

# **2022-2023**

# **Student Handbook**

**JEFFERSONTOWN ELEMENTARY SCHOOL**

3610 CEDARWOOD WAY

LOUISVILLE, KENTUCKY 40299

Telephone: (502) 485-8274

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<http://jcps.jefferson.k12.ky.us/jeffersontownElem/>

Dear Parents,

Welcome to the 2022-2023 school year. If you are new to our school, we want you to know our desire is that your child has simply the best of experiences at J-town. We love our school and our hope is that you will too! We are here to serve you and will always be available to help in any way. Never hesitate to phone or email me if you have a question or concern. Please note that while the language within this handbook at times will sound official and demanding, our rules and regulations have the purpose of maintaining high expectations for education and high standards for student safety. We do not want to come across as harsh, we simply must be clear with expectations to ensure our school is THE place for students to attend. I take great pride in being a part of a school in which decisions are not made for the convenience of adults, but for the benefit of kids – they are, after all, the reason we are all here! As we progress through the year and perhaps see a new way to handle a procedure listed below, we will make sure you are informed.

There are some very important policies I'd like to begin with – **ALL SCHOOL CAMPUSES IN JCPS ARE TOBACCO FREE – EVEN OUTSIDE AREAS. NO SMOKING ANYWHERE ON A JCPS CAMPUS.**

PLEASE REMEMBER THAT ALL TRANSPORTATION CHANGES CALLED IN OVER THE PHONE **MUST BE DONE PRIOR TO 3:00**. ALSO, IF YOUR CHILD NEEDS TO LEAVE SCHOOL EARLY AT THE END OF THE SCHOOL DAY DUE TO AN APPOINTMENT, PLEASE PICK UP YOUR CHILD **PRIOR TO 3:15**. IF YOUR CHILD IS A CAR RIDER, THEY MUST BE PICKED UP BY 4:10. LAST BUT NOT LEAST, ALL ADULTS ENTERING THE BUILDING MUST SHOW A **PICTURE ID**.

We take our responsibility very seriously of educating and caring for our students at J-town. While many children will only vaguely remember their elementary school years at some point, we know this is a time you will never forget. We want to make these years the absolute best they can be. Our success will be evident in not only the high academic achievement our students demonstrate, but the values our kids exhibit as they grow into adults. For these two things to happen at the level we desire, there must be a tremendous partnership between the school and family. Thank you in advance for your support as we work together to invest in our nation's most precious commodity – children.

Sincerely,

Brooke Schilling  
Jeffersontown Elementary Principal  
(502) 485-8274  
brooke.schilling@jefferson.kyschools.us

## **MISSION STATEMENT**

We will create PROFICIENT learners in core content areas through the use of creativity, best practices, and technology.

## **Our MOTTO**

TEAMWORK MAKES THE DREAM WORK.

## **EDUCATIONAL PHILOSOPHY**

We believe that all children have the right to experience success on a regular basis. This means that as a school we must work with every child at his or her own level. We will go beyond the textbook curriculum, which assumes all children to be on the same level, and provide diversified instruction, supplementary materials, and necessary interventions so that all children can work at their “instructional” levels and achieve measurable success.

Experiencing success at the primary level of education is as vital to the overall development of children as the multitude of skills to which most curriculum guides are currently referring. At this age, children must take big risks in order to maintain a steady rate of growth. Without a safe and secure environment to take these risks in, children will not make as many attempts as they might have otherwise. Therefore, we have made commitments regarding the implementation of our philosophy. These commitments are to:

1. Provide a secure and positive environment where good behavior is modeled and encouraged.
2. Provide each child with diversified learning opportunities.
3. Secure the materials necessary for every child to work at his or her own level and to feel successful.
4. Establish a sense of mutual respect, as we are all learners together, teachers and students. Together we will discover and share opinions with one another without fear of reprisal.
5. Adhere to the JCPS Student Code of Conduct.
6. Student privileges are earned. Privileges may be removed for U or D grades in academics or behaviour referrals or D or lower behaviour grades on report cards.

