

Seek Opportunities  
& Challenges of  
Learning

Exhibits Academic  
Readiness

# Russell P. Schupmann Elementary

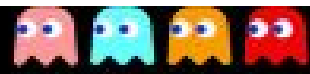
## Parent Handbook

### 2017-2018

"Goals and Motivation Equal Success"

Leaves a Legacy  
through Service

Demonstrates  
Fair/Respectful and Well-  
Rounded Characteristics





Welcome to Russell P. Schupmann Elementary!  
We are so glad that you have chosen Red Oak ISD for your child's education and even more excited that you are here at RPS!  
Our parent handbook is designed to give you information, so that you may feel at home here and to answer those questions that you may not have remembered to ask.

Campus Information:  
Russell P. Schupmann Elementary  
401 E. Ovilla Rd.  
Glenn Heights, TX 75154  
972-617-2685  
Fax: 972-576-5784

Doors Open: 6:50 A.M.  
Breakfast served from: 7:00 A.M.-7:35 A.M.  
Bell to go to class: 7:35 A.M.  
Tardy Bell: 7:45 A.M.  
PreK Dismissal: 10:45 A.M.  
Dismissal: 3:10 P.M.

**We are here for you!**  
**Please contact us with any questions or concerns.**

Office hours are 7:15 A.M.-3:45 P.M.

Office Phone: 972-617-2685

Fax: 972-576-5784

Principal: Rob Waller [rob.waller@redoakisd.org](mailto:rob.waller@redoakisd.org)

Asst. Principal: Shari Miles [shari.miles@redoakisd.org](mailto:shari.miles@redoakisd.org)

Counselor: Angela Bartels [angela.bartels@redoakisd.org](mailto:angela.bartels@redoakisd.org)

Nurse: Jenni Bates [jennifer.bates@redoakisd.org](mailto:jennifer.bates@redoakisd.org)

Receptionist/Secretary: Nancy Nelson [nancy.nelson@redoakisd.org](mailto:nancy.nelson@redoakisd.org)

Registrar/Attendance: Nicole Sebring [nicole.sebring@redoakisd.org](mailto:nicole.sebring@redoakisd.org)

# How to be a success at RPS!

## School District Calendar

<http://www.redoakisd.org/?DivisionID=19288&DepartmentID=22573>

## School Supply list

<http://www.redoakisd.org/?PN=Pages&SubP=Level1Page&L=1&DivisionID=10785&PageID=16276&ToggleSideNav=DivisionOnly>

### Walkers:

Walkers from Magnolia Farms will enter through the gym door. Walkers from Sunset Strip will enter through the front doors.

### Car Riders:

All students will be dropped off in the front of the school, using the lane closest to the school. For safety reasons, the second lane will be blocked off from 7:00 am. - 7:45 a.m. Please go around the building as indicated on the map included.

### Parking:

For parents walking their child in, please park on the west side of the building or the front parking closest to Ovilla Road, and walk your child in the front doors. For safety reasons, students will NOT be allowed to be dropped off in these locations and walk in alone. For parents entering the school during the school day, please park in the south parking located in the front of the building. Please wait for the adult directing traffic at the stop signs.

### Parents in the building for drop off:

After the first day, parents must be checked in the front office and sign-in, before leaving the front office area. Please provide your I.D. each time you are checking in the front office. You must be scanned through our Raptor security system and receive a badge. No parents will be allowed back to the classrooms after 7:45.

### **Car Rider for Dismissal:**

Every family will receive two car tags for each student. Car tags must be visible from the window. All students must be picked up using the two lanes closest to the school. If you have misplaced your car tag, you **MUST** park and come inside with your I.D. **NO EXCEPTIONS**. For replacement/extra tags, please contact Nicole Sebring. They are \$.50 each. Students will be called and walked to your car. Please wait for the adult directing traffic in front of the school and at the stop signs.

## **RPS Counseling Program**

### **Classroom Guidance**

Whole-class Guidance instruction is provided to all students by Mrs. Bartels and is reinforced in the classroom through both Guidance Support lessons as well as the R-Time program. Possible guidance lesson topics include respecting others, personal safety, character education, friendship/social skills, and conflict resolution.

### **Small Groups/Individual**

Small group and/or individual time with the counselor is available to students who are struggling in the school environment due to a crisis situation, immediate personal concern, or other issue that is affecting their achievement and focus in school. School counseling is not therapy but rather a brief, short-term support for a student.

