



# Parent /Student Handbook 2019 - 2020

1250 Vollintine Avenue \* Memphis, TN 38107  
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Deadre Ussery, Principal

July 2019



# Faculty and Staff

2019 – 2020

Mrs. Ussery	School Leader
Mrs. Thomas	Dean of Social Emotional Learning
Mrs. Kennedy	Dean of Curriculum and Instruction
Ms. Brooks	Director of Finance and Operations
Mrs. Pearson	Family Guidance Coordinator
Mr. Carranza	Office Manager
Ms. Josey	Teacher
Ms. Skouteris	Teacher Assistant
Mrs. Sanders	Teacher
Ms. Tunstall	Teacher Assistant
Ms. Brockway	Teacher
Mr. Sanders	Teacher Assistant
Mrs. Holt	Teacher
Ms. Wilson	Teacher Assistant
Ms. Steenbergen	Teacher
Mrs. Mallory	Teacher Assistant
Mrs. Bruce	Teacher
Ms. Cheshier	Teacher
Mr. Wright	Teacher Assistant
Ms. Howard	Bridge Program Teacher
Mr. Shaw	Bridge Program Teacher Assistant
Ms. Criss	Bridge Program Clinician
Ms. Heyser	PE Teacher
Ms. Skelt	Art Teacher
Ms. Spann	Exceptional Students Teacher
Ms. Murrell	Exceptional Students Teacher/ RISE Coordinator
Mrs. Walker	Interventionist
Ms. Hall	Community in Schools

## Vision

PES's vision is to be a leading elementary school that offers high-quality education where students are actively engaged in meaningful learning experiences that produce students who are prepared academically, socially, and emotionally for success in school and in life.

### Goals:

To have a safe, supportive learning environment where students will excel.

To help students build strong social emotional skills needed to succeed.

To build strong student/school/family relationships.

## Mission

Perea Elementary School (PES) will prepare all students academically, socially, and emotionally for success by creating and maintaining a classroom and school environment that is student-centered, with high academic expectations and where all students feel welcomed, appreciated, and valued.

## Core Values and Guiding Principles

Our core values are foundational to the teaching and thinking that happens at Perea Elementary School. They are as follows:

Empathy: to lovingly respond

Community: to create fellowship

Excellence: to consistently give your BEST

Innovation: creative thinking and learning

Safety: ALL are protected

## Guiding Principles

At Perea Elementary School, we will...

- give our best effort every day in every way.
- patiently listen to understand and honor all voices
- daily “keep it fresh!”
- work together, play together, care.
- create healthy boundaries in a respectful environment

## Admissions Policy/Eligibility

Perea Elementary School (PES) is a public charter school. Admission to Perea will be determined by the lottery process for charter schools. In the case that we have more applicants than seats we will incorporate the lottery process for charter schools. PES does not discriminate on the basis of race, color, religion, sex, age, handicap or national origin. To enroll, parents need to sign up on the PES waiting list beginning in August of the current school year. As spaces open up during the year, eligible children on the waiting list will be allowed to enter the program.

Children who will turn five years old from August 16 through September 30 are eligible for early kindergarten entry screening. Students turning five prior to August 16 do not require screening, and students turning five after September 30 are not eligible for screening or early entry. All early kindergarten entry screening for students seeking to attend SCS schools, including SCS **charter schools**, must be administered by the SCS Department of Assessment and Accountability. Interested parents should contact the Department of Assessment and Accountability at 901-416-5450 as soon as possible to set up an appointment for their child. Screening ends on August 9. If a student is enrolled in kindergarten who was not five years old by August 15 and has not passed SCS early kindergarten screening, the student will not be allowed to continue enrollment at the school.

## Child Custody/ Parental Access

Perea ES requires students to be enrolled in and registered for school by their custodial parent or legal guardian or a person who provides the school with written permission from the custodial parent/legal guardian to register the student. Unless a Tennessee court specifies otherwise, the custodial parent or legal guardian shall be the one whom the district holds responsible for the education and welfare of that student.

