for options to the inappropriate behavior;
4. The student is referred to the asst. principal who calls the student’s parents;
5. The student is referred to the assistant principal or principal. A meeting is scheduled with student and parents to develop a plan to remediate the inappropriate behavior.

A student unable to modify the inappropriate school behavior will jeopardize his/her Traditional Program placement.

Expected Behavior for all Schaffner Students

Classroom
Rules, like skills, are learned behaviors and must be reviewed and practiced. Students at Schaffner Traditional are recognized for appropriate school behavior. Students are expected to respect the rights of others and the property of others, including the school environment.
Building
To encourage self-discipline, students are permitted to move to different instructional areas of the building without supervision (with teacher permission) but they must respect the importance of the instruction going on in the classrooms by walking quietly throughout the hallways.

Cafe Schaffner
Students are given 20 minutes for lunch to encourage socialization among peers. During this time students must stay seated, talk quietly, eat their food and follow the directions of the adult supervisors in the Cafe. Students not taking the responsibility of self-behavior are seated at a separate table and denied the privilege of eating with the group for a short period of time. They are also referred to the teacher. Any offense impacts the conduct grade for the grading period. Parents are notified of repeated offenses. Parents coming to lunch will eat with their child at the side tables to ensure there is sufficient space for students to eat at their assigned tables.

Field Trips
All students are expected to abide by the classroom and school rules while on school field trips. Moving the instructional area to the public requires strict compliance with established rules. Any violation of these rules will jeopardize the student’s participation in future out of school field trips.

Bus
Transportation is a privilege and is given to students who help provide a safe environment while riding the bus. The rules for bus behavior are to stay seated, talk quietly, and keep hands to self. Any student whose behavior distracts the bus driver from his/her prime duty of safe driving, is referred to the principal for disciplinary action. The disciplinary action for the bus has several steps:

1. Bus driver works with the student to encourage appropriate bus behavior;
2. Student is given a written referral. The principal will talk with the student in his office during the student’s lunchtime and send home a copy of the referral. The parent/guardian is expected to address the inappropriate behavior with the child. The referral is to be signed by the parent/guardian and returned to the principal the next school day.
3. If a second referral is issued, procedures in step 2 will be followed in addition to a phone call to the parent/guardian.
4. If a third referral is issued, procedures in step 3 will be followed. On the third referral, the student may also receive a bus suspension and a parent conference with the principal may be required.
5. Additional referrals will result in longer suspensions and possible loss of bus privileges for the year.
Fighting
Any signs of fighting, including but not limited to pushing or hitting, is strictly forbidden at Schaffner. Anyone referred to the principal and found guilty of fighting in the building (starting, continuing, participating or ending) is given an in-school suspension. If the fight occurred on the bus, the suspension will be from the bus. Repeated offenses result in a suspension from school and shall jeopardize the student’s placement in the Traditional Program.

Bullying
The use of lewd, profane, or vulgar language is prohibited. In addition, students shall not engage in such behaviors as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or making threats. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods (otherwise known as cyberbulling). Such behavior is disruptive to the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered. These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

Selected Dress Code for 2016-17 School Year

We, at Schaffner Traditional Elementary, feel that the students’ attire and appearance help establish an environment that is conducive to student learning. Therefore, the following Selected Dress Code has been established for Schaffner Traditional Elementary students.

Wear only what is listed as allowed.

We cannot list every item of clothing or style not allowed.
All clothing must be correct size and in good condition with no holes or tears.

