

Parent and Student Handbook

*Dann C. Byck*  
*Elementary School*

*Developing the Academic, Artistic, and Creative  
Talents of Students*



**Talent Development Magnet  
Waldorf-Inspired Magnet**

## TO ALL OUR PARENTS AND GUARDIANS:

Welcome to the Dann C. Byck Elementary School family. We look forward to an exciting and productive year. We are pleased to provide you with this Parent and Student Handbook which contains important information you will need to know about our school. Please take the time to read this handbook carefully with your child. After reading this handbook, please sign and return the Acknowledgement form (last page) to your child's teacher.

The faculty and staff of Byck Elementary are dedicated to providing a caring and safe learning environment for students. As part of the Jefferson County Public School District, we hold high expectations for the success and achievement of all our students.

We encourage you to become an active participant in your child's education at Byck Elementary School. There are many ways you can support your child and our school, including:

- Ask your child about their day
- Assign a daily homework time each afternoon or evening
- Encourage your child to read every day
- Communicate with your child's teacher by attending Parent/Teacher Conferences
- Call with your concerns
- Check your child's backpack daily
- Read the monthly school newsletter sent home on the first Thursday of the month
- Participate in and support all school activities
- Join PTA
- Become a volunteer

Together, let's make this the best school year ever for your child at  
Byck Elementary!

Sincerely,

*Tamara Darden*  
Principal

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## OUR MISSION OUR PROMISE

The mission of Dann C. Byck Elementary School is to help all students reach their full potential. As a Talent Development Magnet and a Waldorf-Inspired Magnet, we will develop their academic, artistic, and creative talents by stressing rigorous academic standards and providing enriched learning opportunities. We promise to maintain an environment where children are cherished and respected and where their work is valued and celebrated.

Sincerely,

*The Staff of Byck Elementary*

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### ABOUT DANN C. BYCK ELEMENTARY

#### **Waldorf-Inspired Magnet Program**

In Byck's Waldorf-Inspired Magnet Program, students in kindergarten through 5<sup>th</sup> grade immerse themselves in a curriculum that is infused with rich artistic experiences and demanding practical work. Students also participate in building community and develop respect for each individual in the classroom setting. Through the use of artistic endeavors such as song, handwork, painting, dance, storytelling rhythm, poetry, and drama, the Kentucky Core Content comes alive for each individual and challenges each student to reach his/her full potential. Byck's Waldorf-Inspired Teachers have participated in the Rudolf Steiner College Public School Institute in California or the Bellarmine Summer Waldorf Institute and are members of the Waldorf-Inspired Cadre of Teachers directed by Dr. Mary Goral of Bellarmine University.

In addition to state/district core content guidelines, Byck's Waldorf-Inspired students will engage in the following scope and sequence:

- K – Alphabet through fairy tales, stories and guided drawings, music, movement and poetry
- 1 – Storytelling, watercolor painting, music, guided drawings, movement and poetry
- 2 – Myths and legends, water color painting, movement, music and poetry
- 3 – Community gardening, recorder, handwork, nature stories, art, movement and poetry
- 4 – Kentucky history, music, stories, mapmaking, story writing, movement, and poetry
- 5 – Greek and Roman myths and legends, water color painting, teaching history through biography, poetry, math and movement, drama and dance

To be eligible for Byck's Waldorf-Inspired Magnet Program, students in kindergarten through fifth grade must apply for the program through the district's application process and will then be accepted on the following criteria; quality of student work sample, academic evaluation, parent inventory of their child, attendance history and an inventory completed by previous teacher or child care provider.

### **Talent Development Magnet Program**

In Byck's Talent Development Magnet Program students in kindergarten through fifth grade, identify and develop their academic, artistic, and creative talents through a unique curriculum that includes awareness activities, enrichment learning, in-depth studies, and additional support services for exceptionally talented and gifted students (TAG).

- **Day Trips:** Students become aware of the many opportunities available to them through extensive exposure to museums, theaters, historical sites, nature centers, and other community resources.
- **Workshops and Special Areas:** Students explore their interests in special areas, such as media and technology, visual and performing arts, and foreign language. They further investigate their interests through workshops held by organizations such as Kentucky Museum of Art and Craft, Kentucky Shakespeare Festival, Walden Theatre Young Playwrights, U of L Repertory Theatre, Stage One and the Louisville Orchestra.
- **In-Depth Studies (Discover Classes):** Students develop their talents through in-depth studies based on the multiple intelligences such areas as journalism, broadcasting, theatre arts, performing arts and humanities groups, and media/communications.
- **Extra Curricular Activities:** Cheerleading, Basketball, Step Team, Academic teams (Quick Recall and Problem Solving), Student Technology Leadership Program (STLP), Young Rembrandts Arts Initiative, Band, Orchestra, Advanced Art, Show Choir, and Garden Club.

### **TALENTED AND GIFTED (TAG) SERVICES / ADVANCE PROGRAM**

- Commonwealth-Certified Talented and Gifted (TAG) Resource Teacher and TAG Lab
- Individual Service Plans
- Curriculum Differentiation
- Accelerated Math Programs such as Roads to Reading , Success Maker for Gifted Students, and Math Investigations and Middle School Connected Math
- Accelerated Literacy Instruction using materials from the College of William & Mary "*Jacob's Ladder*"
- Cluster Grouping of TAG Students
- Flexible Grouping Across Grades
- Service Learning Projects (raised money to give to Humane Society)

Why do we attempt to identify potentially gifted students at an early age and to provide services to meet their unique needs? First, research indicates that it is important to stimulate a child's brain at an early age. Second, gifted children who experience frustration and boredom in the Primary grades may "go underground" in the Intermediate grades.

Byck uses the SAGES Assessment (Screening Assessment for Gifted Elementary Students) and Cognitive Abilities Test to identify students in kindergarten through grade five for TAG services. Students test for the JCPS District Advance Program in grades three, four, and five. Byck is a designated JCPS Advance Program site.

