

# Roby Elementary

1148 Highway 44 East  
Shepherdsville, KY 40165  
Phone 502-869-7200  
Fax 502-543-2328

**WE**



**ARE**

**LEADERS**

This Planner Belongs To:

Name \_\_\_\_\_

Teacher \_\_\_\_\_

## Foreword

Dear Roby Leaders and Families,  
Welcome to the 2016-2017 school year! We are looking forward to the year ahead. It is our hope that the information provided about our school including the policies and procedures will be useful and helpful. We believe that the day planner is an excellent tool for providing effective home/school communication. We may place important information/notes in the planner and we will look for communication from you there as well. The expectation is that your child bring the planner home daily to be reviewed and signed. We are looking forward to a great year full of opportunities to lead and learn. With high expectations and hard work from everyone, learners will become leaders, and all students will work to become Middle School Ready!  
Sincerely,  
Brittany Knipp  
Principal

## Our Vision:

**Exemplary Leaders and Learners**

## Our Mission:

**To educate all students so that they learn and develop at the highest level as measured on state and national assessments. We commit to implementing best practices to ensure success.**

## Roby Pledge of Excellence

I am respectful  
I am responsible  
I am safe  
I am here to learn; therefore,  
I will like and respect myself, others, and my school,  
Always take responsibility for my own actions,  
Come to school prepared to work and learn,  
Follow the school rules to ensure my safety and the safety of others.  
By displaying a positive attitude, I will be a successful Roby student.

## Roby Staff

Principal	Brittany Knipp
Counselor	Geneva Lyons
Instructional Coach	Britney Orme
FRC Coordinator	Jacey Smothers
Bookkeeper	Danna Simmons
Attendance Clerk	Emily Parrott
Clerical Assistant	Angela O'Keefe
Custodian	Cliff Pickett
Cafeteria Mgr.	Laurie Whitener
Volunteer Coord.	Angela O'Keefe

## Classroom Teachers

Ms. Atherton	Ms. Bodner
Ms. A. Clark	Ms. J. Clark
Ms. Conaghan	Ms. Cox
Ms. Coy	Ms. Davis
Ms. Denny	Ms. Ferguson
Ms. Forgey	Ms. Haggerty
Ms. Hart	Ms. Hayes
Ms. McCubbins	Ms. Minor
Ms. O'Bryan	Ms. Thornton

## Exceptional Child Education Teachers

Yvonne Bell-Creason  
Megan Hardin  
Stacy Kramer  
Lois Montgomery  
Todd Neutz

## Special Area Teachers

Brittany Henon - P.E.  
Emily Hunt - Librarian  
Vacancy - Art  
Stacey Oliver - Music  
Angela Olson - Intervention  
Vicki Walker - Intervention

## Grading Periods

Progress reports will go home with all students each nine weeks. (pending school cancellations)

<u>Period</u>	<u>Begins</u>	<u>Ends</u>
1	08/10/2016	10/06/2016
2	10/07/2016	12/16/2016
3	01/03/2017	03/10/2017
4	03/13/2017	05/25/2017

\*All dates are subject to change due to possible school cancellations.

## Registration/Emergency Information Forms

All students at Roby must have an up-to-date registration/emergency information form in the office. This card is used to contact parents or guardians in the case of an emergency, injury, sickness or transportation questions. **It is very important that we have at least one working number where someone can be reached.** Please include cellular numbers, work numbers, e-mail address or any other numbers where you can be contacted. Also, you may sign up online for Parent Portal so that you may have access to your child's information. You will also be able to request updates to your address or phone number information. **If at any time you have a change in address or phone numbers, please send in a note or call the school to make sure changes have been made to your child's card.**

**Only the individuals listed on the locator card may pick up your child and photo**

**identification must be shown. THERE WILL BE NO EXCEPTIONS.**

**Parent Portal**

Parent Portal is a way for you to keep track of your child's attendance and academic progress. If you have not already signed up to use Parent Portal, now is the time to do so! Parent Portal will allow you to see your child's grades, attendance and discipline anywhere there is internet access. This will allow you to be quickly informed of your child's successes or address concerns with your child or school right away. Parent Portal will also allow you the opportunity to ensure your phone numbers, address, and contact information is current. We want to partner with you to ensure your child's success and Parent Portal is a good way to stay connected to your child and their school. **Contact Emily Parrott at 869-7200** to get the directions and passcode to set up your Parent Portal access.