## **ACADEMIC INFORMATION**

### **ADVANCED PROGRAM TESTING**

Third, fourth, and fifth grade students may be screened for the JCPS Advanced Program of Studies during the testing window of October and November. Our goal is to be as inclusive as possible in testing. Parents will be notified of the screening results around February. Call the Jeffersontown Elementary School Building Assessment Coordinator for questions/concerns (485-8274).

### **GRADES AND PROGRESSION**

The Jefferson County Board of Education has approved procedures for assessing the progress of students. Please refer to the Elementary Student Progression, Promotion and Grading Handbook (SPPG) found at the JCPS website for components and explanations of student grades.

### **HOMEWORK**

#### ***Policy Statement***

Jeffersontown Elementary School believes that meaningful homework is an effective instructional strategy that enables students to practice what they have learned. Meaningful homework helps

establish independent study skills and promotes individual accountability. Meaningful homework assignments should reflect extensions of classroom learning and authentic opportunities for engaging deeper with content. Homework should never be given as a punishment.

Teacher responsibilities are to:

- Develop and design meaningful and relevant homework assignments that directly reinforce concepts learned in class to provide additional instructional support to students, as needed.
- Regularly provide students with feedback on homework.
- Communicate clear and concise expectations to students.
- Make assignments rigorous to learning to ensure transition readiness.
- Ensure that all students have equitable access and opportunities to complete the homework and provide support for students to overcome barriers.
- Follow SPP&G guidelines on homework weighted values toward overall grade

Reading is separate from other assignments and is recommended 20 minutes per day.

### **LIBRARY BOOKS AND TEXTBOOKS**

Each student will have a regular library period as part of his/her schedule. Overdue books may be charged a fine. All lost or damaged books must be paid for before the end of the school year. PLEASE DO NOT MEND DAMAGED LIBRARY BOOKS, AS THIS MENDING REQUIRES SPECIAL LIBRARY MATERIALS.

If a book is damaged or lost while checked out to a child, that child's parent or guardian is responsible for paying for the replacement cost of the book. Once the replacement cost is paid the lost or damaged book becomes the property of the student. If a lost book is later found it may not be returned to the library for a refund. Lost books are purged from the system and new copies are ordered as needed. *All student accounts must be settled before the close of the school year AT LEAST TWO WEEKS BEFORE THE LAST DAY OF SCHOOL.*

### **REPORT CARDS**

Report cards will be sent home FOUR (4) times during the school year approximately a week after the grading period ends. Third, fourth, and fifth grades will use a percentage grading system. A student will be promoted provided that he/she has successfully completed the academic requirements for the grade level assigned, e.g.; portfolios, unit test data, journals, reports, projects, homework completion, and daily class participation.

**Parents are reminded that if you do not hear from the teacher at least every six weeks, something has happened to the communication links and the teacher and parent need to communicate as soon as possible. Call school for an appointment to find out what is happening.**

**All report cards to parents should be signed and returned the next day.** Parents need to make an appointment with the teacher for grades below a "C" to determine why the grades are falling and make a plan for improvement.

### **STATE TESTING**

Please make every effort not to schedule an extended absence during state testing, which occurs during the last 14 days of school; routine appointments should be avoided. This allows students

the opportunity to do their best in an environment in which they are most comfortable and to remain with their peers.

## **ATTENDANCE**

All students are required by law to attend school everyday and arrive on time. Learning activities and experiences cannot be made up at home; we encourage every student to be at school everyday.