Shirts:
- Types: Polo, turtleneck, Oxford-type, or traditional collared shirts; must be plain and unadorned (no trim, bows, lace, etc.)
- Colors: solid: white, navy, royal Pepsi blue, light blue, Coca-Cola red
- The Schaffner logo is the only logo allowed
- If a short sleeve tee shirt is worn under a collared shirt, the short sleeve tee shirt must be white.
- Shirts must be long enough to be tucked in at all times.
- No long sleeve shirts under short sleeve shirts.
- Students can wear their white or gray Schaffner gym shirt only on gym days

Slacks/Shorts/Capris/Skirts/Jumpers:
- Types: Polished cotton/uniform type cotton
- Colors: solid: navy, black, tan
- A belt is required if the garment was made with belt loops. ONLY Kindergarten students can wear pull-on elastic type uniform slacks or have belt loops removed.
- Not allowed: velvet, knit, corduroy, double stitching, denim/jeans, form fitting pants, designs/labels, cargo pants, pockets on outside of pants, low rise pants, or sagging pants
- Shorts/Skorts/Skirts/Jumpers cannot be more than 5 inches from the center of the knee
- Skirts/Jumpers cannot contain slits

**Belts:**
- Colors: (solid or braided) brown, black, navy or tan
- Belts and buckles must be ornament free
- Not allowed: oversized buckles, sashes or scarves used as belts

**Sweaters:**
- Types: pullover (crew neck or V-neck), long sleeve, front buttoned cardigan (2-5 inches below the waist)
- Colors: solid: white, navy, Coca-Cola red
- Must be worn with a collared or turtleneck shirt underneath
- Not allowed: oversized sweaters, vest sweaters, designs, embellishments or hoods on sweaters

**Sweatshirts:**
- Colors: solid: white, navy, Coca-Cola red, Pepsi blue, or light blue
- Must be worn with collared shirt or turtleneck
- The Schaffner logo is the only logo allowed
- Not allowed: oversized sweatshirts

**Sweatpants:**
- Students have the option of wearing Schaffner logo sweatpants or Schaffner logo gym shorts only on gym day. (These can be purchased from the Schaffner PTA).

**Shoes:**
- Shoes must be laced/tied/fastened and worn at all times.
- Both laces must be the same color
- Not allowed: boots (boots can be worn if snow is on the ground or it is snowing), flip-flops, shower/house shoes, jellies, crocs, clogs, shoes with wheels, sandals of any type, backless shoes, shoes with lights or any shoe deemed unsafe or distracting to others
- Tennis shoes are highly recommended for every day

**Socks and Tights:**
- Socks or tights must be worn at all times.
- Colors: solid: navy, black, white, red, tan
- Style: plain and unadorned (no lace, ribbons, logos, etc.)
- Socks must completely cover the ankle and show above the shoe

**Hair:**
- Must be neat and clean at all times
- Male students' hair must be above the collar, the ears and the eyebrows
- Not allowed: hair feathers, coloring, highlighting, spikes, cut-in designs, tails, Mohawks, distracting hair ornaments, headbands across the forehead, scarves or hair ornaments that hang below the collar, distracting or attention-getting hair styles

**Jewelry/Miscellaneous:**
- Earrings for girls only. One pair of post/stud earrings (nothing hanging below the lobe) may be worn in the lobes only.
- A single necklace may be worn if it is tucked inside the shirt.
- Not allowed: bracelets, rings, chokers, key chains, lanyards, ties, make-up, nail polish, fake nails, French manicures, glitter, tattoos or other body markings, head scarves, bandanas, rolling backpacks, leggings, colognes, perfumes, heels, wedges
- Not allowed to be worn in the building during school hours: hats, caps, gloves, hoods, sunglasses, coats, jackets, or hoodies.

During the first week of school, complimentary warnings will be sent home to inform parents of infractions. The following consequences will be initiated the second week of school.

**CONSEQUENCES**
1. Teacher will send home violation for parent to sign, and reduction in the behavior grade given. A copy of the dress code will be sent home with the infraction highlighted.
2. Step 1 plus additional parent notification by teacher attaching letter to the violation that states any additional infractions will involve parent putting an extra item in the backpack.
3. Step 1 plus a call will be made to the parent on behalf of the principal.
4. Step 1 plus the principal will call parent to conference on the phone.
5. Step 1 plus call made for parent to come in for conference.

