

**RICHARD LEWIS BROWN  
ELEMENTARY SCHOOL**

**STUDENT and PARENT HANDBOOK**



**2016-2017**

Richard Lewis Brown Elementary School  
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# School for the Gifted and Academically Talented

## PRINCIPAL'S MESSAGE:

I am proud to be the new leader at Richard Lewis Brown Elementary, Dedicated Magnet School for the Gifted and Academically Talented! This year we are "Charting a New Course and Putting RLB on the Map." With your motivation and encouragement, we are going to have a great school year. Please carefully read through the handbook and follow our guidelines for a safe environment. Help us make this school year a great one full of learning and fun!

Sincerely,

Mrs. Connor - Principal

## OUR VISION

At Richard Lewis Brown Gifted and Academically Talented Elementary School, we are a community of diverse learners committed to engaging the whole child in rigorous instruction that challenges them to think critically, take risks and reflect on their learning.

## OUR MISSION

The faculty and staff of Richard Lewis Brown Gifted and Academically Talented Elementary School will empower students to be successful in a global world.

## DISTRICT INFORMATION SOURCES

DCPS offers a variety of ways to keep up with important news and information on our school district: **Web Site:** The district's Web site offers a wealth of information about Duval County Public Schools, including school closings and delays, School Board meeting dates/minutes, School Calendars, and Curriculum pacing guides.

Make sure you regularly visit:

**[www.duvalschools.org](http://www.duvalschools.org)**

### **DCPS MISSION STATEMENT**

Every student is inspired and prepared for success in college or a career, and life.

### **DCPS VISION STATEMENT**

To provide educational excellence in every school, in every classroom, for every student, every day.

### **DCPS CORE VALUES:**

#### **Excellence.**

We expect the highest standards throughout our organization from the School Board and Superintendent to the student.

#### **Integrity.**

We foster positive relationships based on mutual respect, transparency, honesty, and the consistent demonstration of actions.

#### **Innovation.**

We create dynamic systems and processes that solve problems and overcome challenges.

#### **Equity.**

We promote an environment that ensures equal opportunity, honors differences, and values diversity.

#### **Collaboration.**

We are a community of individuals who share a collective responsibility to achieve our common mission.

**Every school. Every classroom. Every student. Every day.**



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**GENERAL ATTENDANCE INFORMATION**

In order to ensure academic success, students are expected to attend school on time daily, from from 8:25 a.m. until 3:10 p.m. Any student arriving after 8:30 A.M. will be marked tardy. Hours of supervision for students are 8:00 a.m until 3:10 p.m. unless you are enrolled in before/after school care. Students should not be in any other area of the building or school. In order to receive perfect attendance a student can have no more than 3 tardies or 3 early check-outs. Please allow teachers ample time to prepare make-up work when students leave early. For safety reasons, students will only be released to parents, authorized guardians, and those listed on the student information card via the main office. Per the Code of Student Conduct, students will not receive recognition for perfect attendance when they have three or more unexcused tardies in a nine-week grading period.

*Richard Lewis Brown Elementary is not responsible for students dropped off before school begins who are not assigned to our enrichment/extended day program.*

**ATTENDANCE GUIDELINES**

Attendance will be taken to monitor students' attendance throughout the year. If a student is absent from school, the parent must notify the school by writing a letter upon the student's return to school. The following conditions may excuse a student from school attendance:

- Personal illness or injury - a doctor's medical verification note may be required by the principal
- Family illness - an emergency situation requiring the student to be absent from school
- Observance of a religious holiday consistent with student's established creed or belief
- Serious illness or death in the student's family
- Inclement weather (weather advisory deemed)
- Participation in an academic class or school programs

*Students returning to school after all absences must bring a written note from their parent or guardian stating:*

- 1) The dates of absences;
- 2) The reason for the absences;
- 3) The parent or guardian signature; and,
- 4) The parent or guardian phone number.