### **ABSENCES**

Call the attendance line at 485-7322 to let us know if your child will be absent. The attendance line is a 24-HOUR line to allow you to call day or night. **IN ORDER TO EXCUSE YOUR CHILD'S ABSENCE, PLEASE SEND A NOTE TO YOUR CHILD'S TEACHER UPON HIS/HER RETURN TO SCHOOL. WE ABIDE BY THE JCPS CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE ATTENDANCE/TRUANCY POLICY (READ CAREFULLY).**

Visits to a doctor or dentist during the regularly scheduled school day should be avoided. However, if a student is absent or tardy due to a doctor or dentist appointment, a note from the medical office must be presented to the school for the absence/tardy to be excused. Absences due to confirmed illness, death in the immediate family, and religious holidays are always considered excused; however, family vacations are considered unexcused absences.

Parents will be sent a letter regarding excessive absences or tardies during the year.

When your child is absent, the teacher needs 24 hours' notice to provide assignments. Students may have one (1) more day than the total days they missed to make up his/her work. Work not made up results in a grade of zero for each assignment.

### **EARLY DISMISSAL**

If there is a change in transportation arrangements for your child that must be called in to school, THOSE PHONE CALLS MUST BE MADE PRIOR TO 3:00PM. Occasionally there may be an emergency that requires picking up your child early. If such an emergency does occur, please come to the office to sign your child out. Someone in the office will check your ID and call your child to the office. Early dismissal is recorded as a TARDY and becomes part of the child's attendance record. Tardies accumulate over the school year to become absences. DO NOT sign your child out early, unless there is a Medical reason to do so, for example, a doctor or dental appointment. If you must sign your child out for a medical appointment, do so prior to 3:15. This will still count as a tardy.

### **TARDIES**

Students who arrive at school after 9:05 a.m. MUST REPORT TO THE OFFICE WITH AN ADULT UPON THEIR ARRIVAL. They will then be given a TARDY SLIP and proceed to their room to check in with their teacher. Being on time to school is a life skill that we encourage all of our students to develop. Students should be in the classroom and in their seat ready to work when the bell rings. Discipline is better, work habits are better, and it helps us all do a better job when we start on time. A note from parents/doctors concerning absences and habitual tardiness is required. The following schedule is mandated by the State Board of Education and must be implemented to achieve a 400-minute instructional day. Please note the following times:

|                      |           |
|----------------------|-----------|
| Daily Starting time  | 9:05 a.m. |
| Daily Dismissal time | 3:45 p.m. |

## **ARRIVAL AND DISMISSAL SCHEDULE**

|           |   |
|-----------|---|
| 8:30 a.m. | <p>Cafeteria opens for breakfast. (Safety Patrols are permitted in line first so they may report for duty on time).</p> <p>Student supervision begins in the gym for those students who do not eat or have completed breakfast.</p> <p>Car riders arriving prior to 8:30, must remain in their cars until the doors open at 8:30. This is to ensure students are safe and supervised at all times.</p>  |
| 8:55 a.m. | <p>The bell rings for students to go to their classrooms.</p> <p><b>Car riders and walkers should arrive in plenty of time to eat breakfast and be in their seats by the 9:05 a.m. bell.</b></p> <p><u>CAR RIDERS ENTER THE BUILDING THROUGH EXIT 11.</u> (In the back of the building)</p>   |
| 9:00 a.m. | <p>Breakfast ends and the cafeteria is cleared.</p>   |
| 9:05 a.m. | <p>Final morning bell and school begins. Students should be in their seats and ready for the day to start. (One is tardy if he/she arrives after this bell. Students will need to come to the office for a tardy slip). All doors are locked for security purposes.</p> <p>Staff members are assigned to morning supervision duty in the cafeteria, gym, and hallways, as well as at the carpool and bus unloading areas, beginning at 8:30 a.m.</p> <p><b>Do not drop your child off prior to 8:30, unless the child attends CEP – supervision is not available and all students must be supervised.</b></p> |

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|           |   |
|-----------|---|
| 3:45 p.m. | <p>Car riders are dismissed first. Then, walkers and bicycle riders are dismissed to the holding area. All other students not immediately boarding a bus will report to the gym or designated area.</p> |
| 3:47 p.m. | <p>Bus transportation to home begins.</p>   |
| 4:00 p.m. | <p>Walkers are dismissed from the holding area.</p>   |