**Visitors**

All exterior doors except the main entrance will be locked at all times. **All visitors must sign in at the office upon arrival at Roby and be prepared to present identification.** You will be given a visitor tag at this time which will need to be worn the entire time you are at Roby. Anyone in the building without proper identification will be asked to leave promptly. This is an effort to protect all our children and to provide a safe and secure learning environment. **With the exception of Preschool, all students are expected to walk to their classroom unescorted each day.** If you need to talk to a teacher, please let the clerical staff person on duty know and she will call the teacher for you. **Only parents, guardians or grandparents who have proof of identity are permitted to eat lunch with their child.**

**Conferences**

Conferences with teachers should be arranged in advance and at a time when the teacher does not have children in the classroom or is not on duty elsewhere.

**Breakfast and Lunch**

Breakfast begins at 8:40 a.m. Any child arriving at school by bus should go straight to breakfast from the bus. Children arriving by car should be here no later than **9:00 a.m.** if they are going to eat breakfast. If school is running on a delayed schedule, breakfast will not be served. Students may either purchase their lunch at school or bring their lunch from home. **However, restaurant food and soft drink cans and/or bottles are not allowed.** A la carte food items will be available to students upon request.

Meal Prices:

Breakfast: Student (full price) \$1.25; (reduced price) \$0.30 Adult \$2.25

Lunch: Student (full price) \$2.55; (reduced price) \$0.40 Adult \$3.50

**Lunchroom Visits**

Only parents, guardians or grandparents who present valid identification will be allowed to eat lunch with their child. \*If for some reason, one of these people is not listed on the Registration/Emergency Information

Form, then a parent/guardian on the form must give written consent in the form of a handwritten note, note in the child's planner, fax or e-mail to teacher or office staff in order to dine with the student.

**School Bus Regulations**

Each student will be given a copy of Regulations for Pupils Riding School Buses. These regulations will be discussed with the students at school. Parents are asked to review these with all of their children. Please stress to the students that these regulations must be followed in order to ride the school bus. **Appropriate behavior is expected at all times. \*Any act deemed unsafe by the bus driver may result in immediate bus suspension.**

**All Bullitt County school buses are equipped with video camera boxes. Videotapes are in black and white and contain audio. Tapes may be used to document events and responsibility for actions which occur on the buses.**

**Student Attendance**

**Regular class attendance is essential for a student to achieve their maximum potential.** A child misses so much classroom instruction in just one day. If your child needs to be out, please call the school to inform them of the reason. A written note is expected no later than five days after the child's return. **Only 6 parent notes will be accepted in a school year. After 6 parent notes, only doctor's excuses will be accepted and parent notes will be marked unexcused.** Upon accumulation of six (6) unexcused absences, additional official verification will be requested. Absences for the following reasons will be excused with proper documentation:

1. Death or severe illness in pupil's immediate family
2. Illness of the pupil
3. Appointments with a health professional (please obtain a doctor's statement; if you write a note for a doctor appointment it will count against your parent notes, not your doctor's notes).
4. Court appearance required by subpoena or citation (obtain a note from court official)
5. Religious holidays and practices
6. One (1) day for attendance at the Kentucky State Fair (ticket stub must be submitted to be excused; if you write a note, it will count against parent notes)
7. One (1) day prior to departure of parent/guardian from active military duty, or
8. Other valid reasons as determined by the principal or designee

Each student is allowed six (6) days which can be excused by written parent note and ten (10) days which can be excused with a doctor's note. Notification in the form of a letter will be sent home as a courtesy to remind you. Kentucky State Law and District Policy state that with three (3) unexcused absences or three (3) tardies, a student is considered truant. Upon accumulation of six (6) unexcused absences or ten (10) unexcused tardies, a student is considered a habitual truant. **Students with excessive absenteeism, tardies, truancy, and those failing to provide absence verification will be turned over to the Director of Pupil Personnel which could lead to court action.**

Teacher shall provide makeup work at the request of student for all absences.