The SAGES Assessment is a group-administered instrument used to identify students age five to fourteen who are gifted in academics and reasoning. The Cognitive Abilities Test is used to measure critical and creative thinking skills through the use of analogies in verbal, quantitative, and non-verbal

components. Spatial and three dimensional thinking are also addressed in the non-verbal segment of the test.

To be eligible for Byck's Talent Development Magnet Program, students in kindergarten through fifth grade must apply for the program through the district's application process; and will then be accepted on the following criteria; quality of student work sample, academic evaluation, parent inventory of their child, attendance history and an inventory completed by previous teacher or child care provider.

## GENERAL INFORMATION

Address 2328 Cedar Street, Louisville, KY 40212

Phone School Office 485-8221 Fax 502-485-8805  
School Nutrition Service Office 485-8703  
Family Resource Center 485-8862 Fax 502-485-8061

Hours of Operation The school office is open for business between 8:00 a.m. and 4:30 p.m., Monday through Friday.

### School Day for Students

8:30 a.m. Doors open for students  
Breakfast service begins (Walkers and car riders eating breakfast at school should arrive by 8:40 to allow enough time to eat and get to their classrooms by 9:05)  
8:55 a.m. 1<sup>st</sup> Bell – Teachers escort students to classrooms  
Breakfast service line closes  
9:05 a.m. 2<sup>nd</sup> Bell – Instructional Day officially begins  
11:00 – 12:30 Lunch (20 minutes per class)  
3:45 p.m. Instructional Day officially ends  
Dismissal  
3:45-4:00 p.m. Buses load and depart

Late Arrival Any student arriving late to school must be accompanied by an adult and signed in to school on the Tardy Log.

Early Dismissal Early Dismissal of students is strongly discouraged. However we realize that occasionally it is necessary for a student to leave school early. In those cases, the parent/guardian must notify the school office in writing or in person. Students must be signed out in the office by an authorized adult who has been designated on the student's Enrollment Information Form. Personal identification (ID) is requested for verification. For the safety and protection of our students, telephone requests for early release of students are not honored.

Visitors Visitors are welcome at Byck Elementary School. For the safety and protection of our students and staff during the school day, all visitors must enter the school through the main entrance and must go directly to the office to sign in and receive a visitor's badge. Parents/Guardians may observe their child's class after making arrangements through the office.

Conferences Ongoing communication regarding student progress is extremely important to students' academic success. Parents and guardians are encouraged to call the school office and leave a message or to send a note, to schedule conferences with their child's teacher. The teacher will return your call during planning or before or after school.

Non-Custodial Parent All non-custodial parents have the right to review records, to request conferences, and to pick up their child. The only exception is when a court order states otherwise. Official custody papers must be on file in the school office, or non-custodial parents will have all parental rights.

Parking Visitors may park on Cedar Street in front of the school except during arrival and dismissal times. The school side of Cedar Street and 24<sup>th</sup> Street is reserved for buses between 8:30 and 9:05 a.m., and between 3:00 and 4:00 p.m.

Additional parking is available in the school parking lot accessed from the loop off Eddy Street.

JCPS IMPORTANT DATES

Tuesday August 17, 2010                      FIRST DAY OF SCHOOL FOR STUDENTS

To be announced...      BYCK ELEMENTARY OPEN HOUSE  
6:00 – 7:30 p.m.

SCHOOL NOT IN SESSION FOR STUDENTS

Labor Day	September 6 <sup>th</sup> .
Staff Professional Development Day	October 1 <sup>st</sup> . and October 4 <sup>th</sup> .
Parent Teacher Conference Day	October 13 <sup>th</sup> .and October 14 <sup>th</sup> .
Election Day	November 2 <sup>nd</sup> .
Staff Professional Development Day	November 8 <sup>th</sup> .
Thanksgiving Break	November 24, 25, and 26 <sup>th</sup> .
Winter Break	Dec. 20 <sup>th</sup> through Dec. 31 <sup>st</sup> .
Martin Luther King, Jr. Birthday	January 17 <sup>th</sup> .
Parent Teacher Conference Day	February 14 <sup>th</sup>
Staff Professional Development Day	March 4 <sup>th</sup>
Spring Break	April 4 through 8 <sup>th</sup> .
Staff Professional Development Day	May 6 <sup>th</sup> .
Primary Election Day	May 17 <sup>th</sup> .
Last Day of School for students	May 27 <sup>th</sup> .

PERFECT ATTENDANCE DAYS

To be announced....

PARENT TEACHER CONFERENCE DAYS

Fall  
Conferences (after school).....October 13<sup>th</sup> and October 14<sup>th</sup>.

Winter  
Parent-Teacher Conference Day February 14<sup>th</sup>.

Alternative Winter Conference Day  
(no school).....February 16 - 17 or March 23 - March 24

SHOWCASE OF SCHOOLS

October 8 - October 9

CATS TESTING

APPLICATION PERIOD TO APPLY TO MAGNET SCHOOLS AND

OPTIONAL/MAGNET PROGRAMS

Middle and High School  
Elementary

November 1, 2011 – January 7, 2011  
February 1, 2011

ELEMENTARY REPORT CARD DISTRIBUTION

LAST DAY OF SCHOOL FOR STUDENTS      MAY 27  
Student make-up days will be announced

JCPS IMPORTANT TELEPHONE NUMBERS

Fact Line	485-3228
Transportation	485-3470
Parent Assistance Center	485-6250 or 485-6771
Elementary Student Assignment	485-3802
Elementary School Questions	485-3495 or 485-3152
Middle School Questions	485-3549
High School Questions	485-3664
Early Childhood Programs	485-3919
Family Resource/Youth Service Centers	485-3703
Guidance/Counseling	485-3255
Health Services	485-3387
Optional, Magnet, and Advance Programs	485-3323
Exceptional Child Education	485-3215
Other administrative offices	485-3011
PTA (15h District)	485-3535
TIPS Line	637-2307