## **DISCIPLINE**

Please read the JCPS Student Support and Behavior Intervention Handbook. All JCPS schools follow these rules. Jefferson Elementary uses modern discipline methods and counselling techniques. Appropriate agencies will be contacted when the severity of the case calls for this or when safety is the issue. We also use best practices in the area of discipline which includes parent conferences as needed for discussion. Communication between home and school is vital. Feel free to contact any of us anytime to discuss your child. All students are to review the JCPS Code of Conduct and Bus Regulations annually. **Any student that is persistent in discipline violations may have assemblies, and field day, etc. privileges revoked. (Persistent is more than two (2) referrals or one (1) suspension out of school/off the bus.)**

## **OUR RULES**

1. All assigned academic work/behavior contracts must be completed.

2. Follow the teacher's/adult in charge directions.
3. Keep hands, feet, negative comments, and objects to yourself.

### **CONSEQUENCES (RESTITUTION IS MADE FOR ALL VIOLATIONS)**

|                      |  |
|----------------------|--|
| First consequence:   | Verbal Reprimand   |
| Second consequence:  | Student-Teacher Conference   |
| Third consequence:   | Constructive Tasks/Denial of Privileges<br>( e.g. field trips, special scheduled event, classroom job) |
| Fourth consequence:  | Student-Administration Conference  |
| Fifth consequence:   | Parent contact by note   |
| Sixth consequence:   | Parent-Student-Teacher-Administration Conference   |
| Seventh consequence: | See below  |

Severe Disruptions such as threatening violence or deliberate disruptions will result in removal from class to office for processing an appropriate response. Students will be referred to the JCPS Safety Office (485-3260) when violent acts/weapons/drugs/alcohol rules have been violated. The parent must go with the student to the Safe Schools Assessment Center and follow through on assessment results in addition to an out of school suspension. It is necessary to involve police in the weapons and/or drug violations. Other police interventions may be used as needed. These students are not permitted to go on field trips.

Parents/Guardians are asked to be supportive of teachers/staff, especially in front of the children. We need to model civil behavior for our students and resolve any issue in a professional manner. We must model problem solving to our students at every opportunity. It is important that students understand how we work together to resolve any issue or problem in any situation that involves them, in a positive, proactive manner.

### **WEAPONS**

The Jefferson County Public School Code of Acceptable Behaviour describes "Deadly Weapons" and "Look-A-Like Weapons/Drugs." If students get involved in either of these violations, the letter and intent of this school and JCPS Board's policy will be followed. Basically, the student can be reassigned to an alternative school placement and the police will be involved. The child will be referred to the JCPS Safety Office for a full assessment. **There is an automatic suspension of six (6) to twenty (20) days and the Local Police are notified in weapons cases. The student involved may have to attend an "Alternative School."**

### **DRESS CODE POLICY**

The students of Jeffersontown Elementary School will be expected to conform to the dress code policy as outlined below. Students are asked to choose clothing items that fall within the dress code standards, unless there are special circumstances where students are permitted to be out of dress code.

The SBDM Council of Jeffersontown Elementary implements the follow procedures for addressing violations of the dress code:

1. Provide students with approved clothing and send home a note that they changed at school due to being out of compliance.
2. Provide students with approved clothing, send home a note that they changed at school due to being out of compliance, and phone the parent.
3. Conference with parent-at the discretion of the principal.