Students who miss three days consecutively will need a doctor's note in order to receive an excused absence. Absences documented with medical verification notes will be excused. Students leaving school due to illness or other excused reason are also required to submit a written parent note upon their return to school.

Parent absence notes WILL NOT be accepted by e-mail. It is the responsibility of the school to report all attendance concerns. An attendance intervention team will follow procedures to ensure the regular attendance of all students.

## ABSENCE GUIDELINES

- Medical appointments should be scheduled outside the school day whenever possible.
- Students should never leave the building without permission.
- Students have the same number of days to make up work as the number of days they have been absent from school. For example, if a student is absent three school days, he has three school days after his return to make up work.
- Previously announced quizzes, tests, assignments, etc. may be required immediately upon the student's return to school.

## TARDIES

After the school day has begun, students must report to the main office immediately upon their arrival to obtain a Tardy to School Slip.

Please refer to the 2016-2017 DCPS Code of Conduct for the Tardy Policy & Procedures.

## ILLNESS WHILE AT SCHOOL

If a student should become ill or are injured during school, they should ask their teacher for a pass to the Clinic located in the Main Office. Students can only remain in the Clinic for 30 minutes. The school must obtain parental permission in order for a student to remain in the Clinic after 30 minutes. Prior to leaving the Clinic for home, students and parents must sign out in the Student Services. A parent note must be presented upon return.

## INCIDENT CAUSING INJURY

Students who have been injured due to an accident/incident will need to report to the Main Office immediately. An incident report must be completed immediately by the supervising teacher in order to document the injury.

## EARLY CHECKOUT

DCPS policy states that students shall not be released the last 45 minutes (after 2:00 p.m.) of the school day unless the principal or designee determines it is an emergency or an excused event. The close of the school day is an important time for students, and interruptions caused by calling into classrooms makes it difficult for teachers to finalize instruction and adequately prepare students for dismissal. Per the Code of Student Conduct, students will not receive recognition for perfect attendance when they have three or more unexcused early checkouts in a nine-week grading period.

All parents, visitors and volunteers must sign in at the Main Office and receive a Visitor's Pass upon arriving to Richard Lewis Brown Elementary.

## MORNING ARRIVAL PROCEDURES

To ensure student safety, ONLY drop off car riders in the car loop located in front of the school. Students are not to arrive on campus before 8:00 A.M. unless they are given permission for computer lab access or your student is a Safety Patrol. Breakfast is available

each morning from 8:20-8:30 A.M in classrooms. Students that arrive before 8:00 a.m. will not be allowed into the building and will not be supervised.

As students arrive, they should immediately report to their hallway. Upon arrival students are to S.I.T. (shoulder to the wall, independently engaged, with a text in hand). Once students are seated they are not permitted to get up or move about.

#### AFTERNOON DISMISSAL PROCEDURES

Parents of car riders are to remain in their vehicle until their child is placed in the car. For safety purposes, at no time should a child walk to the driver's side back door without an adult assisting them. Students should enter the back passenger door closest to the side walk. Parents are required to park in the parking lot and present their ID in the main office if they are picking up a child early or for any other reason.

#### Standard Dismissal Times:

- 2:50 - Walkers/Bike Riders
- 2:55 - Car Riders
- 3:00 - Bus Riders



#### Early Release Dismissal Times:

- 1:50- Walkers/Bike Riders
- 1:55- Car Riders
- 2:00 - Buses

#### KINDERGARTEN DISMISSAL PROCEDURES

A signed KINDERGARTEN DISMISSAL INFORMATION form must be completed for each kindergarten student indicating his or her daily transportation arrangement. This form will be required the first day the child rides the bus. It is recommended that an adult pick up kindergarten students who are leaving school by car or as walkers. During the first two weeks of school, kindergarten students who ride a bus will wear an ID that indicates their address and bus stop. Parents can help ensure safe and convenient transportation by communicating any changes to the teacher in writing and clearly to their child. Frequent changes in dismissal transportation make it confusing for the child and the staff. Please try to be as consistent as possible.