Parents and/or legal guardians shall have the right to receive information contained in school records concerning their minor child. However, the personal information of a custodial parent and/or legal guardian shall not be released to a non-custodial parent with the child's education record. PES, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's rights to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the noncustodial parent, the custodial parent and/or legal guardian shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be granted reasonable access to the student at the school and shall be given access to all the student's educational records including, but not limited to, the student's cumulative file and the student's special education file, if applicable.

The principal nor teacher shall permit a change in the physical custody of a student at school unless:

1. The person seeking custody of the student presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the student; and
2. The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.

## Immunizations

No students entering school, including those entering pre-kindergarten, kindergarten, first grade, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school.

No child or youth determined to be homeless shall be denied admission to any school or school facility if the child or youth has not yet been immunized or is unable to produce immunization records due to being homeless. The enrolling school shall comply with any and all federal laws pertaining to the educational rights of homeless children and youth, including the McKinney-Vento Homeless Assistance Act.

### Waiver of Immunization Requirements

State law (T.C.A. §49-6-5001) provides waiver of immunization requirements under the following conditions.

1. In the absence of an epidemic or immediate threat of an epidemic, parent or guardian may file with the school authorities a signed written statement affirming under penalty of perjury that the immunization and other preventative measures conflict with the parent's or guardian's religious teachings and practices. Students who are admitted without immunization under this waiver may be excluded from school during an epidemic or threatened epidemic.
2. Parents may present a certificate in writing from a physician stating that such immunization would be harmful to the student involved is provided to the school for the student's permanent file.

## Attendance

Regular and punctual school attendance is essential for achieving maximum success from our curriculum. Therefore, the following policy is strictly enforced. Every minute of the instructional day is important, and every effort should be made to have your child at school on time each day. The following reasons will be considered *excused absences*: illness or hospitalization of child, death or illness within the child's immediate family, special and recognized religious holidays regularly observed by persons of their faith, legal court summons not as a result of the child's misconduct, or extenuating circumstances over which the child has no control as approved by the Principal or school administration. All absences other than those outlined above will be considered *unexcused*. **It is the responsibility of the parent to call the Perea office in the event your child will be absent. In order to be considered an excused absence the school must receive a written note within three days of returning to school.** Without a written note, the absence will be considered unexcused. If your child is absent for more than 3 days, you must provide a written excuse explaining the absence. Five (5) unexcused absences will require a conference with school administration. Ten (10) unexcused absences will require a school review to determine continued enrollment and a 90-day attendance probation.

The Tennessee State Compulsory Attendance Law (T.C.A. §49-6-3001 and T.C.A. §49-6-2007) requires that pupils of legal age attend school (ages of six and seventeen years, both inclusive) unless special circumstances arise which temporarily or permanently excuse the student from attendance. This also applies to five (5) year old students who have attended school for six (6) weeks. By state law, the student's school year shall consist of a minimum of 180 teaching days exclusive of all vacations, as approved by the board of education. (T.C.A. §49-6-3004) The annual calendar is divided into two semesters. A copy of this calendar is included at the back of this handbook.

## School Hours

The school day begins at 7:45 am and ends at 3:30 pm Monday- Friday. Instructions begins promptly at 8:00am. Students are expected to be in their classrooms and ready to begin the school day.

**Arrivals** – Please make every effort to ensure your child attends school every day and arrives on time. If your child will be late to school due to scheduled appointments, please notify the office in advance.

**Late Arrivals** – All students should be in their classrooms by 8:00 a.m. Those arriving after 8:00 a.m. should notify the office in advance of their late arrival. Students must come by the office for a “tardy slip” before going to the classroom. Your child will not be allowed in the classroom without a signed tardy slip from the office. Tardy slips will be kept in your child's file. Habitual tardiness can affect your child's academic success.

**Pick Up** – It is necessary that children be picked up no later than 3:30 pm. The time after 3:30 pm is used by the teachers to prepare for the next day. There will be no teacher supervision after 3:30pm. Any students remaining after 3:30 will be placed in the office or After Care until a parent/ guardian is reached.

