

## **Parsons Vision:**

*Parsons Elementary School empowers all students to succeed as lifelong learners and responsible citizens.*

### **Parsons' Behavior Expectations:**

At Parsons, we have adopted the “Basic Be’s” to outline the positive behaviors that will support a positive and safe learning environment. The Basic Be’s are: Be Respectful, Be Responsible, and Be Safe. Students will learn more about the Basic Be’s through classroom lessons, modeling, and practice. In addition, posters will be placed around the building outlining the expectations in each area. Each classroom is expected to use the green to yellow system or clip up and clip down system. We will be having the Super Hero Owl Citizen of the month to celebrate the student that exceeded the expectations for that certain month. Additional incentives for positive behavior will be used throughout the school year including celebration assemblies and random, fun activities for those who have good behavior. We encourage you to review the Basic Be’s, the behaviors and the rewards with your child. At Parsons Elementary School, we are dedicated to creating a positive and safe learning environment for all students and we value your continued dedication and support. Together, we can make a difference!

### **School Hours:**

6:30 am – 3:30 pm	Office Hours
7:40 am	Supervised Student Entrance
7:45 am – 7:55 am	Morning Announcements
7:40 am	First Bell
7:55 am	Tardy Bell
11:00 am – 11:30 am	First Lunch (Grades KG, 1 <sup>st</sup> , LS classes)
11:30 am – 12:00 pm	Second Lunch (Grades 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )
12:00 pm – 12:30 pm	Third Lunch (Grades 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> )
2:00 pm	Dismissal

### **ATTENDANCE:**

When it is necessary for your child to be absent you should:

1. Call the school office at (876-8778) before 8:30 a.m.
2. Send a note to the teacher when the child returns to school stating the reason for the absence.

If we have not heard from you by 8:30 a.m., we will contact you either by telephone or our Parent Liaison will visit your home, to make sure your child is at home and safe. **Picking your child up before the end of the school IS DISCOURAGED. Early dismissals are a disruption to the end of the day process.**

Unless a child's illness keeps him/her out of school for more than three days, it is satisfactory for him/her to make up assignments after returning to school. In the event of a student being absent for more than three days, we request that you notify the teacher 24 hours in advance of picking up the homework.

If it appears the illness may be for an extended period of time, call the principal to see if a home study program is appropriate. Extended illnesses need to have doctor's verification upon returning to school.

### **ARRIVAL:**

Students should arrive at school at 7:40 A.M. when supervision begins. The first bell rings at 7:40 and the tardy bell rings at 7:55. There is **NO** adult supervision before this time. Students who arrive too early will not be supervised in or out of the building. Students arriving early may not have access to the building and could possibly be exposed to inclement weather conditions. Students arriving late **must** report to the main office **with their parent** for a pass to class. If your student eats breakfast at school please make sure they are here at 7:40. Breakfast is served from 7:40-8:00 a.m.

### **AFTER SCHOOL:**

Teachers are not required to stay after school beyond a limited time. When they stay to help your child with schoolwork or social problems, they are doing so because they are interested and concerned about your child.

### **CODE OF CONDUCT:**

At Parsons School we use our Parsons Behavior Expectation that is geared towards positive behavior, but we do follow and use the DPS61 code of conduct guide.

### **DRESS CODE:**

**Students' dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, or appropriateness for the school setting as deemed by the principal.**

**Students at Parsons are expected to dress appropriately by following these guidelines:**

- **Avoid tight fitting clothes (long pants, jeans, tops, shorts, extremely short and tight fitting shorts will not be allowed)**
- **Avoid low-cut, backless, strapless or spaghetti straps, see through-blouses or dresses; blouses should cover the midriff area completely**

- **Avoid wearing clothes that are too loose (pants are to be worn with a belt fastened around the waist) under- garments are NEVER to be visible!**
- **Avoid wearing T-shirts and or sweatshirts with inappropriate or suggestive language and of inappropriate advertising**
- **Scarves, do-rags, hats, are not to be worn to school.**

### **CLASS DISCIPLINE PLAN:**

Each classroom teacher has developed their individual discipline plan for the classroom and has stayed consistent with everyone else. You will receive a copy of this plan shortly after school starts. As a staff, we are concerned about the various discipline problems that can occur during the school day. We partner with parents to assure appropriate behavior at Parsons so that all children will be and feel safe.