BUS COMPOUNDS SERVING BYCK ELEMENTARY

DE	Detrick	485-3169
HO	Hoke	485-3147
JA	Jacob	485-7660
JE	J-town	485-3153

LE	Lee's Lane	485-7055
MO	Moore	485-3163
NI	Nichols	485-3057
R	Special Needs East	485-6099
SO	Southeast	485-6690
U	Special Needs West	485-6088
WI	Wilhoit	485-8595

## ARRIVAL AND DISMISSAL

Changes in the normal way a child goes home, including early dismissals from school require a note sent to the teacher that day and approval by an administrator. Please do not call at dismissal time to change transportation arrangements. We know that occasionally emergencies arise, however transportation changes by phone will not be accepted when they are a regular occurrence.

- Arrival time is 8:30 to 8:55.
- Breakfast is served from 8:30 to 8:55. Walkers and car riders should arrive for breakfast no later than 8:40 to ensure having enough time to eat.
- Students in Grades 1 through 5 sit with their class in the gym after eating breakfast or if not eating.
- Kindergarten students sit with their class in the hall outside the cafeteria.
- At 8:55 students are escorted by their teachers to their classrooms.
- School ends at 3:45 pm.

### Walkers

Morning Arrival:

- Walkers are permitted to enter the building only at the gym entrance located on Cedar Street.
- Doors will open and Adult Supervision begins at 8:30 a.m.
- Please, for your child's safety, tell him/her the cafeteria door off the loop on Eddy Street is **NOT** a walkers' entrance, because of the cars entering and exiting the parking lot and loop.

Afternoon Dismissal:

- Walkers are dismissed at 3:45 in the front of the building (exit 15).
- **No cars will be permitted to pick up students at the walkers' exit.**
- If you want to escort your child home, be sure to be at the walkers' exit at 3:45. All students will be dismissed from school grounds upon exiting from the building.

### Car Riders

If your child will be a car rider at any time during the 2010-11 school year please read this carefully:

Morning Arrival:

- Please enter Eddy Street from 22<sup>nd</sup> Street and line up in the loop.
- Starting at 8:30, a staff member will meet students at their cars and help them to safety. Please **do not** allow your child to exit the car until you reach the staff member, or drop off students on Eddy Street.

Afternoon Dismissal:

- When you pick your child up on the first day, we will use your child's name to release him/her to you. On the second day, we will use our tag system.
- Your child will bring home a car tag number on the first day of school. Please put this in your car and make sure that your child memorizes his/her car tag number.
- Please enter Eddy Street from 22<sup>nd</sup> Street and line up in the loop located in the rear of the school.
- Hang your car tag number on your rear view mirror with the number facing towards the windshield.
- A staff member will radio your number to the cafeteria where your child will be seated.
- Once the child's number is announced, your child will be released to come to your car.
- Exit the loop by turning right onto Eddy Street heading west toward 24<sup>th</sup> Street.

Your child will not be released to you if you park and leave your vehicle. In an effort to keep all our students as safe as possible during dismissal, we will not release your child/children if you walk up to the cafeteria door.

### Bus Riders

Parents are encouraged to allow their child(ren) to ride buses, if eligible, the first day of school rather than bringing them to school the first morning. **Parents who bring their children the first morning and expect them to ride the bus home that afternoon should notify the school upon arrival so that the student may be properly tagged and identified as a bus rider.** Students dropped off at school with no instruction will be retained at school following dismissal and parents will be notified to pick them up.

#### Morning Arrival:

- All buses are unloaded along Cedar Street in front of the school where a staff member will meet and greet the bus riders.
- If your child misses the bus and you transport them, please follow the car rider procedures by entering Eddy Street from 22<sup>nd</sup> Street and proceeding to the loop behind the school for drop off.

#### Afternoon Dismissal:

- Bus riders are dismissed from classrooms to designated areas where they will then be escorted to buses by staff members.
- All buses are loaded along Cedar Street in front of the school with staff members supervising.

Kindergarten students utilize the same service provided for elementary students which involves being picked up at bus stops that may be several blocks from home. Students living at, or within a one mile radius of school, will not be provided bus service unless unsafe walking conditions exist. Residential streets with a reduced speed limit (25 m.p.h.) will be considered walking areas. Bus stops will not be scheduled on dead-end streets.

During the first two (2) weeks of school your child(ren) may experience a 30-60 minute delay. This is to insure that all students are assigned to and loaded on appropriate buses.

All students riding the bus for the first time will be tagged with pertinent information (name, address, phone number, school name, transportation arrangements and drop off location).

### Bus Rider Expectations

The safety of students is a top priority, and misbehavior on a school bus will not be tolerated. The following rules exist for the safety of all bus riders.

- BE SEATED AT ALL TIMES
- DO NOT THROW OBJECTS INSIDE OR OUTSIDE THE BUS
- EATING IS NOT ALLOWED
- NO HORSEPLAYING
- LISTEN TO THE BUS DRIVER AT ALL TIMES
- NO RUNNING OR PLAYING AROUND OR AT THE BUS STOP(S)

### Misconduct on the School Bus

Bus Drivers deal with misconduct on the bus in various ways prior to a referral to a school administrator. When a referral becomes necessary, the driver submits a written referral to the school administrator. Each time a child is written up by a driver for misconduct, the parent will receive a copy of the Referral form.

### Bus Referral Consequences

- First referral - a school administrator holds a conference with the student
- Second referral - a school administrator holds a conference with the parent(s)/guardian(s).
- Third referral - results in suspension from the bus. The number of days depends upon the offense. Each student is dealt with fairly, and discipline will be consistent and appropriate.