### **Dress Code Standards**

- Pants/Shorts  
/Skirts/Skorts: All dress code pants are to be worn at the waist. Length of shorts, skirts, and skorts must follow the fingertip rule to ensure they are an appropriate length. Leggings and yoga-style pants are allowed. Tights and short shorts are to be worn under items, and not to be worn by themselves. Pajama pants are not permitted.
- Shirts/Blouses: Sleeveless shirts are acceptable, however, no spaghetti straps or strapless tops. Midriff-baring tops/half tops are not permitted. No see-through/mesh style shirts. Shirts must not contain advertisements for tobacco, alcohol, or firearms; violence; or inappropriate language.
- Shoes: Tennis shoes, dress shoes, or rubber-soled boots. Must be closed-toe and have a back. No wheeled shoes. No light up shoes. No house shoes.
- Miscellaneous: Belts are not required. Hoodies are allowed, however hoods may not be worn while in the school building, nor hats or bandanas. Other fashion items or trends, which might create disruptions, may also be limited at the school's discretion.

### **ENROLLMENT INFORMATION & STUDENT RECORDS**

It is essential that the JCPS Enrollment Form (both sides) be completed and returned to the office by the end of the first week of school. In case of illness or emergency, the information on the Enrollment Form is used to contact parents/guardians or relatives. Information on the form must be accurate and up to date. If a student's address or telephone number changes during the school year, notify the school office immediately.

#### **BIRTH CERTIFICATE**

A certified copy of a student's birth certificate is required to be on file in the school office.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Parents have the right to inspect and review student records. Parents have the right to request student records (please provide 24 hours notice). Please contact the school office to request records. Written permission from the parent is required to release information from a student's educational record. This does not include the release to school officials/teachers or to comply with a judicial order or subpoena.

#### **IMMUNIZATIONS**

Students are required to have records of immunizations, preventative healthcare exams, dental exams and vision exams on file in the school office. Immunizations are required by law to be kept current. **After two (2) written warnings of out-of-date immunizations and medical records, a child will be excluded from school.**

#### **NON CUSTODIAL PARENTS**

All noncustodial parents have the right to review records, request parent conferences and pick up their child from school. The only exception is when a court order states otherwise. It is essential that official, updated custody papers are kept on file in the school office if such paperwork exists.



## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities shall be defined as any activity that takes place outside of the regular academic schedule for students. These activities would include, but not be limited to the following: Basketball Team, Cheerleading Squad, Dance Team, Mayor's Cup Teams, Safety Patrol, parties, field trips, and clubs. Participation in any extracurricular activity will be determined by interested students obtaining a signed contract from parents, the activity coach/sponsor, and the student's classroom teacher stating their agreement to the eligible requirements. The determination of eligibility will be based on the following three areas:

### **Attendance to practices/events**

- Absences are expected to be excused with appropriate notification. Without notification, the absence will be considered unexcused and no more than 3 unexcused absences will be accepted.
- Excessive tardies.

### **Academics**

- Students are expected to maintain a "C" or "Satisfactory" grade in all subjects and conduct areas. Grades will be checked by the extracurricular teacher/sponsor at each grading period. Should grades fall below this level, students will have three weeks to bring their grades up to a C/Satisfactory level. **Those who do not achieve this will forfeit their participation in said activity.**

### **Discipline Referrals/Suspensions**

- Students may have no more than one disciplinary referral in a school year. When a second referral on a student is submitted, immediate dismissal from the extracurricular activity will occur.
- Suspensions result in expulsion from the extracurricular activity or activities.

### **Appeals Process**

Students who are faced with removal from any extracurricular activity will be granted the right to one appeal. Only the parent/guardian and student will bring their argument before an appeals committee that consists of the following:

- Activity coordinator
- The coach/sponsor of the activity
- Principal

## **CHEERLEADING**

Jeffersontown Elementary has an award winning cheerleading program. Interested students in grades 2 – 5 participate in try-outs in the Fall. They attend a minimum of four hours of practice each week (more before competitions). The squad cheers at basketball games (when there is no conflict with practice) and participates in competitions during their season. Second grade students will not participate in competitions. The cheer season ends in March. The student members must adhere to Jeffersontown Elementary's Extracurricular Policy by maintaining a "C" or "S" in academics, no unexcused absences, and outstanding behavior with no bus or staff office referrals. This program requires additional time and financial commitments beyond the regular school program. Those seeking additional information should contact the cheer/team sponsor at (502) 485-8274. Complaints regarding behavior or grades of students, parents, faculty, or staff will be investigated and appropriate action taken including dismissal from the squad.