### **BUS CONDUCT:**

All students who ride the bus **must** follow the rules. Loud noise, unruly behavior, profanity, and all other inappropriate behavior will jeopardize the **privilege** to ride the bus. First infraction = Reminder and review of the rules with written notification to parents or guardian. Second infraction = Consequence and written notification to parent. Third infraction could result in suspension from the bus for one day up to a semester or suspension within the school. **If your child is suspended from the bus, you are responsible for getting your child to and from school. Your child must be picked up no later than 2:15 at the end of the school day. Inappropriate behavior on the bus will not be tolerated! Parents whose students lost their privilege to ride the bus for a grading period or a semester must meet with the principal before reinstatement. The DPS 61 School of Conduct book will be used throughout the consequence process.**

### **PRINCIPAL'S CONSEQUENCES:**

When a child needs to visit the office because of misconduct, the Student Discipline Policy and Procedures, Policy 715.01P of Decatur Public Schools will be followed. The principal and staff will actively engage parents in the behavior plan of their child/children. Parents are encouraged to attend the Parsons Coffee House in group discussions about discipline and other topics related to parenting. Our goal at Parsons is to work closely with parents in all matters relating to discipline. It is very important that the parent and school communicate thoroughly when trying to better the behavior of the student.

### **CONFERENCES AND VISITING SCHOOL:**

Parents are encouraged to visit the school at anytime. Parents should always sign in at the office before entering a classroom. You may also schedule a Parent – Teacher conference with your child’s teacher by contacting them and making the necessary arrangements. We PRIDE ourselves in the open door policy, but it is very important that when visiting the classroom that you do not disturb the teacher teaching. This is not a time to discuss your child’s progress or another student’s behavior. This should be done during the time of a conference.

### **UPDATED INFORMATION:**

Please make sure the school office always has a current phone number and address for each student. This is very important for the safety of your child and the school. When you call the school office please make sure you leave a working phone number where you can be reached.

**EMERGENCY INFORMATION:**

When you enroll your student in school, you are asked to fill out a registration form, which gives us valuable information regarding who to contact in case of an accident or some other emergency. We cannot stress enough the importance of giving us this information and keeping us informed when there are changes in this information. Every family should have a plan to follow in case an emergency situation arises and you cannot be reached. **WE MUST HAVE TWO TELEPHONE NUMBERS FOR DAYTIME CONTACT.**

**PARSONS ACKNOWLEDGMENT AND PERMISSION FORM:**

Each student is given an Acknowledgment and Permission form. This form acknowledges you received the Decatur Public Schools Discipline Policy and Procedures Booklet. It also gives permission for Publicity, Field Trips, and Internet use. Please read it carefully before you sign it.

**PARSONS BOOSTER CLUB:**

The Parent Booster Organization will be contacting parents and guardians soliciting support for a variety of activities, programs and meetings throughout the school year. We value our Booster club each and every year because of the major support they offer our students. We would love all new and old parents to please be a part. Please contact our office for information. During the week we do provide a wonderful opportunity for all our parents to be invited to our Coffee House. It is a great opportunity to visit the school during the day, have some coffee, enjoy a light snack and meet other parents.

**JEWELRY AND TOYS AT SCHOOL:**

We find that children like to share and trade toys, collector cards, watches, jewelry, and other trinkets. Unfortunately, this leads to hard feelings and misunderstandings. Consequently, we are requesting that children **DO NOT** bring personal items such as, toys, balls, bats, cars, games, radios, collector cards, baseball cards, purses make-up, etc., unless requested by the teacher. **A cell phone is an item that will be confiscated and returned to the parent only, if it is not kept in the students backpack or handed to the teacher at the beginning of the day for safe keeping.**

Make sure your child does not bring money to school. We will not be responsible if the money is lost or stolen.

If your child wears a watch or other jewelry to school, please instruct him/her to **NOT** let anyone else wear their personal belongings. If a student is responsible enough to wear jewelry, he/she should be responsible enough to keep it on at all times.

**ABSOLUTELY NO TOY GUNS OR KNIVES, OF ANY KIND, ARE ALLOWED.**

They **will** be confiscated and could possibly result in expulsion from the school district.

**LOST AND FOUND:**

A lost and found box is located in the library. Please check periodically for lost items. Labeled items can easily be returned to their owner. Please label all personal items. Small items such as jewelry, watches, etc., will be held in the office.

### **LUNCHES – HOT:**

This year ARA will be providing breakfast and lunch for the children. The cost of breakfast is free and school lunches are \$2.05 for students. Free and reduced meals are available for those who qualify.

To ensure your child is credited with the proper amount for meals follow these instructions:

1. On Monday send the correct amount in a sealed envelope.
  - a. Write the child's name, the teacher's name and room number on it.
  - b. Write the amount of money enclosed and the number of days covered. You can pay for as many days as you would like to at once.
2. Make checks payable to ARA.
3. You may pay online @ [www.dps61.org](http://www.dps61.org). The online payment tab is on the left side
4. Occasional hot lunch buyers may pay on a daily basis.
5. NO CHARGES - PLEASE.