Please note that when a student is suspended from the bus, he/she may not ride any public school bus during the suspension. Parents are responsible for getting the student to and from school. **SUSPENSION FROM THE BUS IS NOT A SUSPENSION FROM SCHOOL.**

## ATTENDANCE

Students are required by law to attend school every day. Regular attendance at school is necessary for children to learn and is a life skill that will help them throughout their lives.

Keeping students at home for minor aches and pains is not necessary and can become a habit. Also, missing buses, oversleeping, helping at home, and baby-sitting, are not valid reasons for absences from school.

We understand that children have illnesses which require that they miss school, but we encourage you to send your child(ren) to school each and every day if possible. If an absence is necessary, follow these procedures to notify the school and to document the reason for the absence:

- Call 485-8221 before school begins
- Also, send a note when child returns to school

The following are recorded as excused absences:

- Illness
- Doctor or dentist visits
- Death in the family

## Tardies

Being tardy is not just being late for school as traditionally interpreted. It is defined by law as any time a student misses 60 minutes or less of the school day.

## How Attendance is Recorded for 2010-2011

- Tardy: A tardy will be recorded when a student misses a total of sixty (60) minutes or less of the school day. This includes late arrivals and early checkouts.
- Full Day: a full day of attendance will be recorded for a student who is in attendance 100 percent of the regularly scheduled school day for the student's grade level.
- Since 06-07, the Kentucky Department of Education no longer records absences in half-day increments. All time missed from school that exceeds 60 minutes is computed in percentages. Absence by percentage indicates the total absences by percentage (61 minutes or more). If a student is absent all day, the total for the day is 100%.  
Example: A student has absence time on 4 days: 62%, 48%, 35%, and 55%. The absences by percentage total would equal 2.0%. Therefore, you will see 2 days absence on your student's report card. This will be on the student's permanent record.
- Absence: An absence will be calculated on an exact percentage of the day missed rather than in half-day or whole-day increments as has been done in previous years. *Events* will be assigned when a student is absent for more than sixty (60) minutes of the school day.  
For example, if a student misses 100 minutes of a 400-minute school day, an *event* of 25% absent will be recorded for the student.

The elementary student report card will display the number of *tardies* and the total number of *accumulated absences*, which is the sum of all *event* percentages.

Example: a student may have five *events* (recorded absences of 30%, 80%, 40%, 100%, and 65%). The report card would then show the five *events* as being 3.15 days absent (the sum of all the percentages).

## Truancy

Kentucky School Law KRS 159.150 states: "Any student absent for more than three days, or tardy on three or more days, without a valid excuse is truant, and any student reported truant more than 3 times is a habitual truant."

Consequences for unexcused absences:

- 3<sup>rd</sup> Unexcused absence: Warning letter to parent
- 4<sup>th</sup> Unexcused absence: Referral to the FRC for conferencing and other preventive measures
- 6<sup>th</sup> Unexcused absence: Referral to an ADDP (School Social Worker)
- 9<sup>th</sup> Unexcused absence: Final Notice sent and referral for further legal action processed

Remember: For students to be successful in school they must be present to learn.

## Cougar P.A.W.S. Attendance Incentive Program

The Cougar Perfect Attendance Wins Success (P.A.W.S.) Program is a successful program implemented by the Byck Attendance Committee in the fall of 2005 to improve school attendance. Each day a class has perfect attendance, they receive a stamp on their calendar for that day. At the end of each pupil month, the homeroom with the highest attendance percentage receives a reward.

The Byck Attendance Committee will send home a Cougar P.A.W.S. newsletter with students at the end of each grading period. Be sure and look for it!

## Transfers and Withdrawals

The parents/guardians of any student moving should contact the school so that the student's records may be completed for transfer.

## Cancellation of School, Delayed Opening, Closing Early

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Cancellation of school, delayed opening, and early dismissal are publicized widely on local TV and radio stations and posted on the JCPS homepage: <http://www.jefferson.k12.ky.us>.

## BOOK STORE

The school Book Store is open each morning from 8:45 to 9:00 a.m. starting the second week of school. Supplies are available at a nominal price. Students must purchase supplies before going to their classrooms. The following supplies are available:

Cap erasers	.05	Mechanical Pencils	.50
Crayons		Pencils #2	.25
Jumbo 8	.60	Mood Pencils (Change Color)	.50
Box of 16	.35	Pencil grips	.25
Box of 24	.50	Rulers	.15
Folders (colored)		School Boxes	
Pocket	.20	Plastic (see thru colors)	1.25
Pocket & Tabs	.20	Scissors	.50
Glue		Spiral Notebooks	.50
Bottle 4 oz	.50	Tablets (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> grade)	.50
Stick	.25	Pencil Sharpener	.50
		Pink Beveled Eraser	.15

## ENROLLMENT INFORMATION

All JCPS Enrollment Forms and the school Important Information forms must be completed and returned to school by the second day of enrollment. In case of an illness or emergency, information on the form is used to contact the student's parent(s), guardian(s), or relatives(s); therefore, it is very important that information on the form be accurate and up to date. If a student's address or telephone changes during the school year, parents or guardians should notify the school immediately. School staff are discreet in handling students' personal information.

## ENROLLMENT REQUIREMENTS

### Health Regulations

State health regulations for students require that each student **MUST** have the following items on file at the school they are currently attending:

1. **Immunizations**

A current and valid Kentucky Immunization Certificate. (Due within two (2) weeks after the first day of attendance)

2. **Medical Examinations**

Students entering school for the first time must have a Kentucky Preventable Health Care Examination Form. (Due within two (2) months after the first day of attendance)

3. **Vision Examinations**

Students entering school for the first time, ages three, four, five, or six years old only, must have a Kentucky Vision Examination Form. (Due no later than January 1 of the first year that the child is enrolled in a public school, public pre-school or Head Start) This examination must be completed by an optometrist or ophthalmologist.

### Birth Certificate

A certified copy of the each student's birth certificate is required to be on file at the school they are attending.