**Children will only be released to a responsible adult or older sibling.** Please make sure that anyone who may be responsible for picking up your child is listed on your child's pick-up list. Anyone picking up your child may be asked to show proper identification. Please notify us immediately if this list changes. Your child will **NOT** be released to anyone not on this list. Please update your child's enrollment forms with contact numbers for people on the pick-up list so that we will be able to reach them when needed. **Department of Human Services will be notified of children not picked up within an hour after dismissal.**

**If you are divorced, separated, or a single parent, appropriate court documents must be presented to the Perea office in order for the approved person(s) to pick up your child.**

### **Student Drop-off and Pick-up**

**Drop-off** – Student drop off will be at the front entrance of the school on Vollintine. Staff will escort students from the parent's car to the entrance of the building. Please pull forward and be prepared to drop and roll.

**Pick-up** – Students must be picked up by 3:30pm. Each parent will receive 2 name cards for pick-up. Parents may line-up for pick-up at the main entrance on Vollintine. Staff will assist all students to their vehicle.

**Walking Students** – Students walking to school must enter at the main entrance on Vollintine. Parents may pick their students up at the main entry doorway. Staff will be present to assist.

### **Parking Lot**

Please remember parking lot etiquette by following these simple rules:

- Do NOT block parked cars in.
- Never leave a minor child unattended in your car.
- State of TN law requires children to be seated in car seats.
- Please park your car in a parking space when visiting the school.

**Aftercare** – Perea Elementary School offers after-school care for working parents only between the hours of 3:30-5:30 p.m. Monday through Friday. Verification of employment and/or recent pay stub is required in August and January.

## Curriculum

Perea Elementary will use Eureka Math, CKLA -Core Knowledge Language and Arts, and FOSS Science, all aligned to Common Core Standards.

Eureka Math’s emphasis on logically and coherently layering mathematics concepts and skills in relation to specific standards complements our commitment to foster active, participatory learning and to embrace some of the core tenets of constructivism within the context of a rigorous, standards-based curriculum. With Eureka Math, students will be afforded the opportunity to make, build upon, and revise meaning to fully understand how to execute mathematical processes and also understand why such processes work.

CKLA - Core Knowledge Language Art emphasis on learning, layering, and applying foundational knowledge in relation to specific standards marries with our commitment to foster active, participatory learning and to embrace the core tenets of constructivism within the context of a rigorous, standards-based curriculum. With Core Knowledge, students will be afforded the opportunity to make, build upon, and revise meaning.

Full Option Science System (FOSS) program guides students through intensive reading and hands-on interaction with scientific ideas and concepts, which fully supports our commitment to sustain a student-centered learning environment through active, participatory learning and the key tenets of constructivism.

## Assessments

Students will be assessed with iReady for Winter, Fall and Spring. Students will also receive a SCS-based report card each nine-week period. Curriculum based assessments will be given consistently throughout the year. A schedule of formal assessments dates is included in our school calendar.

## Promotion/Retention

Perea Elementary School will make every effort to ensure that all students are successful and are able to be promoted to the next grade level. We have designed and created an academic program that is student-centered and will enable the school to identify when students are not experiencing sufficient levels of success. Regular and ongoing conversations will occur with teachers and parents of such students, and plans will be made (see Response to Instruction and Intervention below) to provide the necessary supports for students and rapidly increase student achievement. As indicated in our goals above, Perea Elementary School expects students to demonstrate proficiency and growth in all core content areas. In order to do this, students will need to master grade level standards. Accordingly, our promotion and graduation standards reflect this.

Instead of retaining students, we will determine, on a case-by-case basis what supports are needed, perhaps over the summer or in addition to the regular school day, to ensure that each child makes rapid progress and is on grade level by the next school year. In some rare cases, the Principal, in collaboration with the student's parents, may choose to retain a student. However, it is important to note that retention decisions will only be made after regularly meeting and speaking with the child's parents and after significant interventions have been tried.

Given our focus on social-emotional learning and our desire to serve the whole child, it will not be our policy to retain students unless it is absolutely critical.

### **Academic Interventions**

It is expected that interventions will occur on an ongoing basis and that effective intervention strategies may result in a student's promotion. Therefore, instructional strategies, classroom grades, and intervention opportunities shall be monitored and reviewed by principals on a regular basis.

## Field Trips

Individual classes/grades at Perea will plan field trips based upon children's interests. Travel to and from outside locations will be done on buses through an approved bus company. Parents may be allowed to attend field trips depending on the nature of the field trip. If there is a fee involved ample notice will be given. **All field trip permission forms must be signed by the child's parent or legal guardian for the child to attend.** Due to liability and insurance, we are unable to transport children who are not enrolled as students of Perea on the bus.