### **Checking Out Early**

Please do not sign your child out before the end of the school day unless it is absolutely unavoidable. **Students who leave early are considered tardy. Our dismissal time is 3:50.** Many important activities and learning experiences take place at the end of the day. Leaving early interrupts the learning process and interrupts your child's classroom. **Tardies do count against your child's attendance record.**

### **Student Illness While at School**

As a courtesy, we call to notify a parent if your child complains of not feeling well while at school. If the school calls, of course it is up to you to decide if your child needs to go home, but, **per Board policy, in order for the absence to be excused, the student must have one (or more) of the following: a temperature of 100.4 or above, vomiting or diarrhea.** If you choose to sign your child out when they do not have at least one of these symptoms, you will need to send in either a parent note or a doctor's note when the child returns in order for the absence to be excused.

### **Arrival**

#### **Important Note to Parents**

**There is no one here to supervise students before 8:40 a.m.** Students are not to be dropped off at school before this time. All students who do not ride a bus must be dropped off in the front of the building between 8:40 and 9:10. All other doors will be locked.

**\*Our school day officially begins for students at 9:10 a.m. and ends at 3:50 p.m.\*. Students must be dropped off in the drop-off lane (right lane, only). Students cannot be dropped off in the parking lot.**

**We cannot be responsible for students crossing against traffic.** Upon arrival at school, students are to report to their classroom or the cafeteria for breakfast. If your child is a car rider and plans to eat breakfast at school, they should arrive **NO LATER** than 9:00 a.m. Breakfast will be served until 9:10; **however, students not in the classroom by 9:10 will be counted as tardy. Students arriving after 9:10 must be signed in at the office by the parent or person bringing him/her to school.**

### **Departure**

If you are picking up your child in the car rider line, **you must have a car rider tag from the front office. No exceptions.** Please display your tag plainly so that faculty supervising dismissal can identify you. All car riders will be picked up at the front door of the school where they will be called when their ride arrives. Please remain in your vehicle at all times. **Remember no transportation changes can be taken over the phone.**

### **School Closings for Weather**

In the event of inclement weather or disaster, please listen to the local radio or television stations for school delays or closings. **Please do not call the school office.** There may not be anyone available to answer your calls. If school is delayed **one hour**, school doors will open to accept students at 9:40 a.m. Students cannot be dropped

off any earlier than 9:40. Buses will run **one hour later** than usual. Preschool and Headstart **WILL** still attend school and get out at the regular time.

If school is delayed two hours, school doors will open at 10:40 a.m. Students cannot be dropped off any earlier than 10:40 a.m. Buses will run two hours later than usual. Morning Preschool and Headstart **WILL NOT** attend. In the event of a one or two-hour delay, breakfast will not be served.

### **Early Dismissal**

In the event of early dismissal, the school will follow the directions given on the Early Dismissal forms filled out at the beginning of the school year. If at any time you need to change this information, please let your child's teacher know.

### **PTA**

A PTA membership drive is held at the beginning of the year and the fee is nominal. If you have questions regarding PTA, you may call the school and leave a message with the office staff. They will forward your message to the PTA president, who will get back with you. The PTA works hard throughout the school year to raise funds for a variety of school projects and programs. (For example: supplies for the teachers, Best Effort Incentives, Red Ribbon Week, and much more).

### **2016-2017 PTA Officers**

President – Kelly Williams

1<sup>st</sup> Vice President – Ashlee Clark

2<sup>nd</sup> Vice President – Tammy Hornak

Secretary – Kristi Jordan

Treasurer – Laura Branham

Teacher Representatives – Emily Hunt, Megan Hardin

### **Background Checks (Field trips or Volunteering)**

If you plan to volunteer in the school, attend a field trip or a class party, you must have a current background check on file. The form must be completed at school. You will need to bring a picture id with you and a \$10 check or money order. Once approved, the background check will be valid for two years from the day your background check is processed. This process could take several weeks. Feel free to call Angela O'Keefe, our Volunteer Coordinator at 869-7256 with any questions.