We follow strict guidelines for maintaining immunization and enrollment requirements.

## ACADEMIC EXPECTATIONS

### Homework Policy

#### Dann C. Byck Elementary School Homework Policy

Recent educational research suggests that homework positively influences the achievement of elementary students.

#### Purpose of homework

- Provide students with opportunities to practice skills.
- Reinforce classroom learning.
- Develop good study habits.
- Foster a positive attitude towards school.
- Communicate to students the idea that learning takes work at home as well as school.

#### Amount

- All students in primary grades will receive weekly homework assignments on Mondays. Intermediate students are expected to write their daily assignments in their agendas.
- Daily homework should follow this suggested time frame:

#### Make-Up

Grade Level	Average Time Spent on Homework Daily
P1 (Kindergarten)	10
P2 (1 <sup>st</sup> )	10
P3 (2 <sup>nd</sup> )	20
P4 (3 <sup>rd</sup> )	30
4	40
5	50

#### Work

- A student returning to school after an excused absence or suspension may request make-up work within three

school days of his or her return to class. The student will have the number of school days of absence or suspension plus one school day from the time he or she receives the makeup work to complete the work and submit it to the teacher (as per the *JCPS Code of Acceptable Behavior and The Student Bill of Rights*).

#### Parent/Guardian Responsibilities

- Set up a quiet, organized place to do homework.
- Establish a consistent daily schedule for homework.
- Ensure child has all the materials/supplies they need to complete assignments.
- Encourage, motivate, and prompt child to do homework, but don't do it for him/her
- Look over homework when finished and discuss homework concepts with child.
- Stop homework for child's bedtime.
- If child consistently has difficulty completing homework within the given time frame, please notify the teacher.

#### Student Responsibilities

- Complete required homework to the best of his/her ability.
- Return to the teacher the following school day or on due date.

#### Teacher Responsibilities

- Design homework assignments that clearly show purpose and outcomes.
- Grade and record homework: As per the *JCPS Student Progression, Promotion, and Grading Handbook*, homework will be counted as one component of the student's grade.
- Review, discuss, and return homework to students in a reasonable time frame.
- Set consequences which may include the loss of special privileges, parent/guardian notification, or parent-teacher conference.

## Homework Assistance

Homework assistance is only a phone call away

- JCPS Homework Hotline is available for student assistance for 4 to 7 p.m. at 485-8343.
- JCPS Tutoring Learning Centers are available at various Jefferson County schools. Call the school counselor for sites and tutoring times.
- Jefferson County L.I.N.K. Centers are located in supportive environments in the community in which the student lives, For more information, call 485-6415.

## Components of Academic Grades and Requirements for Progression

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

Participation/Attendance	Portfolios
Homework	Exhibitions
Class Assignments	Individual and/or Group Work
Discussions/Problem Solving	Teacher Observation
Quizzes/Tests	Special Projects/Performance Assessment

Jefferson County Public Schools establishes uniform, standard procedures for grading, progression, and promotion for elementary, middle, and high schools.

### Primary Program

- O– Outstanding; work is consistently above grade-level expectation
- S – Satisfactory; Work meets grade-level expectations
- NI – Needs Improvement; work needs improvement to meet grade-level expectations
- U – Unsatisfactory; work is not meeting grade-level expectations
- N/A – Not Applicable; not taught this six weeks

### Progression for Primary Students

- All students will have access to the Kentucky Program of Studies and Core Content for Assessment.
- All students struggling to meet standards in literacy will be provided interventions to include the JCPS Intervention Protocol, Extended School Services (ESS), and grouping for skills reteaching.
- To be promoted to the fourth grade, all students will be expected to meet the state-mandated exit criteria for the Primary Program, which includes completing a writing folder with four required writing pieces (personal, literary, transactive, and reflective).
- Students not meeting the exit criteria may be required to complete a fifth year of the Primary Program.
- Appeals process.

### Intermediate Program

Grades Four (4) and Five (5) use the following designations that are based on a percentage score:

A	Excellent; work is consistently above grade-level expectations
B	Good; work meets grade-level expectations
C	Satisfactory; work is progressing toward grade-level expectations
D	Poor; work is not meeting grade-level expectations
U	Unsatisfactory; work is not acceptable

### Progression for Intermediate Students

- All students will have access to the Kentucky Program of Studies and Core Content for Assessment.
- All students struggling to meet standards in literacy will be provided interventions that include the JCPS Intervention Protocol, Extended School Services (ESS), and grouping for skills reteaching.
- All students will be expected to meet the following criteria to be promoted to the sixth grade:
  - Complete a writing folder that includes four required writing pieces (personal, literary, transactive, and reflective).
  - Demonstrate satisfactory progress in meeting assessment benchmarks through JCPS Intervention Protocol, or score above Novice level in reading and writing on the fourth-grade state assessments.
- Appeals process

## **Byck Elementary Discipline Plan**

*“It takes a whole community to prepare a child.”*

### **Behavior Expectations**

The JCPS District has developed a Code of Acceptable Behavior and Discipline. Each student receives a copy. Parents/guardians are asked to review the code carefully with their child and to send the signed Parent Acknowledgment Form back to the school. In addition, Byck Elementary has developed school wide expectations for common areas and each classroom has its specific discipline plan, as well as school wide cougar pride expectations to follow. Each student is responsible for his or her actions. The help and cooperation of parents, staff, and students are essential for an effective discipline program.

### **Mission Statement:**

The mission of Dann C. Byck Elementary School is to help all students reach their full potential. As a Talent Development Magnet and a Waldorf-Inspired Magnet, we will develop their academic, artistic, and creative talents by stressing rigorous academic standards and providing enriched learning opportunities. We promise to maintain an environment where children are cherished and respected and where their work is valued and celebrated.

Goals:

1. Byck Elementary will be a safe learning environment.
2. We at Byck will respect the rights, feelings, and property of each other.