### **Guidance Support Lessons**

From time to time, teachers will be implementing character development lessons in the classroom that will focus on respecting one's self and others, kindness, honesty, and making positive choices. Though the intent is to teach and model positive character, these teacher led lessons will also have an academic focus (math, science, literacy, or social studies) and will be tied to grade level appropriate TEKS.

### **R-Time**

R-Time is the district's chosen curriculum for the prevention of bullying. Once a week, all classroom teachers will do a 15 minute or less R-Time lesson. These lessons are designed to help students develop positive, respectful relationships with peers. This will, in turn, improve class-wide behavior, thereby creating an enhanced learning environment.

### **Counseling Website**

Please feel free to visit the Schupmann Counseling program website to learn more about what our program has to offer and to get access to other information and

resources. It is accessible from the school's main website or at the following link:  
<http://rps.redoakisd.org/?PageName=%27Guidance%27>

## **ASSEMBLIES**

Schupmann Success Assemblies will be on the last Friday of every month. If no school on a Friday, we will move to Thursday.

**September 1<sup>st</sup> (Friday)**

**September 29<sup>th</sup> (Friday)**

**October 27<sup>th</sup> (Friday)**

**November 16<sup>th</sup> (Thursday)**

**December 21<sup>st</sup> (Thursday)**

**January 26<sup>th</sup> (Friday)**

**February 23<sup>rd</sup> (Friday)**

**March 29<sup>th</sup> (Thursday)**

**April 27<sup>th</sup> (Friday)**

**May 25<sup>th</sup> (Friday \*last day of school)**

**We will split the school into two groups:**

- **PreK - 2<sup>nd</sup> 8:00 A.M. - 8:30 A.M.**
- **3<sup>rd</sup> - 5<sup>th</sup> 2:30 P.M. - 3:00 P.M.**
  - Music as students enter cafe
  - Pledge of Allegiance
  - Star Spangled Banner
  - Every teacher will give 3 Awards:
    - The GRIT Award
    - The REACH Award
    - Legacy Award

### **Lunch Schedules**

**Kinder: 10:35-11:05**

**1st Grade: 11:15-11:45**

**2nd Grade: 11:45-12:15**

**3rd Grade: 11:05-11:35**

**4th Grade: 12:35-1:05**

**5th Grade: 12:10-12:40**

### **Teacher Conference Times**

**Kinder: 12:50-1:35**

**1st Grade: 11:50-12:35**

**2nd Grade: 1:40-2:25**

**3rd Grade: 9:25-10:10**

**4th Grade: 10:10-10:55**

**5th Grade: 8:35-9:20**

**Specials: 7:45-8:30**

### **Lunch:**

Parents who wish to eat lunch with their student must check in at the front office. Parents/Adults listed in Skyward as contacts are the only people who may have access to the student. You may eat with your child at the parent tables located in the third level of the café. Parents may only bring food for their student and may not share with anyone. Students will not be allowed to have friends sit with them.

### **Morning Announcements: Character Message**

A different Talon of the ROISD Student profile will be discussed each morning.

1. Exhibits Academic Readiness
  - a. 1% better daily
  - b. Loving Tough
2. Seeks Opportunities and Challenges of Learning
  - a. G.R.I.T.
  - b. Growth, Resilience, Integrity, Tenacity
3. Demonstrates Fair/Respectful and Well-Rounded Characteristics
  - a. R.E.A.C.H.
  - b. Respect, Encourage, Appreciate, Communicate, Honor
4. Leaves a Legacy Through Service
  - a. "We Before Me"

### **Classroom Parties**

Christmas Parties 12/21/17

- 9:00 A.M. - 10:00 A.M.
- Parents volunteers will be needed

Valentine's Day Celebration 2/9/18:

- 2:30 P.M. - 3:00 P.M.
- Parent volunteers are not needed

Field Day 5/18/18

- Throughout the day
- Parent volunteers will be needed

EOY Parties 5/25/18:

- 9:00 A.M. - 10:00 A.M.
- Parent volunteers will be needed

## Parent Conferences in November

Dates: 11/16/17: 4:00 p.m. - 8:00 p.m.

11/17/17: 8:00 a.m. - 12:00 p.m.