### **Volunteers**

Roby is always in need of volunteers to help in many areas of the school. Some things can even be done at home. If you would like to help, contact our Volunteer Coordinator, Angela O'Keefe, or call her at 869-7256.

### **Field Trips**

Many classes attend field trips throughout the school year. Teachers will send home permission slips prior to any class trip. When space is available, teachers may allow parents/guardians to attend. No siblings or other children can be brought on class field trips.

### **Family Resource Center**

The Roby Family Resource Center, established in 1995, is funded as part of the Kentucky Education Reform Act to enhance students' abilities to succeed in school. All Roby children and families may use the services offered by the center, including health services, special speakers

and classes, lending library of parenting materials, child-care information, home visits, agency referrals, emergency assistance and much more. For more information, call Jacey Smothers at 869-7212.

### **Student Medication Guidelines**

Medication should be given at home when at all possible. When it is necessary for school personnel to administer medication to a student, the following guidelines will be followed:

1. All medication will be stored in a locked cabinet or container, accessible only to authorized personnel.
2. A permission form must be completed before medication can be administered. All over-the-counter medication can be administered for 3 days with a medication form signed by parent/guardian.
3. A doctor's signature is required before we can administer any prescription medication.
4. **An adult must transport ALL medication** to the office in the original container (prescription, non-prescription cough drops, creams, etc)

The label on prescription medication must have:

- a. student name
- b. name, address and phone # of doctor
- c. directions for dosage, frequency and administration method

### **Homework Policy**

Homework is defined as additional preparation in particular subject areas, to be completed during non-instruction time. Homework assignments must be within the capabilities of the student. Teachers are expected to provide necessary information and directions for the student to complete the homework assignments. The work-study habits of the student, as well as their strengths and weaknesses in subject areas, help determine the type and quantity of homework assigned. Assignments may be differentiated. Teachers may assign homework on a daily or weekly basis. Monthly projects also may be assigned as homework. Students will be assigned 20 minutes of recreational reading each night. Homework assignment times may vary according to the speed at which children work and manage their time. When it appears that children never have homework or that they have an excessive amount of homework on a regular basis, parents are encouraged to contact the teacher. Parents and guardians have a key role in making homework a positive experience for the student. In order to support on-going learning in the classroom, parents are highly encouraged to make homework a top priority by setting a daily homework time, by providing the necessary supplies and a quiet environment, and by providing praise and support for the student.

### **Discipline**

The Bullitt County Board of Education has developed a Code of Conduct. Each student will receive a copy early in the school year. The code is a detailed explanation of county policies and procedures for students to follow. Roby Elementary has developed a list of school procedures and expectations that all students are expected to comply with as well. These will be posted in all classrooms and throughout the school.

Your help and cooperation are essential in an effective discipline program.

The expectations are called the "Roby 3R's" and the procedures are defined as appropriate behavior in the Specific areas of the school. The "Roby 3 R's" are:

- Respect Yourself
- Respect Others
- Respect Property

**\*Please see "Roby Elementary School-Wide Expectations" page in this planner.**

In the event that a student is unable to comply with the school rules, any combination of the following consequences may be taken:

- Oral or written warning to the student
- Time out in a supervised area with an assignment, away from area of rule infraction
- Direct contact with the parent
- After school detention
- Administration interaction
- Out of school suspension

**Bullying, fighting or any other very serious infraction will result in immediate action by the administration.**

### **No Gum; No Mechanical Pencils**

#### **After-School Detention**

\*After school detention is held on Thursday afternoons from 3:50 p.m. until 4:45 p.m. in the library. Faculty and/or staff members supervise after-school detention. Students are asked to complete work while serving detention.

\*Parents will be notified, in advance, by written detention notice or a phone call that their child is to stay for detention. It is the responsibility of the parent to pick their child up promptly at 4:45 p.m. in the library. Parents will be asked to show valid identification when picking up their child. \*Failure to attend detention will result in the assignment of two detentions. If the student has an excused absence on the day of detention, he/she will be expected to report the following Thursday.