Action Plan:

To achieve these goals, Byck Elementary has adopted the district’s CARE for Kids Initiative. The following six principles are the foundation for CARE for kids:

1. At the heart of a caring school community are respectful, supportive relationships among and between students, educators, support staff, and parents.
2. Learning becomes more connected and meaningful for students when social, emotional and ethical development is an integral part of the classroom, school and community experience.
3. Significant and engaging learning, academic and social, takes place when students are able to construct deep understandings of broad concepts and principles through an active process of exploration, discovery, and application.

4. Community is strengthened when there are frequent opportunities for students to exercise their voice, choice, and responsible independence to work together for the common good.
5. Classroom community and learning are maximized through frequent opportunities for collaboration and service to others.
6. Effective classrooms communities help students develop their intrinsic motivation by meeting their basic needs (e.g., safety, autonomy, belonging, competence, usefulness, fun & pleasure); rather than seeking to control students with extrinsic motivators (e.g., rewards and punishment).

While each class has its own specific discipline plan, we will have zero tolerance for the following behaviors, with consistent and appropriate consequences when referred to the office:

- A) Verbal Aggression (i.e. threats, excessive inappropriate language, defiance)
- B) Physical Aggression (fighting, violating another's space, stealing, possession of a weapon)
- C) Leaving room or area without permission
- D) Deliberate disruption
- E) Intentional destruction of school property
- F) Harassment (physical, verbal, or sexual)

Extreme behaviors that disrupt the safety and learning environment of the Byck community may result in suspension if deemed appropriate by the principal, regardless of the number of referrals a student has previously received.

Use of the word "teacher" refers to the teacher, instructional assistant, or other staff member who gave the referral.

### FIELD TRIPS

A field trip is an educational activity that is an extension of classroom instruction and is conducted away from school. We want all of our students to participate in the learning experience provided by field trips. For a child to participate, a parent/guardian must sign and return the Field Trip Permission Form. If this is not signed and returned by the due date, your child will not be able to attend the field trip. For liability reasons, we are unable to accept telephone confirmation or handwritten notes.

If a student's behavior is inappropriate and/or poses a safety risk for him/herself or others, the child may be excluded from participating in a field trip. If a student is to be excluded for misbehavior, the principal reviews the exclusion and the parent/guardian is notified prior to the field trip.

### HEALTH AND SAFETY

#### Information regarding Medication at School

- Medication should be given at home when possible. If it is necessary for a student to receive medication at school, the parent/guardian must complete and have notarized, an *Authorization to Give Prescription and Over the Counter Medication Form*. Parent/guardians may come to the school office to have a signature notarized.

- A separate form must be completed for each medication, and a new form completed each time the dosage or medication administration times change.
- Medicine must be in its original container with the prescription label for that particular student.
- Medication transported to and from school must be in a sealed envelope with the student's name on the outside of the envelope.
- Over the counter medications, such as aspirin, cough syrup, etc. will not be given without a doctor's prescription.
- Medications must be stored in the school office for the safety of all students.
- Please send an adequate supply of medication to avoid having to send it back and forth. For example, if the medication is for all year, send a one-month supply; if the medication is only temporary (such as an antibiotic) send all that is needed to be given through the ending date.
- Please notify us regarding medication needing refrigeration.
- Unless you notify us otherwise, medication may be administered with 30 minutes before or after the time specified on the authorization form. If students arrive late or leave early, they may miss a scheduled time.
- Byck staff members with JCPS Health Services training will administer all authorized medications.

### Illness/Injury at School

Students who become ill or injured or have a fever during school hours will be sent to the office. We will try to contact the parent. If we cannot reach the parent, we will use the emergency contact information you have provided. Please remember, we cannot keep children who are ill at school.

### Required Health Records

Each student MUST have a valid Kentucky Immunization Certificate and school medial examination form on file. All Kindergarten students and all students new to JCPS must have an eye examination by January 1, 2008. Information concerning any specific health problem or condition a student may have should be reported to the school principal or counselor, and recorded on the permanent health record.

### LOST AND FOUND/ PERSONAL PROPERTY

Students are responsible for the safety and security of their own personal property. Please don't allow your student(s) to bring items of great value or large amounts of money to school.

PLEASE WRITE YOUR CHILD'S NAME ON CLOTHING AND PERSONAL ITEMS WITH A PERMANENT MARKING PEN. Clothing left in and around the school will be hung on the Lost and Found clothes rack. Unclaimed Lost and Found articles will be sent to the JCPS Clothes Closet in December, March, and June. Please contact the office to inquire about Lost and Found items.

**Toys, games, CD/DVD players, walkmans, and cell phones are distracting in school and should be left at home. Confiscated items will be held in the school office and only parents or guardians may claim them.**

### NEWSLETTERS AND OTHER SCHOOL TO HOME COMMUNICATIONS

A monthly school newsletter is sent home the first Thursdays of the month in an effort to keep our school families well informed about school activities, policies and other important information. Most printed school to home communications will be sent home on Thursdays, so we ask you to check your child's backpack carefully on Thursdays, even though there may not be homework assigned.

### PTA (PARENT-TEACHER ASSOCIATION)

Byck Elementary families and staff are encouraged to join our PTA. PTA membership forms are sent home at the start of school, and are available at Open House. The PTA plays an important role in providing services to all Byck students. Meetings are announced in the monthly school newsletter that goes home on the first Monday of each month. The PTA will also periodically send home a PTA newsletter. Please call the school office at 502-485-8221 for PTA contact information. Be sure to look for the PTA's website link on the Byck Elementary website!

### PARENT TEACHER CONFERENCES

Two days during the school year have been designated by the JCPS District just for parent-teacher conferences. They are held in October and in February. Check the district calendar, and plan to attend the parent-teacher conferences. Other conferences can be scheduled by calling the school office and leaving a message or by sending a note. The teacher will return your call during planning or before or after school. Mark your calendar now!