The principal/designee is the final authority in matters pertaining to the dress code.

**Facilities and Transportation**

**Hours**
Schaffner Traditional's program hours are 9:05 a.m. to 3:45 p.m. The building opens at 8:10 a.m. Students will not be accepted before 8:10 a.m.

**Open Door Policy**
Schaffner Traditional has an open door policy and welcomes parents to visit when their schedule permits. Parents and grandparents are invited to have lunch when their schedules permit as long as the privilege is not abused. Lunch is part of the instructional program for students and, besides eating, the students are taught practical living skills. Valuable skills of interaction with
peers cannot be practiced with constant adult intervention. Kentucky law requires that persons wanting to volunteer in the school must have an approved criminal background check on file before helping with the students. Parents not having the approved background check may still visit the school but cannot help with the students or go on field trips. All visitors shall sign in at the welcoming desk and get a name tag before entering the student area. Visitors/parents in the building without name tags will be escorted back to the office for the security of the students. Visitors/parents can observe in the classroom but cannot disturb the instructional process.

Siblings are not allowed for classroom visits. It is advisable for visitors/parents to limit their visit to no more than an hour to keep from disturbing other students in the classroom. Conferences cannot be held during the instructional day unless the teacher has made prior plans to meet with the parents. The teacher’s priority during the day is with the students.

Breakfast
Breakfast will be offered beginning at 8:20. Car riders and walkers who arrive after 8:50 a.m. will not be allowed to go to breakfast. Student full price breakfast is $1.75. Adults can purchase items a la carte.

Lunch
All students are given 20 minutes for lunch (and 5 minutes to move to lunch and 5 minutes to move from lunch) and are afforded the opportunity to select their food from an array of choices. Students may also bring their lunches from home. No fast food meals or soft drinks are allowed to be brought from home nor can parents bring fast foods to share with their child at lunch.

The 2016-2017 lunch prices are:
Student full priced lunch--$2.70  Adult lunch--$4.25

*Reduced price lunches or free lunches are available for eligible students. Information is sent home yearly from the Jefferson County Public Schools Food Service Department. Parents are advised to read this information closely to determine eligibility. Questions should be addressed to 495-7080. A new application must be completed every school year. Monthly meal announcements are available the first of the month for each student and on the JCPS web site. Prepayment of lunches by the week/month is encouraged and available. Schaffner’s Food Service is computerized and a read-out of the student’s account is readily available to the parent. Indication should be made at the time of prepayment if extra food purchases are restricted.

Parking
Parents and visitors coming to the school must park on the right side of the building and enter the school by the front door. Parents coming to pick up their children at the end of the day must enter the corner cafeteria door on the right side of the building and sign in at the door. Parents are asked not to park on the neighboring church property.
Bus Transportation
Bus transportation is provided for students residing at least a mile from the school. Locations and pick up times can be obtained by accessing the internet at www.jcpsky.net or by getting the information at the school Orientation in August. If the student is to be a bus rider for the year, parents are strongly encouraged to let the child ride the bus on the first day of school so that routes can be finalized as soon as possible. A list of students is made for the bus drivers on the first day of school. Any change in this information must be called into the school. All students are given luggage tags to help ensure students get home. Students should keep the tag on the backpack for the first 10 days of school. Students are to be at the bus stop at least ten minutes before the scheduled pick up time. After the first few days the pick up time listed in the tabloid will not fluctuate. Students must ride the same bus daily - students will not be allowed to ride different buses on different days. Parents are asked to have their child at the bus stop on time so other students will not have to wait. A note from each parent must be presented to the principal before students will be allowed to go home with another child. Students will not be allowed to ride a bus in which they are not assigned unless authorized by the principal/designee.

Car Riders
Students transported by their parents should not arrive before 8:10 a.m. Parents must park on the right side of the building in an area other than a fire lane. Parents bringing their children in the morning should enter the driveway and go to the far right hand lane and proceed to the curve where a staff member will accept the children and help them cross the driveway to the cafeteria door. Parents picking up their children may enter after 3:30 and come into the cafeteria to wait. All students going home by cars must be signed out daily.