#### **Student Registration**

To be eligible to enter kindergarten for the school year, a child must be five (5) years of age on or before October 1, 2016.

**BEFORE REGISTRATION CAN BE COMPLETED, THE FOLLOWING MUST BE PRESENTED:**

- A full-sized certified birth certificate from the Office of Vital Statistics
- Medical examination (physical)
- Up-to-date immunization certificate
- 2 Proofs of address (lease, bill, driver's license, etc.)
- Bullitt County Public School Registration/Emergency Information Form
- Eye exam by an eye doctor
- Dental exam by dentist

Kentucky law requires that each student in the public school system maintain an up-to-date immunization certificate. **Ten (10) days after the certificate expires, the student will not be able to attend school**, at which point absences will be considered unexcused and may result in truancy charges.

### **Student Placement**

All students are placed in classes according to the Roby Student Placement Policy. Parent requests are NOT accepted. Any student placement is subject to change.

### **Integrated Pest Management Program**

IPM means a strategy of controlling pests by combining biological, chemical, mechanical and physical control methods in a way that minimizes economic, health and environmental risk. If you would like to be notified 24 hours in advance if an IPM application occurs, please call the office to be added to a registry for pre-notification

### **Uniform Policy** (Revised 06/05/08)

#### **Shirts**

1. Only polo style with buttons, button-down Oxford-cloth style dress shirts, and plain turtleneck shirts with no ribbing, patterns, or textures. **Shirts may be any solid color.**
2. All shirts must be plain without stripes on the inside or outside collar or sleeves.
3. No extremely oversized shirts.
4. No logos on shirts except for shirts with a "Roby" logo.

#### **Sweatshirts/Sweaters**

1. Solid color sweatshirts and sweaters must be worn over uniform shirts. Sweaters must be plain - no ribbing, patterns, or texture.
2. V-neck or crew neck sweaters may be worn.
3. Roby sweatshirts are acceptable, and may be worn without uniform shirt.
4. Collar of the shirt or turtleneck must show on the outside.
5. Roby hoodies only.
6. No turtleneck sweaters. (Turtleneck must be cotton shirt material only.)

#### **Pants**

1. Khaki pants in tan, navy blue or black only.
2. No denim, stretch pants or sweat pants.
3. No baggy or sagging pants, pants that drag the floor or extremely tight pants.

#### **Shorts and Capri Pants**

1. Shorts and capri pants may be worn **August – October 31, and after Spring Break until the last day of school.** Shorts must not be shorter than 3" above the knee.

#### **Skirts, Skorts and Jumpers**

1. Skirts, skorts, and jumpers may be worn in khaki, navy or black only.
2. No denim, stretch, or sweat materials.
3. Must not be higher than 3" above the knee or drag the floor.
4. Skirts and skorts must be worn with **tights or knee socks** after October 31 until after Spring Break.

#### **Jewelry and Accessories**

1. Small earrings are to be worn in ears only.

2. Medallions, large chains, or visible key chains are not to be worn.
3. No bandannas, hats, or scarves of any kind are to be worn inside the building.
4. No false fingernails.
5. Students may not wear or carry anything that relates to drugs, violence, alcohol, wrestling, boxing, smoking, or obscenities.
6. No tattoos of any kind.

#### **Shoes and Socks**

1. Tennis Shoes are required for safety. No other shoes are allowed on the gym floor.
2. No skate shoes, heelies or wheelies.
3. Sock or tights must be worn at all time.

#### **Other**

1. Coats may not be worn during class time.
2. Garments cannot be tied around waist.

### **Dress Code Violation and Consequences**

**1<sup>st</sup> offense** – Parents will be notified by issuing a uniform violation sticker and a copy of the dress code will be sent home.

**2<sup>nd</sup> offense** – Parents will be called and asked to bring appropriate clothes. Another uniform sticker will be placed in the planner.

**3<sup>rd</sup> offense** – Conference will be scheduled, parents will be called to bring appropriate clothes, and another uniform violation sticker will be placed in the planner.