Parents,

The faculty and staff at Byck are dedicated to providing a caring and safe learning environment for students. We hold high expectations for success and achievement of all students. At anytime you have questions, concerns or feel the need to observe your child's educational setting, you are more than welcome. Please follow the guidelines of the Parent Visitation Policy.

### PARENT VISITATION POLICY

Policy format

School: Byck Elementary  
Subject of the Policy: Parent Visitation Policy

#### Policy Statement

All parent observations must be scheduled and mutually agreed upon by the teacher and parent. The principal must be made aware of the scheduled observation. The length, frequency and duration of visits shall not be invasive or disruptive to the privacy, safety and learning of other students in the class.

1. Current parents are welcome to visit/observe individual classrooms at Byck Elementary for thirty minutes to an hour. This observation time is limited in each classroom in order to decrease distractions for the children in the classroom. A child may have several teachers for various subjects. A parent may visit for thirty to sixty minutes in each of the classrooms in which his/her child is taught.

2. If a parent wishes to stay in the classroom for more than an hour, then, with the teachers approval, he/she may continue to stay and volunteer in the classroom to help with activities designated by the classroom teacher such as tutoring children in reading, math, spelling, social studies, sciences, writing, working with a child/children on a project, etc. This is assuming the parent has an approved Volunteer Records Check on file.

3. Since our first priority is Byck students' education, parents should not approach the teachers with questions while they are instructing or working with students. The teachers may approach the parents if they have a few minutes to talk.

4. Due to issues with confidentiality, parents should respect the teachers' and other students' workspace by not going through the papers, notebooks and/or plan books on their desks or other work areas. A parent may look at his/her own child's work only.

All parent observations must be scheduled and mutually agreed upon by the teacher and parent. The principal must be made aware of the scheduled observation. The length, frequency and duration of visits shall not be invasive or disruptive to the privacy, safety and learning of other students in the class.

### SCHOOL ACTIVITIES

Byck Elementary has a variety of activities in which students may participate. Some activities are offered as part of the school day, while others are before or after normal school hours. Information about these activities will be given to the appropriate grade level students as they start organizing for the school year. Below is a sample of activities found at Byck Elementary:

- Academic Teams (Quick Recall & Future Problem Solving)
- Band
- Basketball
- Cheerleading
- D.A.R.E. (Drug-Awareness and Resistance Education)
- E.S.S. (Extra School Services)
- Every 1 Reads
- Orchestra
- Safety Patrol
- S.T.L.P. (Student Technology Leadership Program)
- Tap Into Fitness
- Young Rembrandt's
- Step Team

### SCHOOL BASED DECISION MAKING COUNCIL (SBDM)

Our school operates with a school-based-decision-making management system. Elected representatives from staff and parents, together with the principal, form the SBDM Council and meet monthly in an open forum to conduct business concerning the school program.

### TECHNOLOGY

The *Acceptable-Use Policy (AUP)* for students must be filled out, signed, and returned to school every year. Students who have a signed *Acceptable-Use Policy* form on file at school will be given access to the resources available on the JCPS network.

*Acceptable-Use Policy* forms are in the Parent-Student Folder.

## TITLE ONE SCHOOL/PARENT LEARNING COMPACT

Byck Elementary is a Title I school. Title I funds are provided by the federal government to assist schools in meeting the needs of at-risk students. As a Title I school, we are required to identify the responsibilities of students, parents, and teachers in a Parent-involvement and Learning Compact. It is our goal at Byck Elementary to develop a team effort among students, parents, teachers, administrators, and support staff that encourages and promotes success for all of our students.

### Parent Responsibilities:

- Provide a quiet place to do homework
- Set aside a specific time to do homework
- Look over homework assignments to check for understanding
- Be available to assist
- Sign and return all papers that require a parent or guardian's signature
- Encourage positive attitudes toward school
- Require regular school attendance
- Attend parent-teacher conferences

### Student Responsibilities:

- Ask teacher any questions about the homework
- Return homework on time
- Complete homework in a thorough, legible and timely manner
- Return signed homework form
- Comply with school rules
- Attend school regularly
- Respect the personal rights and property of others

### Teacher Responsibilities:

- Provide quality teaching and leadership
- Assign developmentally appropriate homework that reinforces instruction
- Coordinate with other programs to make sure nightly assignments do not exceed recommended time limits
- Give corrective feedback
- Check that homework has been completed and parent or guardian has signed homework form
- Respect individual student differences
- Maintain high expectations for all students' achievement

## School Uniform Policy

So that all Byck Elementary students start their day ready to learn, students are expected to follow the uniform dress code adopted by the School Based Decision Making Council.

### **Uniform Requirements:**

#### **Slacks / shorts/ jumpers/ skirts**

Colors: Khaki, navy (not denim), or plaid (navy, gold, green)  
**NO BLUE JEANS**

- Shorts, skirts, jumpers – no more than 3" above the knee
- Slacks, shorts & skirts must be worn at waist level
- Belts must be worn on clothing with belt loops  
(P-1 & P-2 students may be exempt)

#### **Dress shirts / blouses/ Knit shirts- polo's / turtlenecks**

Colors: White or light blue  
Navy, hunter green, gold

- Long or short sleeves (no sleeveless)
- All shirts must have a collar and be worn tucked in
- NO LOGOS (except Byck)

#### **Ties**

Colors: Plaid, solid colors

- Ties may be worn with dress shirts

#### **Sweaters/sweatshirts**

Solid Colors ONLY: White, navy, hunter green, gold  
(Crew neck, V neck, cardigan)

- Must have a uniform shirt underneath, with collar showing
- NO LOGOS (except Byck)

#### **Socks /tights**

Solid Colors ONLY: White or navy

- Must be worn at all times

#### **Shoes**

- Safe, appropriate shoes must be worn at all times
- NO flip-flops, shower-shoes, house shoes, jellies, clogs, high heels, sandals of any type, shoes with lights, wheels, or any shoe deemed unsafe or disturbing to others
- Shoes with laces must be laced and tied

#### **Jackets / coats**

- May be worn to school but they are not allowed to be worn during the school day

#### **Hats/Caps**

- Not to be worn during the school day

#### **Hair**

- Please be mindful of haircuts and hairdo's that may be distracting to the learning environment. Examples: Florescent/spray painted hair and/or Inappropriate wording and graphics.