The image a school portrays is often determined by the behavior of its students. We must all - students, teachers, administrators, staff and community members - show pride by doing our share to make R.L.B a better place in which to learn and work. The goal is to develop self-discipline in all students. The following rules apply while on school premises, school buses or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school. A violation of any rule may result in disciplinary action including, but not limited to:

- After-School or Morning Detention
- In-School Suspension (ISSP)
- Out-of-School Suspension
- Compensatory payment of damages
- Alternative to out of school suspension (ATOSS)

#### AFTER-SCHOOL DETENTION

As per the Student Code of Conduct level 1 or 2 offenses will result in detention. Detention is served outside the school day. Students are notified of the infraction and are to serve the detention on the date assigned. The parents will be informed of detention via telephone call. Failure to serve assigned detentions at the arranged times may result in other assigned discipline by the Assistant Principal. Team detentions may be assigned and served with individual teachers. Transportation home after detention is the responsibility of the parent.

The following rules must be followed in detention:

- 1) No talking or moving from assigned seat.
- 2) No headphones, cell phones or electronic devices.
- 3) Students need to bring schoolwork or reading material.
- 4) No sleeping.

*\*Students will also be requested to do outdoor trash detail with an assigned administrator.*

#### CAFETERIA RULES

Students are expected to:

- Treat everyone with respect.
- Pay for all food (if necessary) and eat it in the cafeteria.
- Speak at an appropriate level at all times.
- PICK UP ALL TRASH AND PUT IT IN THE PROPER CONTAINER.
- Ask permission to leave your seat or to leave the cafeteria.
- Refrain from throwing anything.
- Keep all food and drink in the cafeteria only. No food or drink is to be taken outside of the cafeteria for any reason, except with staff permission.

**\*\*Please do not send any glass bottles or containers to school. See the DCPS website for current menu. Please do not send food that requires heating.**



#### COMPUTER USAGE POLICY

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. Students using the school's computers must adhere to the policies outline in the district's Student Code of Conduct.

## DRESS CODE

Administrators and teachers of Duval County Public Schools enforce dress and grooming guidelines that promote the successful operation of schools. On-site administrators determine apparel that is appropriate, disruptive, distracting, or in violation of safety rules outlined in the General Code of Appearance. Each student has the responsibility to dress appropriately for the school environment. Any apparel, jewelry (such as body piercings, ornaments) and hairstyles shall not disrupt the classroom environment. These guidelines for dress and grooming apply to all students in all public schools of Duval County. On-site administrators have the final decision as to the appropriateness of all clothing and attire.

- Shoes must be worn. However, bedroom shoes or slippers shall not be worn.
- Halter-tops, tank tops, backless tops, tops with thin or no straps, or tops that show midriff or expose the body are **PROHIBITED**.
- See-through or mesh garments shall not be worn without appropriate undergarments.
- Form-fitting or overly tight clothing shall not be worn without appropriate outer garments.
- Properly hemmed outer garments such as shorts, divided skirts, and dresses may be worn, provided they are not distracting, as determined by the school administration. Garments including, but not limited to such items as boxer shorts, traditionally designed as undergarments may not be worn as outer garments.
- **ALL SHORTS, SKIRTS AND DRESSES SHALL MEET 3 INCHES ABOVE THE KNEE (NOT THE THIGH).**
- Clothing and accessories shall not be worn if they display symbols, violence, lewd and obscene messages, sexually suggestive phrases, or advertisements, or symbols of alcohol, tobacco, or drugs
- Head coverings, including but not limited to caps, hats, bandanas, and hair curlers, shall not be worn on school property, unless required by a physician or due to religious practices.
- The waistband of shorts, slacks, skirts, and similar garments shall not be worn below the hips. Underwear, midriff and backs should not be exposed. Belts, suspenders, and straps should be worn in place and fastened.
- Any articles of clothing or jewelry that may cause injury to oneself or to others are prohibited.