**4<sup>th</sup> offense** – Another conference will be scheduled, parents will be called to bring appropriate clothes, uniform violation sticker will be placed in the planner and detention will be assigned.

**5<sup>th</sup> offense** – Additional conferences may be held with student, parent, teacher and principal. Teacher will issue another violation sticker, parents will be called to bring appropriate clothes, and in-school suspension will be assigned.

### **Weapons Policy**

Carrying, bringing, using, or possessing any weapon or dangerous instrument or instrument/object which may reasonably be perceived by another as a weapon or dangerous instrument ("look-alike weapon") in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property. Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent. Any student who brings to school any deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system, in addition to any other penalty set forth herein. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

#### **Statement of Non-discrimination**

In accordance with Title IX of the Education Amendments in the Civil Rights Act and Section 504 Public Law 9312, Bullitt County Board of Education does not discriminate on the basis of race, color, national origin, sex, or handicap in the education programs or activities it operates and it is required by Title IX and Section 504 pursuant to regulations not to so discriminate. Keith Davis, Superintendent, 1040 Highway 44 East, Shepherdsville, Ky., phone number 869-8000, has been appointed to coordinate efforts to comply with Title IX and Section 504 and persons having questions concerning the Act should direct them to Keith Davis, Superintendent.

#### Review of Educational Records

Parents shall have the right to inspect and review any education record relating to their child. Parents shall be presumed to have these rights unless the district has been advised that the parent(s) does not have the authority under applicable state laws governing such matters as guardianship, separation, and divorce.

#### Due Process

Due process requires that the student be given oral or written notice of the charges against him or her. If the student denies the charge, he or she must be given the opportunity to confront the accusers, an explanation of the evidence, and an opportunity to present his or her version.

#### Kentucky Missing Children Program

The 1984 Kentucky General Assembly enacted legislation, which requires the Department of Education to develop a missing child program. All the necessary forms are available at Roby Elementary. Missing student flyers are received monthly from the Division of Student Services and are posted at Roby. Any additional information can be obtained from school or the Division of Student Services, Department of Education, 1732 Capitol Plaza Tower, Frankfort, KY 40601.

### APPENDIX A

#### SECTION 504 COMPLIANCE PLAN

The Compliance Plan serves students, parents, employees, applicants for employment, and programs within Bullitt County Schools.

1. Bullitt County Schools assures students, parents, applicants for employment, and employees that it will not discriminate against any individual with 504 disabilities.
2. The following persons are designated as the ADA and Section 504 compliance coordinator:
  - Keith Davis, Superintendent and ADA Coordinator
  - Monica Tharp, Section 504 Coordinator (students)
  - Jennifer Wooley, Section 504 Coordinator (employees)
  - Mark Mitchell, Section 504 Coordinator (ADA-facilities)
3. Parents/Guardians are provided procedural safeguards which are included in the "Notice of Parent/Student Rights in Identification, Evaluation and Placement."
4. An impartial hearing and appeal are provided upon request. Procedures are detailed in the Bullitt County Schools Procedures for 504 of the Rehabilitation Act.
5. Notice to students, parents, employees, and the general public of nondiscrimination assurances and parent/student rights in the identification, evaluation, and placement will be disseminated annually in the following manner:
  - a. Announcement in the student and employee handbooks; and
  - b. Posted notice in each public school building
6. Bullitt County Schools has established the following local grievance procedures to resolve complaints of discrimination on the basis of 504 disability:
  - a. An alleged grievance must be filed in writing, describing the circumstances for the grievance.
  - b. Grievances must be filed with the Section 504 compliance coordinator.
  - c. The 504 Coordinator will investigate and submit a written response offering options for a resolution.
  - d. If the response does not satisfactorily resolve the issue, the complainant may appeal to the Superintendent of Bullitt County Schools.