A note must be sent to the teacher if a student is to be dismissed early. Parents must come to the office to request students who are being dismissed early. Students will be dismissed only to persons listed on the Authorization for Pick Up card. Persons unknown to school personnel but listed on the authorization card will be asked for identification. No student will be dismissed from the classroom door or an outside door.

Schaffner Traditional has been provided a safety guard at its entrance on Crums Lane. All persons entering the school grounds must abide by the safety guard’s rules and caution is required as cars enter and exit. Any violation to these rules can result in a referral to the Shively Police.

Building Safety
Schaffner Traditional School is checked yearly for safety and health by the Board of Health, state and local fire officials, and the JCPS Safety Inspectors.

Safety Drills
There are 10 fire drills, 2 severe weather drills, 2 earthquake drills, 2 lockdown drills and 4 bus evacuation drills each year. Students are taught to react in a calm but effective manner to
emergency situations if one should ever occur.

Weather
Should inclement weather occur during the winter months, information on closing of schools can be obtained from any radio station. JCPs usually does not make a determination on the closing of schools because of ice or snow until after 4:30 a.m. and relays this information to the TV/radio stations at 5:00 a.m. If inclement weather (storms, tornado warnings) should occur during the school day we advise parents to let their child stay at school rather than traveling in dangerous weather. Safety is a prime consideration at Schaffner Traditional. We will protect your child.

Health Room
Schaffner has three staff members who are trained in pediatric first aid who attend to students who come to the office feeling ill. Parents will be called for any student having a temperature of 100.5º or above. Other students needing assistance will be given the opportunity to rest for a period of time before being sent back to the classroom. Parents of students who are persistent visitors to the Health Room will be called in for a conference.

Parent/Community Involvement

Parent Teacher Association
Schaffner Traditional is privileged to have a large Parent Teacher Association. The major role of the PTA is service to the students attending Schaffner. Parent involvement is expected in the Traditional Program. One very supportive way to be involved is to join the Parent Teacher Association. Membership is open to all involved with the school. A portion of the dues collected goes to the national/local PTA. The second option is to donate to the Schaffner Dolphin Family Fund—a school-based organization whose major purpose is to plan/implement activities to bring Schaffner families and staff together in a more informal setting. Throughout the school year the PTA Board will request help with school activities. Many hands make light work for all.

Parent Teacher Association Board
The PTA has election for members volunteering to serve on its Board. Each position can be held by one parent or shared between several parents. Elections are in the Spring of the school year. If our PTA is to remain strong it is vital that these positions be filled. Training is available to anyone wishing to serve on the board.
School-Based Decision Making Council
School-Based Decision Making (SBDM) was adopted as the form of school governance used at Schaffner Traditional in January 1997. Representatives from teachers and parents serve with the principal on the Council to determine policy in the areas dictated by Kentucky law. The election to the Council is in September. Meetings are once a month and are advertised in the Principal's Newsletter to Parents.

Visitors/Volunteers
Visitors and volunteers are welcome at Schaffner Traditional. All visitors to Schaffner Traditional must sign in at the welcoming desk. Any person wishing to volunteer with activities at Schaffner must have an approved criminal background check before being allowed to work with the students, including going on field trips. Background check forms are available in the school office.

Community Involvement
Schaffner Traditional students participate in several community initiatives throughout the school year. These initiatives include a Holiday Food Drive, winter clothes for the JCPS Clothes Closet, Helping Hands and the Crusade for Children. The Schaffner staff also participates in the Fund for the Arts and Metro United Way.

Parent/Student/Staff Satisfaction Surveys
Parents, students and staff are asked to complete a satisfaction survey. Results of the surveys are printed in the Principal's Newsletter to Parents and are used in the planning for the school plan developed in December. On various occasions parents and students are asked to respond to an issue to give feedback to the Council as decisions are being made.