All students must adhere to these minimal guidelines for acceptable apparel and appearance. In order to maximize instructional time, students will be given an opportunity to immediately correct dress code violations. On-site administrators have the final decision as to the appropriateness of all clothing and related issues.

**\*\*Students will be directed to the Main Office if in violation of dress code.**

## HERO

The Hero program is used by schools nationwide for recognizing stand-out student behavior. Hero will help us operate efficiently, and it will help us keep consistent policies running throughout the school. Hero will keep an accurate record of things like tardies, school event attendance, classroom participation, and positive student behavior. Hero allows our staff to be more data driven—and do more with less.

### IN-SCHOOL SUSPENSION (ISSP)

Intermediate student offenses will result in in-school suspension. In-school suspension is served during the school day at a designated area within the school. Students are notified of the infraction and are to serve the in-school suspension on the date given. Students who are absent when assigned ISSP, must make-up the day upon return to school.

- 1) Students serving In-School Suspension shall be permitted to make up and receive credit for assignments during the period of In-School Suspension.
- 2) Students are to bring assignments provided by their teachers to ISSP.
- 3) No talking or moving from assigned seat.
- 4) No headphones, cell phones or other electronic devices.
- 5) Students need to bring schoolwork or reading material.
- 6) Guidelines for ISSP will be issued and discussed upon assignment of student to this suspension.

### ATOSS (Alternative to out-of-school suspension)

Major student offenses will result in out-of-school suspension and will report to an alternative site. Students who are recommended for ATOSS shall not return to school for 45 to 90 school days based on the level of offense.

- Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
- Students will be allowed to make up classroom work, tests, etc. missed while serving out-of-school suspension.
- Suspensions may cross semester lines and may be carried from one school year to the next.
- Students are not permitted on school grounds while serving an out- of-school suspension
- 4<sup>th</sup> and 5<sup>th</sup> graders with multiple Class II or III offenses will have a hearing to determine whether or not the student shall go to an alternative school, Mattie V Rutherford for 45 days.

### SCHOOL'S RIGHT TO SEARCH

Lockers, desks or storage places provided for student use are, and remain at all times, property of the DCPS. These areas and the contents, therefore, are subject to a random search which will be conducted twice a week. Administrators and campus security are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated.

**GIFTED SCREENINGS**

Two times a year, students will be screened for the gifted program based on teacher recommendation and academic performance. A permission slip will be sent home for parent permission prior to the screening. This year all 2<sup>nd</sup> grade students will be screened for gifted.

**HEALTH SCREENINGS**

From time to time, students will be screened for hearing and vision. A permission slip will be sent home for parent permission prior to the screening.

**RECOGNITION**

An outstanding citizen demonstrates academic effort, helps others, projects a positive attitude and shows respect and concern for others. We will recognize outstanding students both weekly and monthly for their academic excellence in the classroom and around the school.

**-End of the Quarter Awards Ceremony**

At the end of the nine weeks, students at each grade level will be recognized during an assembly. Parents, guardians and family members are invited to attend. Each teacher recognizes students for school-wide honors in the content and resource areas. Criteria will be provided to students at the beginning of the school year.

**-Reading Goal**

At the end of the year, all students who have read the book requirements per grade level for the entire school year are eligible to attend the annual Reading Celebration.

**SCHOOL COUNSELOR SERVICES**

Counselor services may include:

- Assistance in planning future education
- Administration and Interpretation of test scores
- Career and occupational information
- Help in improving study skills
- Help with home, school or social concerns

**TEST SECURITY/STANDARDIZED TESTS**

Each year, students in 3<sup>rd</sup>-5<sup>th</sup> grades are required to take standardized tests. All tests are considered “secure.” The tests must be kept locked up when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests – even after the test is given. Any student sharing information with others regarding secure tests or cheating in any other way will be referred to the administrator for disciplinary action.