- e. If the response from the Superintendent does not satisfactorily resolve the Issue, the complainant may appeal the decision to the Bullitt County Board of Education.
  - f. The Board of Education will conduct a hearing and give the complainant reasonable advance notice of the date, time, and place of the hearing.
  - g. The Board of Education will give the complainant a full and fair opportunity to present evidence relevant to the issues raised. The complainant and Bullitt County Schools may, at their own expense, be assisted or represented by individuals of his/her own choice, including an attorney.
  - h. The Board of Education will make a decision, in writing, and present it to the complainant within ten (10) working days after the hearing.
  - i. The decision of the Board will be based solely on the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
  - j. The complainant may appeal, at any time during this process, to the Office for Civil Rights, Department of Education, The Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107.
7. Bullitt County Schools will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with 504 disabilities (ages 0-21) who reside within the boundaries of Bullitt County Schools.
  8. Bullitt County Schools will inform all individuals of Bullitt County Schools' responsibilities and procedural safeguards under Section 504, as well as those under the Kentucky Administrative Regulations and the Individuals with Disabilities Education Act.

### APPENDIX B

#### SECTION 504 POLICY STATEMENT AND PUBLIC NOTICE

The Bullitt County Schools do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the educational programs and provision of services or in employment policies. It is the policy of the Bullitt County Schools to provide a free appropriate public education to each student with a disability, regardless of the nature or severity of the disability, residing within the jurisdiction of Bullitt County.

It is the intent of Bullitt County Schools to ensure that students who have 504 disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may have 504 disabilities under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights under Section 504 of students with disabilities and their parents are guaranteed in Bullitt County Schools and are described in the Bullitt County Schools Procedures for Section 504 of the Rehabilitation Act. Inquiries regarding compliance with Section 504 or the Americans with Disabilities Act should be directed to:

**MONICA THARP**  
Section 504 Coordinator  
Bullitt County Schools  
1040 Highway 44 East  
Shepherdsville, KY 40165  
Or  
Office for Civil Rights  
U.S. Department of Education