**Oversized uniform clothing is not acceptable**

**No brand names or logos may be displayed except the Byck school logo**

**Students dressed inappropriately will be sent to the Family Resource Center for a change of clothing and a note will be sent home.**

**THE LAST FRIDAY OF EACH MONTH WILL BE A "DRESS DOWN" DAY.**

## Volunteers

Byck Elementary realizes that parents are our partners. Volunteers serve as a very special resource. Parents/Guardians are encouraged to serve on committees, to help in classrooms, and to assist with programs and extracurricular activities. State law now requires a police check on every volunteer working with youth in our schools. This is a very simple process that can be taken care of at the school with no cost to the volunteers. The JCPS District forms are in the Parent-Student Folder for those parents/guardians who are interested in chaperoning field trips, helping in classrooms, and assisting with school programs.

## SCHOOL SERVICES

### SCHOOL COUNSELOR

The School Counselor provides services to students, teachers and parents. The main objective of our school counselor is to help you and your child have a successful school year. Individual appointments with the counselor can be made by calling the Counselor's Office at 485-8059.

Counseling programs and activities:

- Classroom Guidance
- Small-Group Counseling
- Individual Counseling
- Assessment
- Exceptional Child Education
- Advance Program
- Student Records
- Safety Patrol
- Student-Staff Support Team
- Tutoring Information

### FAMILY RESOURCE CENTER (FRC)

The Kentucky Family Resource Centers were developed as part of the Kentucky Education Reform Act (KERA). Family Resource Centers work to help remove barriers to student learning and to provide services to promote student success and well-being. Each center assists students and families through programs, referrals to outside agencies and by partnering with groups within and outside of the school. Programs and services are unique to each center and are determined by the needs of the population served, available resources, location and other local characteristics. The centers work with families to improve students' attendance, decrease problems with behavior or suspensions, offer academic support, deal with mental and physical health issues, and offer parent support and assistance. All students and families are served regardless of income.

At the Byck Family Resource Center, we build lasting relationships with students, parents, staff members, and the community. We truly believe that "it takes a whole village to raise a child."

Hours: Monday – Friday 8:00 a.m. to 4:30 p.m. or by appointment

Below is a list of some of the services provided or referred by the FRC:

- Job Assistance
- Support groups for children
- Seven Counties and other Mental Health Services
- Programs for new and expectant parents
- Computer Training courses for adults
- Recreational and family activities
- Area day care referrals
- GED, Job Corp, technical school, and other school referrals
- Clothing and school supply assistance
- Neighborhood Place referrals
- Community collaboration
- Before and after school child care programs
- Educational Enrichment Activities Career Fairs . . . And SO MUCH MORE!

For more information about Kentucky's Family Resource and Youth Services Centers go to:

<http://cfc.state/ky.us/frysc>.

### NUTRITION SERVICES

A nutritious breakfast and lunch are served daily in the school cafeteria.

Free and reduced-price meals are available to students who qualify. Applications are available in the school office or from the School and Community Nutrition Services office at (502) 485-7080. A new application must be processed at the beginning of every school year for free or reduced-price service to continue.

### Breakfast/Lunch Prices

	<u>Full Price</u>	<u>Reduced Price</u>
Breakfast:	\$1.50 for full price	.30 for reduced price
Lunch:	2.00 for full price	.40 for reduced price

### Prepayment

Parents are encouraged to prepay for school meals. The money will be placed in the student's account and the account will be debited each time the student buys a meal.

### Charges

Students will be able to charge a meal only in emergency situations. We ask that there be no more than one charge at any time and that all charges be paid the following school day. After the 5<sup>th</sup> charge, students will receive an alternative to the full meal until all charges are paid. Students may not charge a la carte items.

### A La Carte Items

A la carte items may be available daily at each school location. Items available for a la carte sale may include individual portions of items on the lunch menu, favorite snack items, spring water, and canned juice drinks. All items available for a la carte sale meet JCPS nutrition guidelines for beverages and snacks. A la Carte purchases may be restricted by written parental direction to the school manager.

### Cafeteria Rules

- Students will enter and exit the cafeteria quietly.
- Students will remain seated at their assigned tables.
- Students are not to run or horseplay in the cafeteria or hallways.
- Students are not to bring lunches from outside fast food restaurants into the cafeteria.
- Students should not share food.
- Students should not bring carbonated drinks to school for breakfast or lunch.

### Food Allergies

Students with food allergies that affect a vital life function are permitted to request meal modifications when a medical authority completes a USDA-required form. Forms are available from the school Nutrition Services manager and must be completed and signed by a physician. Parents and Nutrition Service staff are encouraged to make the school office aware of all students' allergies.

Items specifically listed on medical referral forms by a physician as a life threatening allergen will be noted in the student's record and withheld from that student's meal service. Due to the possibility of residual or cross contamination of allergens and non-allergens in manufacturing plants and the ability of manufacturers to omit small percentage ingredients in ingredient listings, it is impossible to guarantee an allergen free environment.

# Dann C. Byck Elementary School

## Parent Student Handbook

### Acknowledgment Form

Please read and sign below.  
Then tear out and return this form to school.

I have received the Dann C. Byck Elementary School  
*Parent Student Handbook*  
and have read the information with my child.

Student's Name/Signature \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Date \_\_\_\_\_