## Walking Field Trips

Our students will participate in community events within walking distance of the school. As events happen, we will notify you in a timely manner.

## Support Services

Perea Elementary School offers special education as well as social and emotional learning support for students who exhibit persistent challenging behavior problems in the classroom. Social Skills Improvement System (SSIS) is a curriculum the teachers use with students who need additional instruction and practice building social-emotional skills. Parents are also invited to partner with teachers to reinforce the SSIS lessons at home. Perea also partners with community providers that offer behavior management programs for children. If your child participates in any of these additional services, a parent or legal guardian's signed permission is required, and Parent Conferences will be required during the school year.

## School Meals

Perea Elementary School students will receive breakfast, lunch and snack meals at no cost as part of our partnership with The National School Lunch Program (NSLP). It provides an alternative approach to offering school meals to local educational agencies and schools in low-income areas, instead of collecting individual applications for free and reduced-price meals. The NSLP allows schools that predominantly serve low-income children to offer nutritious school meals that are cost effective and meet all USDA guidelines.

## Communication with Parents

There will be regular communication with parents throughout the school year through a monthly newsletter; notes from teachers; phone calls; conferences; monthly parent meetings; home visits. Please ask your child's teacher where communication materials may be picked up and please check on a regular basis. Perea maintains an "open door" policy and welcomes you to talk in person, call, email or write Perea teachers and/or administration as needed. Please make sure that accurate and updated contact information (including addresses and phone numbers) is always on file in our office and with your child's teacher.

### Tuesday Folders

Perea Elementary School will send home a **Tuesday Folder** each Tuesday beginning the 3<sup>rd</sup> week of school. These folders will contain three (3) key items each week:

- Weekly academic and behavior log
- Student work from the previous week
- Student/Parent Packet

Additionally, announcements, forms and/or important handouts will be shared in the **Tuesday Folder** as well. Please review, sign and return on Wednesday.

## Home Visits

**Home visits** are mandatory for each child and his/her family that are enrolled at Perea Elementary School. Each new child to Perea ES will have one home visit conducted by his/her teacher before the start of the school year.

## Parent/Teacher Conferences

Conferences are scheduled twice a year; we believe that your child's success in school relies on commitment by parents and staff working together as a team. Your support is necessary for the success of this program and these parent conferences are an excellent opportunity for all of us to communicate our goals and successes with each other. You are more than welcome to make more frequent appointments to meet with your child's teachers to discuss any concerns or celebrations that you might have.

## Parent Volunteer Hours Commitment

Your role at Perea is of utmost importance. Parents are one of the key elements that help our program operate so effectively. **Each family is strongly encouraged to complete 1 volunteer hour per month.** Volunteering at Perea is open to all immediate family member and persons must be 18 years of age or older.

Research indicates that parent voluntarism in schools enhances student self-esteem, increases academic achievement and cognitive development, and improves student behavior and attendance. Teachers see parents as partners and know they make a difference through their contributions in extending and enriching the educational program. In addition to time and talents, parent volunteering helps you learn more about our curriculum and your child's teachers. Volunteering allows you to share your unique expertise and special skills/resources. Perea values your cooperation and sees parent involvement as a positive endeavor.

## Ways to Volunteer

- Help monitor pick-up and drop-off
- Help monitor breakfast and lunch
- Help your child's teacher in the classroom
- Read to the class
- Assist with crafts or class projects
- Attend field trips
- Assist with parties
- Attend parent dinner meetings
- Visit the **Universal Parenting Place UPP**
- Attend special events

Donate needed supplies- paper towels, liquid hand soap, baby wipes, or other needed items.

## Volunteer Procedures

Notify the teacher or staff member when you want to volunteer. Report to the main office to sign in and get a nametag. All volunteers are required to wear volunteer nametags as this assists Perea staff in identifying persons associated with Perea Elementary School. Volunteers are required to sign out before leaving Perea.