### WITHDRAWAL FROM SCHOOL

Upon withdrawing from Richard Lewis Brown Elementary, a parent or guardian must report to the Main Office to receive a Withdrawal Sheet. A parent or guardian must be present upon withdrawal and sign the Withdrawal Sheet. Prior to withdrawing:

- All fees must be paid, including library fines, etc.;
- Books are returned in satisfactory condition; and,
- Assigned work is completed.

**AGENDA BOOKS**

Agenda books will be issued to all students. Students are expected to keep a written record of all homework assignments and need to be signed and returned daily. If an agenda is lost or stolen the cost is \$5.00 to purchase a replacement.



**CONFERENCES**

All conferences are scheduled with individual teachers. Parents should email or call the teacher and expect a response within 48 hours. All Parents must sign in upon arrival and meet in the main office area. The teacher will be notified of your arrival and someone will escort you to the conference location or the teacher will meet you in the front office.

**LOST AND FOUND**

Clothes, books, jewelry and other items turned in to the Main Office will be kept in a Lost and Found location. Students who have lost something should check with the Main Office. Items not claimed are donated to a charitable organization. Parents can avoid problems by labeling everything, especially expensive jackets and coats or book bags.

**MEDICATION**

The office staff will always attempt to contact parents/guardians in the event their child becomes injured or ill while at school. Please make sure we have your current phone numbers and the required emergency information available at all times throughout the school year. Parents are required to log in all medications with the front office with detailed information for administration. All medications must be in a prescription bottle labeled with the name of the child for whom the medication is intended. A signed authorization form is required for each student who needs to receive medication at school. For safety reasons, students may not bring or keep medications in the classroom.



**PARENTAL CONTACT WITH STUDENTS (NON-EMERGENCY)**

In an effort to minimize disruption of class time, all parent messages and/or drop offs for students will be left in the Main Office. Materials that are dropped off will be available in the main office for student pick-up.

**TELEPHONE USE**

Students who need to use the phone will do so from their classroom or the main office. **STUDENTS ARE NOT ALLOWED TO USE CELL PHONES DURING THE SCHOOL DAY TO PHONE, TEXT OR TAKE PICTURES.**

**VALUABLE PERSONAL PROPERTY**

Students may not use personal property, including but not limited to lasers, radios, recorders, ipods, pagers, digital cameras, cellular phones, electronic games, etc. in school during normal school hours. The school **WILL NOT** accept responsibility for the loss of personal property. These items will be confiscated and returned only to parents.

**ACADEMIC INTERGRITY**

Personal pride and integrity are essential to Richard Lewis Brown's dedication to academic excellence and represent fundamental elements of our total magnet program. Cheating, to include plagiarism, will not be tolerated. A R.L.B student does not give, receive or use unauthorized assistance on any assignment, nor does he/she tolerate such actions. Any student sharing information with others regarding secure tests or cheating in any other way will be referred to the administrator for disciplinary action.

**BYOD**

The Duval County Public Schools (DCPS) Bring Your Own Device (BYOD) is for educational purposes only. Devices that may access the DCPS WiFi network would include items such as: I-pads, Kindles, Nooks, Laptops, Netbooks, smart phones (used for educational support), etc. The following electronics will be taken from students and returned only to parents: cell phones (used inappropriately), iPods, DVD and MP3 players, cameras, and electronic games. Students are not to sell items to other students for personal gain. Any student who chooses to bring electronic items to school shall do so at his or her own "great" risk. The school is not responsible for lost or stolen items.



**EXTENDED DAY**

Richard Lewis Brown's Enrichment Program is a program for working parents designed to supplement and broaden the educational opportunities offered to students on a daily basis. Our program is designed to enrich the lives of students educationally, socially, culturally, and physically. The program shall operate on days that school is in session for students and will offer sessions before and after school.