Purpose: Give parents and teachers an opportunity to sit and discuss student progress in all areas of the ROISD Student Profile.

## School Wide Expectations

Reach Expectations	Respect	Encourage	Appreciate	Communicate	Honor
Classrooms	Follow directions, listen to adult in charge	Give comfort, support, advice,	Enjoy your learning	use kind words; wait your turn; raise your hand	Give yourself and others credit for work well done
Café	Be kind to all adults and students	Show others how to remain seated and raise your hand	Clean up your own area/trash	Voice level 2 with kind words	Keep your food to yourself
Restrooms	Keep restroom clean	Remind others	Wait your turn	Report any problems	Give others privacy and personal space
Playground	Be kind to everyone	Be in control of actions and words	Be a Kid	Be a good listener	Be safe
Hallways	Hands together (no touching)	Keep the line straight	Low speed; for your safety and others	Level zero voice; classrooms are busy learning	Eyes forward; don't bump into others
Assembly	Eyes on the speaker	Applaud for others	Be thankful the ones on stage	Listen to the speaker	Celebrate others
Arrival & Dismissal	Follow directions, listen to adult in charge	Show others how to remain seated and raise your hand	Recognize the need of safety first	Voice level 0-1 as directed	Have consideration for others



## **RPS School Wide Behavior Management Plan**

**Expectations:** R.E.A.C.H.

Respect, Encourage, Appreciate, Communicate, & Honor

Time frame: Students start over each week.

Procedure: Each class will carry a clipboard with class list and expectations for recording purposes, throughout the campus. Expectations met will be marked on R.E.A.C.H. cards. Student planner or on Dojo will be used to inform parents of infractions.

### **Meets Expectations**

Students will carry a "R.E.A.C.H" card with their school ID. Adults throughout the building will initial a circle to indicate student demonstrated expected behavior.

When card is full....

1. New card will be given to the student.
2. Phone call to parent/guardian to brag on great behavior.
3. Student's name will be announced, the next morning, on announcements.
4. Student receives a prize/reward.

### **Does not Meet Expectations**

1. Verbal reminder
2. Written Warning through DOJO/Planner
3. 5 Minute Recess Detention & DOJO/Planner
4. 10 minute Recess detention & DOJO/Planner marked  
At next recess time  
Parent contact (email or phone) by 3:45 p.m.
5. Lunch detention & DOJO/Planner marked  
At next lunch time  
Parent contact (email or phone) by 3:45 p.m.
6. Phone call home by student and teacher  
During conference, recess, or someone will cover the class
7. After school detention (30 minutes) & phone call home by teacher  
3:10 PM-3:40 PM  
Phone call on day of infraction  
Detention on school day following infraction
8. After school detention (30 minutes) & phone call home by teacher  
3:10 PM-3:40 PM

- Phone call on day of infraction
- Detention on school day following infraction
- Set parent/student/teacher conference to be held within 3 school days
- 9. Written Referral to the office
  - District wide step followed

Automatic Referrals: Included, but not limited to

- Fighting
- Weapons
- Stealing
- Bullying
- Possession of Prohibited Items
- Disregard for Authority
- Mistreatment of Others
- Property Offenses

Please also refer to Student Code of conduct found on school and district website.

<http://redoakisd.schoolinsites.com/?PN=Pages&SubP=Level1Page&L=2&DivisionID=10764&DepartmentID=10984&PageID=16238&ToggleSideNav=>

Homework Policy: Homework is due on the day indicated by the teacher for each subject.

- A homework center will be available each morning at 7:15 A.M. for students needing help with homework.
- Your student might be assigned after school homework center if homework is not completed.

### Respect and Honor Code

As we nurture the gifts and talents of all students here at Russell P. Schupmann, we believe that we are at our creative best when treated with respect and honor. We want to treat others, as we would like to be treated. We want to Respect and not Disrespect each other at all times. Below is a list of behaviors that are not respectful. This lists serves as a guideline as we strive to treat others with Respect and Honor.