Principal's Newsletter to Parents
Each month parents receive the Principal's Newsletter to Parents detailing all information concerning the activities in the school during the month. The newsletter is distributed during the first week of each month. It is also available on the school's web site. Parents also receive from the state the annual Kentucky Report Card describing pertinent school information.

Exit Procedures
Occasionally, a student does not meet the discipline and/or academic expectations of the traditional program. In this event, a letter will be sent to the parent requesting a conference to discuss the area(s) of difficulty. At this conference, specific strategies/interventions for improvement will be discussed. The student will be placed on academic/behavior probation.

If no improvement is made and there is little or no cooperation between the school and the home during the probationary period, there will be a review by the school's exit committee.
If improvement is made during the probationary period, there will not be an immediate review by the exit committee; however, the expectation is that the appropriate behavior/actions continue. A later review may be necessary if improvements are not long-term and sustained. Once the exit process is started, the terms and conditions outlined during the probationary period will remain in effect after the probationary period ends.

After the exit committee review, a notification letter will be sent to the parents. The exit committee consists of the counselor and teacher representatives. The classroom teacher will present a history of the student’s progress and the committee will review all information before making a recommendation of whether the traditional program is an appropriate placement for the student.

If it is decided that the student needs to be exited from the traditional program, the parent will be informed in writing, and we will work to find a school that will better meet the needs of the student.

A parent may appeal the exit committee’s decision to the principal, who will then review documentation from the exit committee as well as the parents/guardians before making a final ruling. Again, the parent will be notified in writing of the decision.

If the principal also decides that the traditional program is not an appropriate placement, the parent may appeal to the director of optional/magnet programs who will review all documentation before notifying the parents in writing of the decision.

If the director of optional/magnet programs decides that the traditional program is not an appropriate placement, the parent may appeal to the executive director of student assignment who will review the documentation before making a ruling and notifying parents in writing of the final decision.
People You May Need to Call
School number: 485-8217

Principal  Phillip Poore  8:00 a.m.-4:30 p.m.
- other times upon request

Assistant Principal  Crystal Olinger  8:00 a.m.-4:30 p.m.
- other times upon request

Counselor  Anglette Braden  8:00 a.m.-4:30 p.m.
- other times upon request

Secretary  Becky Bryant  8:00 a.m.-4:30 p.m.
Bookkeeper  Jill Sanford  8:00 a.m.-4:30 p.m.
Attendance Clerk  Debbie Metcalfe  7:45 a.m.-4:15 p.m.

PTA  Call school number and leave message at office

School Web Site  www.jcpsky.net  Go to Schools - Schaffner

Thank you for reading the handbook carefully!!

Please sign both sides of the last sheet of this handbook and return it to your child’s teacher.
August 10, 2016

I have received a copy of the 2016-17 Schaffner Traditional Elementary School Student Handbook.

Our family will read, discuss, and abide by all of the guidelines, policies, and procedures outlined in this handbook.

_____________________________  ______________________
(Student’s Signature)          (Date)

_____________________________  ______________________
(Parent’s Signature)           (Date)

*Please return this form to your child’s teacher.
As a Schaffner Parent, I understand the following:

1. My child should arrive at school no later than 9:00 a.m.

2. If my child is eating breakfast, he/she should arrive no later than 8:50 a.m.

3. I must review my child’s homework each evening (M-Th).

4. On my child’s birthday, I may send in only pencils, small notebooks (or other small trinkets), mini cupcakes, individual cookies or doughnuts to be shared with classmates at lunch time. No regular sized cupcakes, cookie cakes or sheet cakes or any other food items will be distributed.

5. For dismissal, the building will open for me at 3:30 p.m. If I choose to arrive earlier, I will wait in my car until 3:30 p.m.

6. My child should be picked up no later than 4:00 p.m.

Parent Signature: ________________________________

Date: ________________________________