**FIELD TRIPS**

Field trips are an important extension of our school curriculum. Parent permission slips must be signed in advance prior to any field trips. Students will travel by bus transportation unless noted. Students will be released during the course of the trip to parents or guardians only. These releases must be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip and releases should be on file in Main Office. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Students must not receive more than two behavior referrals within the grading quarter of the scheduled field trip in order to be eligible to attend.

*Richard Lewis Brown Elementary School reserves the right to prohibit students from attending field trips because of poor behavior. Students with poor behavior will not be permitted to attend field trips. School Administrators have the final decision as to whether a student will attend a field trip.*

**FOCUS PARENT PORTAL FOR GRADES**

Duval County Public Schools has purchased a license for Focus, a comprehensive online grade book program. Parents and guardians are able to monitor student academic progress and attendance on a regular basis. Parents and students will be able to create their own

username and password when they register on the site. Please visit:  
<https://duval.focusschoolsoftware.com/focus/>

### FUNDRAISING ACTIVITIES

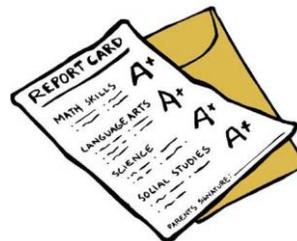
The only items that can be sold at school are those that are part of a school-sponsored fundraising activity. Students may not bring candy or anything else to school to sell that is not part of a school-sponsored fundraising activity.

### GRADING SCALE

The student average is computed by using the point value for each letter grade earned as a quarter grade.

#### Primary classes (Kindergarten – 2<sup>nd</sup> Grade)

E=Excellent  
S=Satisfactory  
N=Needs Improvement  
U=Unsatisfactory



#### Intermediate Classes (3<sup>rd</sup> – 5<sup>th</sup> Grade)

A	100-90
B	89-80
C	79-70
D	69-60
F	59 or below

An "incomplete" is sometimes necessary in order to give students a chance to make up work missed due to illness. Work missed during any absence(s) may be made up. "Incomplete grades" will turn into an "F" if it is not made-up.

### HOMEWORK POLICY

There is no District-wide homework policy for students. At R.L.B, each teacher's homework policy will be stated in their Classroom Handbook to address completeness, accuracy and its percentage in calculating the final grade.

### HOMEWORK/MISSED ASSIGNMENT REQUESTS

For a one-day absence, students may complete missed assignments upon returning to school. Assignments will be collected from teachers when the absence is for two or more days. A parent or guardian can request work from teachers directly by telephone or in person. The parent or guardian must designate the individual who will be responsible for picking up the homework assignments and materials. Homework or assignment requests require 24 hours notice for teachers and will be ready the next day.

### PARTIES

No parties are to be held during the school day unless permission is granted by the principal or grade-level administrator. Typically two class parties are held each year (Winter Holidays and End of the Year).

### TEXTBOOKS

Textbooks and library books are provided for your child's use on a loan basis. Please assist your child by keeping track of all school assigned books. Parents are required to pay for any damaged or lost books.

### TUESDAY FOLDERS

On Tuesday of each week, all R.L.B students will bring home their *Tuesday Folder*. This folder will contain information about school wide events and important happenings. Please sign the signature page on the back and return it the following day.

### VISITORS

Parents and guardians are encouraged and welcome to visit the school. If you wish to observe a class, please call ahead to schedule a good time, and always sign in with the main office. We also request that you contact your child's teacher at least 48 hours in advance, if you need to have a conference. All visitors must report to the front office for student pick-up. You must be cleared as a volunteer for any classroom visitation, as well as, eating in the cafeteria with your child and chaperoning field trips.

### VOLUNTEERS

Please sign the Volunteer Sign-In Book each time you visit our school. We invite parents to participate with the Parent Teacher Association (PTA). The PTA strives to involve all members of the community in the improvement of the educational process for the students.