## Parent Meetings

Parent Meetings will be scheduled each month. **The first month's parent meeting is the on-boarding session and it is MANDATORY. *The child's parent or legal guardian must attend Parent Orientation.*** This is an important time to learn about Perea Elementary School and legally sign the necessary forms for your child.

Parent Meetings are held from 5:30 p.m.-6:30 p.m. Each month our Parent Meetings will be based on topics that interest our parents and will be interactive. Dinner and childcare will be provided. You receive 1 hour of volunteer credit for attendance. The classroom with the most parents attending wins a special reward.

## Breakfast Meetings

Breakfast meetings will be scheduled from 8:15-9:15 a.m. This gives parents an additional opportunity to participate at the school. Breakfast meetings tend to focus more on personal development, job readiness, budgeting, and strengthening families. A light healthy breakfast is served.

## Parent Advisory Board

Perea Elementary School's Parent Advisory Board (P.A.B.) is designed to bring parents together and work to improve our school. The P.A.B. sponsors different activities throughout the year and is a direct link between the parents and the Perea office. Each classroom will have two Parent Representatives which will communicate important information to the other parents. P.A.B. meets on a monthly basis and the time spent counts towards your monthly parent volunteer hours. This is another opportunity for you to take an active role in your child's education.

## Parties

Birthdays are special days for our children and we look forward to celebrating with them on their special day. If you would like, you may bring a special snack to help your child celebrate his/her day. Because we encourage healthy eating habits in our children, we encourage you to limit sweets and instead look for healthier options such as fruit, vegetables, yogurt, or cheese and crackers. All items must be purchased and cannot be homemade. **We ask that you do not bring balloons, party favors, pizzas or lunch meals nor invite outside vendors.** Please check with your child's teacher to coordinate these plans prior to the day of celebration.

## Dress Code

Uniforms are mandatory for each child. The uniform is dark blue, black, or khaki bottoms and a yellow or purple shirt with or without the PES logo. Polo shirts are required Monday-Thursday. School t-shirts are allowed on Friday ONLY. All shirts must be tucked in. Denim wear is not acceptable. Earrings and sagging pants are not acceptable. We will spend some time outside each day, except on bad weather days. Therefore, **please make sure your child comes to school each day with the appropriate outerwear (e.g. hat, gloves, and coat)**. Children should bring “layers” to take off as the weather changes. Please make sure that your child is dressed in comfortable play shoes. Children are not allowed to wear sandals. Tennis shoes will provide more traction than dress shoes and help decrease accidents outside.

## Recess

All students will have a recess time after lunch. Because of this, tennis shoes or closed toe shoes are strongly recommended for your child. Recess will take place outside unless the it is raining or lower than 50 degrees outside.

## Accidents

In the event your child is injured at Perea, his/her teacher will provide immediate help and comfort to your child. The teacher will also fill out an incident report to be kept in your child’s file, a copy will be given to you and you will be notified. If the accident is serious, you will be contacted immediately to pick up your child for further attention by a physician. It is very important to always update your child’s teachers and the Perea office with current contact information so that we will be able to reach you when necessary. **If you cannot be reached or there is any urgency for further care, Perea will contact EMS directly. Please make sure you have signed the Authorization for Emergency Medical Care.**

## Health Policies

When a child is accepted for admission, Perea requires that a health and immunization history form in accordance with Memphis, Shelby County and the State of TN Dept. of Health regulations be completed by the child’s physician. **The State of TN immunization form must be submitted before your child may attend school.** In addition to regularly required vaccinations, the Department of Human Services requires the Hepatitis A vaccine. Please make sure to provide your child with this vaccine. This vaccine is required by the Shelby County Health Department based on location of neighborhood. If your child is overdue or in need of an immunization, parents must notify the office of the date/time of the child’s appointment as a condition for remaining in the program.

## Sick Children

We ask that you do not bring your child to Perea if he/she exhibits any of the following symptoms: elevated temperature, vomiting, diarrhea, red throat, reddened eyes, evidence of ringworm, continuous sneezing or coughing or yellow mucus draining from nose. Perea does not have facilities or staff to care

for an ill child. Many childhood illnesses are contagious. Your child should be kept at home until he/she is no longer ill. Based on Pediatrician recommendations, we ask that your child remain free from fever, diarrhea and vomiting for 24 hours before returning to school to insure your child is over his/her illness. If your child's illness requires a doctor's visit, you must bring a note from your doctor at the time of your child's return to school. If your child becomes ill at school, you will be contacted to pick up your child and your child will need to remain at home for 24 hours.