## Roby Elementary School-Wide Expectations

	<b>Respect for Self</b>	<b>Respect for Others</b>	<b>Respect for Property</b>
Arrival/ Dismissal	<ol style="list-style-type: none"> <li>Stay focused on where you are going.</li> <li>Keep your backpacks on and belongings with you at all times.</li> <li>Be prepared for dismissal.</li> </ol>	<ol style="list-style-type: none"> <li>Observe all hallway rules.</li> <li>Move quickly to your destination.</li> <li>Listen to and obey adults.</li> </ol>	<ol style="list-style-type: none"> <li>Respect property and items on display.</li> </ol>
Hallway	<ol style="list-style-type: none"> <li>Walk on the right side, single file.</li> </ol>	<ol style="list-style-type: none"> <li>Silent hallway.</li> <li>Face forward and keep hands to self.</li> <li>Stay with your group.</li> <li>Listen to and obey adults.</li> </ol>	<ol style="list-style-type: none"> <li>Respect furniture and items on display.</li> <li>Enjoy displays with eyes only.</li> <li>Keep hands and feet to self.</li> </ol>
Classroom	<ol style="list-style-type: none"> <li>Stay on task.</li> <li>Listen to and follow classroom procedures and instructions.</li> </ol>	<ol style="list-style-type: none"> <li>Be courteous.</li> <li>Help and share with others.</li> <li>Respect others and their property.</li> </ol>	<ol style="list-style-type: none"> <li>Use classroom materials and equipment correctly.</li> <li>Put materials away in correct spot.</li> </ol>
Cafeteria	<ol style="list-style-type: none"> <li>Be ready with number, money, and selection choice.</li> </ol>	<ol style="list-style-type: none"> <li>Enter and exit properly.</li> <li>Use good manners.</li> <li>Walk carefully and face forward.</li> <li>Remain seated until dismissed.</li> <li>Listen to and respect monitors and adults.</li> <li>Raise hand and wait patiently to ask for help if you need something.</li> <li>Voice level 0 in kitchen, level 2 at tables and lines.</li> </ol>	<ol style="list-style-type: none"> <li>Clean up after yourself.</li> <li>Pick up litter on the table <i>and</i> floor.</li> </ol>
Restroom	<ol style="list-style-type: none"> <li>Use proper toileting techniques.</li> <li>Wash and dry your hands properly.</li> </ol>	<ol style="list-style-type: none"> <li>Knock before entering.</li> <li>Flush toilet.</li> <li>Turn faucet off.</li> </ol>	<ol style="list-style-type: none"> <li>Use soap and toilet paper appropriately.</li> <li>Use facility properly.</li> </ol>
Playground	<ol style="list-style-type: none"> <li>Play fair.</li> <li>Be alert.</li> <li>Listen to and follow directions.</li> </ol>	<ol style="list-style-type: none"> <li>Play safely and within boundaries set by teacher.</li> <li>Exhibit good sportsmanship and share equipment.</li> <li>Respect personal space.</li> </ol>	<ol style="list-style-type: none"> <li>Use equipment properly.</li> <li>Return equipment.</li> <li>Pick up litter.</li> <li>Be considerate of the environment.</li> </ol>
Assemblies	<ol style="list-style-type: none"> <li>Listen carefully.</li> </ol>	<ol style="list-style-type: none"> <li>Use good manners.</li> <li>Respect personal space.</li> <li>Keep silent.</li> <li>Eyes on speaker.</li> <li>Listen to and follow directions.</li> </ol>	<ol style="list-style-type: none"> <li>Keep hands and feet to self.</li> </ol>
Car Rider	<ol style="list-style-type: none"> <li>Walk directly to car rider area when dismissed.</li> <li>Keep backpack with you.</li> <li>Keep belongings put away.</li> </ol>	<ol style="list-style-type: none"> <li>Immediately sit with your grade level.</li> <li>Use "zero level" (no talking).</li> <li>Listen carefully and follow directions.</li> <li>Respect personal space.</li> <li>Move quickly to your car when you are released.</li> </ol>	<ol style="list-style-type: none"> <li>Keep hands and feet to self.</li> <li>Respect items in car rider area.</li> </ol>
Bus	<ol style="list-style-type: none"> <li>Walk quietly through the hall in the bus line.</li> <li>When instructed, walk to your bus.</li> <li>Allow kindergarten students and students with special needs to get to their buses safely.</li> <li>Remain seated on the bus.</li> <li>Keep hands and objects inside bus window.</li> <li>Face forward and keep feet on floor out of aisle.</li> </ol>	<ol style="list-style-type: none"> <li>Use quiet voices.</li> <li>Respect personal space.</li> <li>Use good manners.</li> <li>Show respect and follow directions given by monitor and/or driver.</li> </ol>	<ol style="list-style-type: none"> <li>Pick up litter.</li> <li>Keep hands and feet to self.</li> </ol>



**Bullitt County Public Schools  
2016-2017  
School Calendar**

Approved 11/23/15

Preschool begins **August 17** and ends **May 17**.

JULY				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST	
8	No School - Professional Development Day
9	Opening Day for Teachers
10	First Day for Students

SEPTEMBER	
5	No School - Labor Day Holiday
6	No School - Teacher Planning Day

OCTOBER	
10 - 14	No School - Fall Break
17	No School - Teacher Planning Day

NOVEMBER	
7	No School - Teacher Planning Day
8	No School - Professional Development Day
23 - 25	No School - Thanksgiving Holiday

DECEMBER	
19 - 30	No School - Christmas Break

JANUARY	
2	No School - Teacher Planning Day
16	No School - Martin Luther King Holiday

FEBRUARY	
17	No School - Professional Development Day
20	No School - President's Day Holiday
21	No School - Teacher Planning Day

MARCH	
	ACT Testing Date (11th grade only)
17	No School - Professional Development Day
20	No School - Teacher Planning Day

APRIL	
3 - 7	No School - Spring Break

MAY	
	K-PREP testing - last 14 instructional days
5	No School
8	No School - Teacher Planning Day
25	Last Day for Students
26	Closing Day for Teachers
29	No School - Memorial Day

**Days designated as make-up days for weather days:**  
2/17, 3/17, 5/26, 5/30, 5/31, 6/1, 6/2, 6/5, 6/6, 6/7, 6/8,  
6/9, 6/12, 6/13, 6/14