#### Verbal Aggression:

- Name Calling
- Intimidating phone calls
- mocking, teasing, or using sarcasm
- making noises at someone
- Threats
- Spreading rumors

#### Intimidation:

- publically challenging someone to do something that they do not want to do
- playing a dirty trick
- Taking things from others without permission
- Demanding money or things

#### Emotional:

- Tormenting
- Threatening gestures
- Staring Excluding
- Hiding or taking things
- Ridicule

#### Physical Aggression:

- Pushing
- Kicking
- Pinching
- Slapping
- Tripping
- Spitting
- Punching

#### Inappropriate Behavior:

- Inappropriate Touching
- talking about going steady without consent or interest
- unwanted
- Dirty jokes or inappropriate language
- Unwanted Flirting
- Nick names that are unwanted

#### Racial or Religious:

- Derogatory comments or nicknames about physical, behavioral, cultural differences or sexual orientation
- Forcing unwanted beliefs or opinions assumed universal

#### Written:

- Threatening or inappropriate drawings, paintings, notes, electronic posts or texts

I acknowledge that the students and staff of Russell P. Schupmann are expected to treat each other with respect and honor at all times as we begin to we establish a creative and nurturing culture for all. I also understand if my student does not treat others with respect and honor for any reason they should expect appropriate consequences.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return to your student's homeroom teacher, Monday, August 28, 2017.

## RPS PTA

Dawn Killoren - President  
Melinda Newman - Vice President  
Jennifer Dovidio - Treasurer  
Ashley Rummel - Secretary  
April Samuels - Membership Chair

Russell P Schupmann Elementary PTA

Following board positions open:

Fundraising Chair

Teacher Appreciation

Holiday Shop

Box Tops

Student Services/Hospitality

Membership Dues are \$6.50 per member.

Volunteers Welcomed!

Membership Cost (Dues) \$6.50

You may contact the RPS PTA @ [Schupmannpta@gmail.com](mailto:Schupmannpta@gmail.com)