### **LUNCHES – COLD:**

Please make sure that your child's lunch container has his/her name and room number written clearly on it. Please **NO POP** is allowed but juice is fine... Also, bags of chips are not considered a lunch, this has resulted in many issues with disruptive behavior. We have asked that lunch size bags of chips be packed in the student lunches. Milk, both white and chocolate is available for .30 cents per carton.

### **RECESS:**

Recess is monitored by the classroom teacher every day. We will be outside at recess time most of the year. **BE SURE** your child dresses warmly. Recess will be inside on rainy days and when the temperature or wind chill is below 20 degrees.

### **MEDICATION AT SCHOOL:**

The Decatur Public Schools has a set procedure to follow if you find it necessary to send medication to school for your child.

We cannot accept any medication to be taken by a child during school hours unless the medicine is accompanied by a form, which may be obtained from the office or school nurse. The child's doctor and guardian **MUST** complete and sign this form.

**ALL MEDICATION IS TO BE KEPT IN THE SCHOOL OFFICE.** No medication is to be kept by a student or teacher in the classroom.

The student is to be responsible for taking the medication at the proper time with the assistance of the school nurse.

Only those medications, which the physician feels, must be given during the school day should be sent. (Medicines labeled "3 times a day" can be arranged for outside of the school hours.)

PLEASE do not send your child to school if he/she has been ill, or until he/she has been free of **vomiting, diarrhea, and/or a temperature for at least 24 hours.**

PLEASE BE SURE THE SCHOOL OFFICE HAS A TELEPHONE NUMBER WHERE SOMEONE WHO CAN CARE FOR YOUR CHILD CAN BE REACHED.

#### **MEDICAL TREATMENT OF A MINOR:**

In case of an emergency, both Decatur hospitals have forms, which parents may sign which would permit emergency treatment to begin on your child even if the hospitals or we are unable to contact the parents.

#### **PARENT HELP FOR THEIR SCHOOL AGE CHILDREN:**

1. Make sure your children get to bed early.
2. See that your children have breakfast before coming to school.
3. Make sure your children are always at school on time.
4. Encourage your children to obey school and classroom rules.
5. Make sure your children are prepared to be at school with all their school materials.
6. Communicate properly with your child's teacher.
7. Have a special place (desk, kitchen table, bedroom, etc.) that your child must be while doing homework, away from the TV and loud music. Pay attention to the lyrics in the songs your child listens to and the TV programs they watch.
8. Set a specific time each night that child can read.
9. Make sure your child has the time to relax and play.
10. Provide a safe and loving home for your child that is extremely supportive!

#### **BUS SERVICES:**

DPS61 provides bussing for all students outside the mile mark for our school. It is important if your child needs bus services that you fill out the form provided by our office.

#### **DRIVING CHILDREN TO AND FROM SCHOOL**

##### **PARKING AT PARSONS :**

The front parking area accommodates the cars of the Parsons staff, parent volunteers, and noon-hour supervisors. Parking is permitted in front for evening programs and meetings. Using the parking lot to drop students off during the morning and/or pick them up after school is **ALLOWED**. It is very

important that we follow parking lot etiquette for the safety of all students. **PLEASE** stop in front of the school and let your child walk the sidewalk in to the building.

There is **NO PARKING** on the rear playground, except for evening events. There is **NO PARKING ON PARSONS LANE**. This is a private entrance to homes behind Parsons School. **PLEASE DO NOT DRIVE ONTO THE REAR OF THE SCHOOL. THIS IS A BUS LOADING AREA.**

### **Walking to School:**

We only have a crossing guard at Columbus and Mac Arthur Rd. As a result we do not want **ANY STUDENT** crossing Mac Arthur Rd. at Karen Dr. at **ANY** time.

Please make certain your child understands the basic safety rules when walking to school. The lack of sidewalks in some areas creates a safety hazard that children must be aware of.

Please caution your children not to cut through private yards, climb fences, etc. while going to and from school.

### **BICYCLES:**

In the interest of safety - riding bicycles to school will **NOT** be allowed.

### **REPORTING TO PARENTS:**

Report cards are sent home to parents every nine weeks. Parent conferences are also scheduled throughout the school year by the teacher or can be requested by parents. As the need arises parents are contacted by phone or by letter. During the first nine weeks, a conference replaces a report card at the kindergarten level. Teachers also have their own personal email and some with classroom FaceBook pages, which is an easy way to communicate with your child's teacher.

### **SCENTED PRODUCTS AT SCHOOL:**

Because of allergies and sensitivities of others **NO SCENTED PRODUCTS MAY BE SPRAYED AT SCHOOL!** Students and visitors will be directed to avoid wearing scents to school that can cause illness in others. If a student comes to school with a scented product that is extremely strong, they may be asked to wash it off or change their clothes.