## Medicine Dispensing

Sometimes children get over the worst of an illness, and are no longer contagious, but still require ongoing medicine prescribed by a doctor. In that event you may bring the medicine to school along with written instruction on dispensing the medicine. The Perea principal or other office staff member will administer the medication. **All prescription medicine must have a pharmacy label with your child's name and instructions as to dosage. We will not administer prescription medication without it. Non-prescription medicine must have a label attached, filled out by parent, with name, and instructions as to dosage.** Perea will give out medications on an as needed basis only. We strongly recommend that all morning medications be given at home prior to your child's arrival at school and only the lunchtime medications be given at school. At no time will we administer a dosage beyond what is prescribed or recommended on the label. Medicine must be brought to school by a parent or legal guardian and turned in to the office to be locked up. The parent (or guardian) must sign a Medicine Release Form for medicine to be administered. ***This procedure must be followed anytime medicine is to be given.***

## Children with Asthma

We want to partner with you in providing adequate care for your children while they are at school. We require all children with an asthma diagnosis to have an **Asthma Action Plan** on file in the office. This information is very important and will help us ensure your child's medical safety at school. We also require that all children with asthma keep proper medication at school at all times.

## Medical Emergency Plan

1. The teacher will report an emergency to the office.
2. The office will contact the child's parents/guardian.
3. If the parent cannot be reached, the emergency number will be called.
4. If neither the parent nor the emergency number can be reached, and it is a medical emergency, 911 will be called. **In a serious emergency requiring immediate attention, 911 will be called first.** The principal or teacher will accompany the child to the hospital, taking the parent's approval for medical treatment.
5. In the event that it is not a medical emergency and the child needs to be removed from the classroom, the child will be brought to the office to rest.

***It is very important that if any of your personal information changes to notify the office immediately.***

## Inclement Weather Policy

All decisions to close school will be made by our School Board and Administration. This includes times when the school day has already begun and the decision to close comes after classes are already in session.

**Procedure** - In the case of inclement weather, the Leadership Team will make the decision to close school as soon as possible. When that decision is made, the following takes place:

1. Teachers are informed of the closing and instructed to call their parents, using the current phone numbers that are available.
2. Teachers then call parents to inform them of the closing.
3. A message is placed on Perea's answering service, informing callers of the closing. You can get this message by calling 901-203-6420.
4. The closing information will be broadcast on **Fox 13 & Channel 5** television station as soon, as is possible. We will not broadcast closings on any other television or radio stations.
5. The administration office will send an email and post on school's social media pages.
6. If school is already in session, parents are responsible for having their child immediately picked up when they are informed of the closing.

## Discipline

We believe students need social-emotional skills like self awareness, self regulation, understanding others, relationship skills, and responsible decision making in order to reach their full academic potential. Perea ES will teach students social-emotional skills so they will know how to identify, label, and process feelings and emotions before they form into behavior.

To promote disciplined skills and positive behavior, Perea staff may use the following practices:

### ***6 Steps to Conflict Resolution***

- Approach calmly, stopping any hurtful actions. Place yourself between the children, on their level.
- Acknowledge children's feelings. Say something simple such as "You look really upset." Let children know you need to hold any object in question.
- Gather information. Ask "What's the problem?" Do not ask "Why" questions.
- Restate the problem. "So the problem is..."
- Ask for ideas for solutions and choose one together. "What can we do to solve this problem?"
- Be prepared to give follow-up support. Acknowledge their accomplishments (e.g., "You solved the problem!") Stay nearby in case anyone is not happy with the solution and the process needs repeating.

***Redirection***- drawing a student's attention to something else and focusing that negative energy on something positive. Redirection is taking a negative situation and turning it into a positive one. Redirection can be a great mood changer. Teaches children what is not acceptable and gives them an example of a behavior that is acceptable. Example: Teacher

says, “Throwing blocks is never a good idea—someone could get hurt or something could break. How about we throw the ball to each other when we get outside?”