Thank you,

Dawn Killoren

President - Russell P. Schupmann Elementary PTA

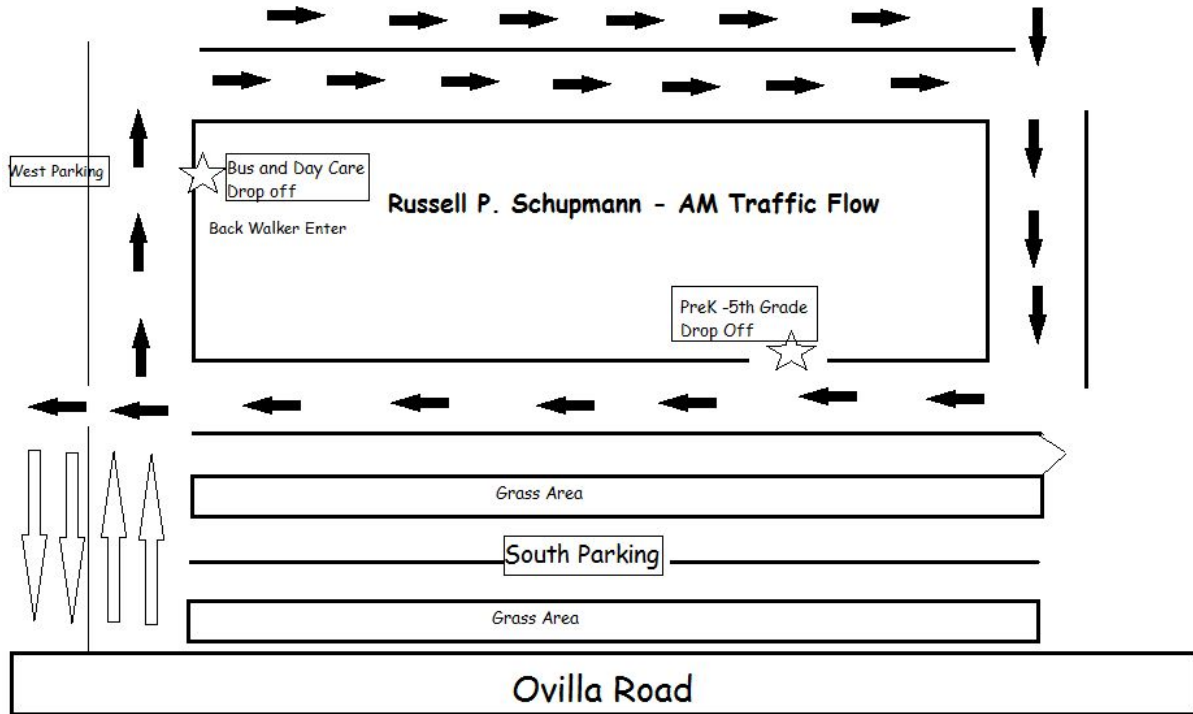
Treasurer- Red Oak Elementary PTA

Treasurer - ROISD Council of PTAs

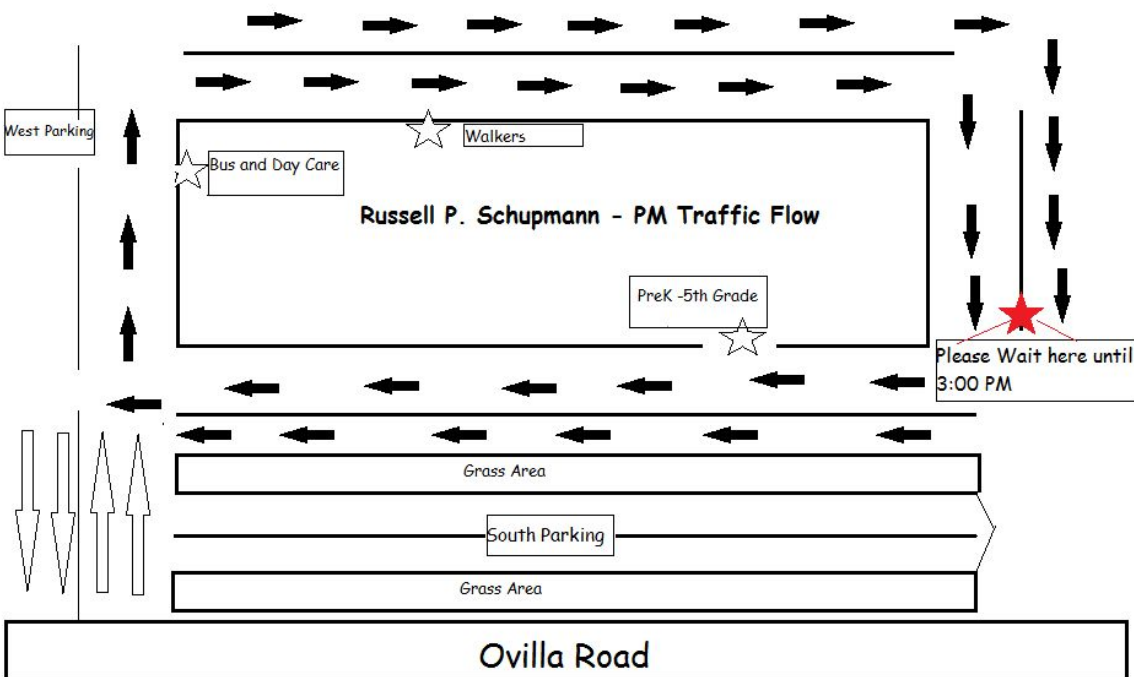
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# Traffic Flow

## Morning Arrival



## Afternoon Dismissal





Classroom attendance is tied to classroom success. The Red Oak ISD iCount Campaign rewards students for perfect attendance both at the end of the regular grading period and at the end of the year. Through donations from the Red Oak ISD Education Foundation and Project Success, students with perfect attendance are added to their particular schools drawing for gift cards, bicycles, t-shirts and iPads. Perfect attendance is based on the idea of "All day, every day." That means you arrive on time to school and stay for the entire day.

**How do I report an absence?**

Simply call the school at 972-617-2685

Or

Email [rpsattendance@redoakisd.org](mailto:rpsattendance@redoakisd.org)

Doctors notes can be faxed to 972-576-5784.

Excuse notes must be provided within 3 days of absence.

If you have not contacted the attendance office by 9:30 a.m., a phone call will be placed to let you know that your child has been marked absent and that you need to contact the school.

Please send parent notes and doctor notes to the front office.

For attendance, questions or concerns please contact our office and speak with Nicole Sebring.

To read more about our attendance guidelines, please see the student handbook on the district website.