### **SCHOOL PICTURES:**

Student pictures will be taken twice a year. Once during the beginning of the school year and also in the spring.

### **SOCIAL WORKER**

We have a full time social worker at Parsons every day. She works with individual students and in the classrooms. Parents and/or teachers may refer students to her. Feel free to call with any questions or problems you may have at 876-8778. Our social worker is Allison Lanphear. You can also reach her by email at alanphear@dps61.org

### **TELEPHONE**

Each classroom is provided with a land line telephone. Students are allowed to use the phone for EMERGENCY situations only. Remember cell phones are permitted, but must be given to the teacher or stored in the students backpack. The school is not responsible for lost or stolen phones!

## **VOLUNTEERS:**

Parents and interested citizens are encouraged to volunteer at Parsons School. We have many projects that need your help. Please contact your child's teacher to discover how you can help in the classroom. You may also contact the secretary to help in the office.

## **ACADEMIC/ENRICHMENT/INTERVENTION PROGRAMS:**

### **Art**

Students in 2<sup>nd</sup> grade and 6<sup>th</sup> grade will receive bi-weekly art instruction from an art teacher. This is in addition to the regular art instruction done by the classroom teachers. We also have had some great opportunities through grant funding to have the Decatur Arts Council to provide various art programs for our students.

### **Technology**

We are fortunate to have various forms of technology throughout the school to enhance learning. The students will have the opportunity to use our mobile lap top lab 2-3 times per week. Promethean boards are used daily in the classroom, and we have several IPAD lab classrooms in the school. We are in the process of getting 1 to 1 technology in the classroom, so that all our students are getting this form of technology on a daily basis.

### **Gifted and Enrichment**

Parsons School participates in the Gifted Program funded by the State, which includes programs devoted to creativity. Every year we participate in the Young Authors Project. In addition, Parsons' teachers are allocated special Moneys for gifted or enrichment type programs that they have designed for their classrooms. Teachers differentiate learning to accommodate those students who excel as well as for those students who need extra help. All students are expected to be challenged to reach their highest potential.

### **Homework Help**

Parsons has unique partnership with First Christian Church across the street. They have developed an after school program called Club 305. Students who qualify are recommended by their teachers with parent permission to attend the program at these facilities. See your child's teacher for further information.

Some teachers also offer their own homework help after school.

### **Language Arts**

The Language Arts area deals with language, spelling, writing as well as reading, which aligned with the state Common Core Standards. Through our curriculum and powerful learning lessons, these four areas of language arts are stressed daily.

We have several incentive plans to encourage daily reading such as the Accelerated Reading Program, The Book It reading program and also the Young Authors program. Many teachers have their own classroom plans as well. Powerful Learning exercises to encourage Language Arts Success.



### **Library Instructional Materials Center**

Parsons has a great collection of books, audio-visual aides, and other materials in its library. The staff will offer a program in which students learn to enjoy books and develop skills in the use of the library and research technique. Each class has a weekly scheduled time in the library for checking out books. Contributions and donated books are always welcome to help maintain the library. Fines are charged for overdue books. Students do assume the responsibility for lost and damaged books.

### **Math**

Mathematics is taught every day in all grades (K-6) and follow the state Common Core Standards. Strong emphasis is placed on basic facts, computation and problem solving, according to the grade level of the student. Tests are used for diagnostic information, and to prescribe instructions for the class as well as the individual.

### **Music**

Each child will receive general music instruction from a specialist twice each week. A Chorus club for intermediate grade students will be formed in September.

Orchestra instruction is given to students in the fourth, fifth and sixth grades. Band is available to all fifth and sixth grade students. Classes begin the middle of September.

A student that is enrolled in performing groups such as band, orchestra, and chorus club is **REQUIRED** to attend practices and performances. Failure to appear usually results in the student being dropped from the group unless he/she has an excused absence verified by the teacher.

### **Writing**

We do value writing in our school and do know this is an important part of every student. We are privileged to have a writing program offered for every student at Parsons. Each week they will be provided 2 to 3 times additional writing support from our writing specialist.

### **Physical Education**

All students receive physical education classes once/twice a week from our gym teacher. Gym shoes are important for the safety of the children, but it is not necessary for students to have special shoes for physical education. If your child wears gym shoes to school, he/she may wear the same shoes for gym.

The school will provide physical education equipment. Skateboards, roller skates, and other potentially dangerous equipment are not allowed at school. Baseballs and bats will be allowed only with the discretion of the principal

Basketball, cross-country, and cheerleading will meet either before or after school for coaching during their seasons.