**Proximity Praise-** Find a student in close proximity to the struggling student and praise that student for doing the appropriate and expected behavior. Teacher says, “I see Edward has the quiet and still pose.” “Wow, Destiny is one behind the other and ready to go outside.” As soon as struggling student complies with correcting his behavior, you reward him with praise and attention.

**Behavior Specific Praise-** be specific with what you observe student doing or saying.

**Catch ‘em Being Good-** look for any opportunity to acknowledge student for acceptable behavior. Positive affirmation reminds students they have value and are capable of doing great things. Praising students builds self-esteem and motivates them to keep up the good work. You will get more of what you pay attention to.

**Ignoring Behavior-** choose your battles. If child is at the table, but choosing not to participate, ignore this behavior. If child is in large group and laying on the carpet, ignore until it becomes disruptive to the group.

**Positive Framing-** when behavior needs correction, teacher uses positive framing to state the expected behavior. Rather than bringing attention to stop the behavior that needs correcting, focus turns to what behavior needs to start. For example, teacher says, “Use your walking feet. We run outside.” Reminds student of expectations and draws attention to the effective behavior.

**First Then Statements-** First we have to...Then you can... Teacher says, “First we have small group, then you can go to the block area and play.”

**Prepare for Transition Method-** let student know directly what is coming next and what he/she will need to do.

**Calm Down Area-** every classroom has a Calm Down Area where students may go when they are having strong emotions and need to take a break from classroom activities. Each Calm Down area has soft, soothing furnishings that help reduce stress and allow students to have a quiet time alone before returning to the learning environment. Each room also has a Calm Down Basket that contains tools which support regulation through sensory touch, breathing and visuals. The goal is to help the student self-regulate.

**Co-regulation-** Time/Space/Movement! Physical movement helps the student release tension in his/her body. Breathing exercises help the student relax and refocus. Once student is calm, the student and adult will discuss what happened (the cause of dysregulation) and how to manage those emotions more appropriately in the future.

Perea ES does not condone corporal punishment. Student Dysregulation includes physical aggression towards self or others (hitting, pushing, spitting, kicking, biting), extreme non-compliance (climbing on furniture, eloping, refusing to follow directions), physical aggression toward the school (overturning chairs, throwing toys/books, destruction of property), and inappropriate verbal outburst (screaming, cursing, name calling, inconsolable crying). If behavior problems persist without any improvements, community-based behavior management support may be required, your child may be placed on home suspension, and/or the child’s parent

may be required to attend the 6 Week Parenting with Hope Series or UPP in order for their child to remain enrolled at Perea Elementary School.

## Appropriate Behavior Standard

To assist us in providing a safe, pleasant environment, there must be respectful, professional communication between parents, children, teachers, and office staff/administration. **We ask that parents please refrain from wearing pajamas or clothing with inappropriate graphics when on Perea Preschool campus.** To help children learn good habits of behavior, proper attitudes towards others, and develop the self-control necessary to succeed to the best of their ability, parents are obligated to teach by example. **Please refrain from entering the school building smelling of marijuana as this odor can be offensive.** Parents and visitors are expected to use respectful and appropriate language and behavior while at Perea. Inappropriate language and/or behavior will not be tolerated and persons refusing to comply will be escorted off Perea Preschool property and will not be allowed to return. Perea Preschool is a smoke free campus.

## Security

Due to increased security in the Shelby County School System and to protect your child, Perea Elementary School has a sign-in policy. Anyone entering our front doors between the hours of 8:00a.m. and 3:30p.m. must stop in the office to pick up a visitor name tag. If you are volunteering in your child's classroom, regardless of the time of day, you must have a visitor's name tag on.

## Review/Evaluation Process

At the end of the year, each family will be asked to review and evaluate Perea Elementary School. We ask that you consider all aspects of your child's education and family's involvement in Perea and comment on both strengths and weaknesses to help us continue to improve our program. Though this organized evaluation is only held once a year, we welcome comments and suggestions at any time.





## Acknowledgement of Parent/ Student Handbook

I acknowledge receipt of Perea Elementary School's Parent/ Student Handbook. I will agree to abide by the expectations herein.

Student's name: \_\_\_\_\_

Teacher's name: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

Parent/Guardian's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