<http://www.redoakisd.org/?PN=Pages&SubP=Level1Page&L=2&DivisionID=10764&DepartmentID=10984&PageID=16238&ToggleSideNav=DivisionOnly>

### **Attendance Incentives**

#### **District Incentive for Campus**

##### **Talon Days**

- Days that can be earned by having a total ADA of 97% or above.
- These are days that Dress Uniform is relaxed (i.e., Jeans, Shirt Choice, Team Jerseys, Shorts, etc.)
- First Semester
  - Campus receiving 97% or above for a six weeks on ADA.
  - At the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Six weeks if 97% or above,
  - The campus will earn 3 Talon Days (Wed.-Fri.)
    - in the 2<sup>nd</sup> week of the next six weeks.
  - If a grade level earns 97% or above they
    - receive the 3 Talon Days in the 2<sup>nd</sup> week of the following 6 weeks.
- Second Semester
  - Campus with a 97% or above for a six weeks on ADA
  - At the end of the 4<sup>th</sup>, 5<sup>th</sup> six weeks if 97% or above
  - The campus will earn 5 Talon Days
    - in the 2<sup>nd</sup> week of the following six weeks.

#### **Campus Classroom Attendance Incentives**

##### **Classroom celebrations**

- Rewards earned by class for have 100% attendance each day
- A letter is colored in on their class "ATTENDANCE" chart.
- When it is all colored in the class earns the next level reward.

1. Extra Recess

2. Free Time with electronics

3. Hat Day

4. Board Games

5. Crazy Socks Day

6. Popsicles/Hot Chocolate

7. Lunch Celebration

8. Popcorn Party

9. Silly String Party

10. + Choose from any of the above



Log on: \_\_\_\_\_

Password: \_\_\_\_\_

\* must be changed after 1<sup>st</sup> log-on

Check student Grades

Daily Attendance

Contact Teachers

Receive School Announcements

Access past Report Cards

Sign up for Grade Notices



## Student Lunch Account Access



# The Simple Way to Pay

## FOR SCHOOL MEALS

[myschoolbucks.com](http://myschoolbucks.com)



View account balances  
and meal purchases



Schedule automatic  
payments



Make payments  
anytime, anywhere  
from our mobile app

Access online or download the App

Student I.D. # \_\_\_\_\_

For Questions, call  
Student Nutrition @ 972-617-2941  
Or  
Contact the Cafeteria Manager

# Are you connected with RPS?

2017-2018 Ways to communicate

- Shout out from Schupmann- Emailed weekly and posted on the website, Facebook and Twitter
- Facebook: Russell P. Schupmann Elementary
- Twitter: SchupmannROISD
- Monthly Assemblies
- Check out the district website
- Check out our school website
- Are you signed up on skyward for automated phonecalls/ texts?
- Are you signed up on skyward for email?

## F.A.Q.

### **Q. How can I get involved and volunteer at RPS?**

A. Red Oak ISD loves parent volunteers! Please go to the school web page and click on the "Volunteer Sign Up & Registration" button on the right hand side. There you will submit for a free background check and sign up to become a volunteer. This sight will email you when there is an opportunity to help. Our PTA is also a great place to volunteer.

### **Q. May I attend my child's Field Trip?**

A. Yes, must have background check completed, to chaporone other students, chaporone badges will be given in the office the morning off the field trip, if taking your child from the field trip, there is a form in the office to complete.

### **Q. What if my child arrives late in the morning?**

A. Students are marked tardy after the tardy bell at 7:45 A.M. Parents are required to walk students into the front office and sign them in before the student goes to class.

### **Q. What if I am late picking up my child in the afternoon?**

A. Dismissal begins at 3:10. Students late being picked up will wait in the office. Parents arriving after 3:40 will need to walk into the front office and sign their student out.

### **Q. Is there after school care provided?**

A. Yes, Red Oak ISD offers after school care at each elementary school, from dismissal until 6:00 P.M. More information may found at

<http://www.redoakisd.org/?DivisionID=10764&DepartmentID=11008&ToggleSideNav=>

**Q. May I observe/sit in my child's classroom?**

A. We do welcome you into our classrooms, however we ask that you fill out a form in the front office 24 hours before your visit and let us know when you would like to visit. Red Oak ISD has strict guidelines that must be kept for the safety of all of our staff and students. An administrator will accompany you to the classroom for the entire length of your visit. This cannot be used as a parent/teacher conference and is for observation purposes ONLY. Your visit will be limited to 20 minutes so that there is no disruption to the remainder of the day and to other students. Our principal, Mr. Waller will be happy to answer any questions you have on this matter.

**Q. How can I keep track of how my student is doing?**

A. Skyward Family and Student Access is available for every student. Once your student has been inputted into the system and a working email is given, an account will be set up. There you may access grades, attendance and communicate with teachers. Report cards are also posted on Skyward, so that you may access them at any time. Please go to the district website under the parent portal and log-on. If you need help or lose your log on, please call the front office and we will help you.

**Q. How do I talk to my child's teacher?**

A. Please know that classroom time is always reserved for students. Phone calls for teachers that are not during their conference time will be directed straight to voicemail. The best and easiest way to contact the teacher is through email. Teachers often check their email several times a day and will respond to a question or set up a time to call you during their conference time or after school.

**Q. How do I get a message to my student during the day?**

A. The front office will always take messages for students and deliver them in a timely manner. It is best to call the front office and inform them instead of emailing a teacher, in case the teacher is out or the email is not read in time to relay it to the student. We ask that you not call your child out of class to call home unless it is an emergency. If phone calls need to be made, we will have the student come down during lunch time.

**Q. How do I let someone know that my child is getting home a different way?**

A. Please pick one way the student gets home on a daily basis consistently. If that changes, please call the front office by 2:15 and let us know. This is recorded and relayed to the student and teacher. Changing the way a student gets home on a daily basis can become confusing for the student and the school and we don't want there to be any mix up, causing safety concerns. We know emergencies come up and that sometimes it is a last minute decision. We just ask that you let us know as soon as you possible of the change. We will not accept rides changes through student word of mouth. The front office must know of the change, or your child will go home his/her regular way.

**Q. How do I put money on my child's lunch account and see what they are purchasing?**

A. My School Bucks is the district's tool that is used to access your child's lunch account. You may locate this in the parent portal on the district website. Please call the front office to get your child's lunch number so you may set up an account.

**Q. May I celebrate my child's birthday at school?**

A. You may drop off or send cupcakes to celebrate your child's birthday. Please coordinate that with your child's teacher beforehand. There is a designated time during the day for celebrations. Because of students with allergies, any cupcakes/snacks/drinks must be store bought and NOT homemade. Parents are not allowed in the classroom for celebrations.

**Q. I have a question about dress code? May my child wear jeans?**

A. Under the parent portal tab on the district website you will find the dress code: <http://www.redoakisd.org/?PN=Pages&SubP=Level1Page&L=2&DivisionID=10764&DepartmentID=10984&PageID=15786&ToggleSideNav=DivisionOnly>

Please pay close attention to the section on jackets/hoodies. Any Jacket is permitted to be worn to school. However, jackets are not permitted to be worn in the classroom. Hoodies, sweatshirts, zip sweater jackets can be worn in the classroom but must meet the dress code requirements. Fridays in Red Oak ISD are Spirit Jean Days. Students may wear appropriate jeans (no holes) with a school dress code shirt or a maroon or white spirit shirt. Any shirt that is not maroon or

white is not permitted. Be careful what you are buying from local stores. Not all Red Oak shirts are permitted to be worn at school.

The district will designate special days to wear jeans and other items. (ex. Pink out, sports, college). Please be on the lookout for those days.

**Q. Do I need to bring my I.D every time I come to the school?**

A. YES! Although we pride ourselves in knowing the parents of our students, we can't promise that we remember everyone. Someone may be in the front office who may not know you. Anytime that a request is made for a student, it is the district policy to check the I.D. of the person requesting. To go anywhere outside the front office, your I.D. will be scanned through our Raptor Security System each time. We promise this is for the safety of all students.

**Q. Mine or my students' current situation is changing, who do I let know?  
(ex: address change, parental custody, medical, work)**

A. Please see Nicole Sebring. She will walk you through any steps that need to be taken to ensure you are receiving the district services that are available to you and that all guidelines are followed. An address change during the school year doesn't necessarily mean a school change.

For any other questions, please feel free to ask our front office staff. We are here to help make your's and your student's year a success. Detailed expectations from RED OAK ISD are located in the Student Handbook and Code of Conduct. Please go to the district website and print out a copy for your use.

Red Oak ISD uses different forms of technology to stay in touch with parents. Please make sure that we always have a valid email and phone number on file, join us on Facebook, follow us on Twitter.