## **SAFETY PATROL**

Jeffersontown's Safety Patrol members are selected from the 4th and 5th grade classes. The criteria for selecting the Jeffersontown Elementary School Safety Patrol include the recommendation of at least one (1) teacher, good daily attendance, and consistently above average academic performance. A grade of "D" or "U" in any area on the report card will bring about a suspension/probationary period of one month or until the situation improves to a "C" or better. Any complaints regarding the Safety Patrol are to be directed to the Safety Patrol sponsor. The Safety Patrol handbook outlines in detail the duties and procedures of Safety Patrol members.

## **HEALTH AND SAFETY BASICS**

### **FOOD ALLERGIES**

Students with food allergies that affect a vital life function are permitted to request meal modifications when a physician completes necessary paperwork through the school Nutrition Services manager. Parents are encouraged to make the school office aware of all student's allergies. Section 504 Accommodation Plans are available for students with food allergies (please contact the school counselor for additional information and procedures).

**NOTE: It is impossible to guarantee an allergen-free environment.**

### **HEALTH ROOM**

Students will wait in the health room when they do not feel well until the parent or designee arrives to take them home. PLEASE remember to fill out the enrollment card in detail so we will be able to notify you immediately when your child is hurt or ill. If the child displays medical symptoms, the parent will be called to pick up their child. Always call and update your enrollment card when you change jobs, cell phones, etc.

Sometimes our children have accidents and need a change of clothes. When this happens they come to the office for help and we need to have available sizes of uniform clothes and underwear to supply them with. We would like to ask if you have any uniform pants and shirts that your children have outgrown, please send them to the office for that use. Donations of new packages of underwear (both boys and girls all sizes) would be kindly appreciated.

### **ILLNESS/INJURY**

Parents are contacted anytime a student becomes ill or is injured during the school day. Staff may provide first aid to students; however, depending on the severity, it may be necessary for the child to be picked up from school.

According to JCPS Health Services School Health Guidelines, students with certain symptoms and confirmed illnesses will be excluded from school. Please refer to Health Services via the JCPS website for specific information and guidelines.

### **MEDICATIONS**

If it becomes necessary for a child to take medication while in attendance at school, parents must instruct the school by completing an authorization form in the school office. Please furnish a doctor's statement indicating the need for this medication.

IF AT ALL POSSIBLE, PLEASE ARRANGE TO GIVE YOUR CHILD HIS OR HER MEDICINE AT HOME, BEFORE AND AFTER SCHOOL. NO CHILD WILL BE ALLOWED TO TAKE ANY MEDICATIONS, INCLUDING TYLENOL, WITHOUT COMPLETING AN AUTHORIZATION TO GIVE MEDICINE FORM WHICH WILL BE SENT HOME THE FIRST WEEK OF SCHOOL.

For prescription medications, the correct dosage and specific time the medication is to be administered must be clearly printed on the prescription label and written on the authorization form (these forms must be updated annually or when a change occurs).

All medications must be brought to school in the original, labeled container. Medications must be brought in by the parent or sent in a sealed envelope with the student's name on the outside (please call the school office to alert staff that your child is bringing medication to school).

Student medications will be kept in a secure location in the school office. No student will be allowed to carry medications and are not allowed to transport medications from school to home. Any medication not picked up at the end of the year will be disposed of according to JCPS policy.

***NOTE: Cough drops and chapstick are considered medication and may not be sent with students unless an authorization form has been completed.***

## **LUNCHROOM POLICY**

### **Cafeteria Rules**

1. Line up quietly to the right of the BLUE LINE.
2. Maintain silence voice level 1 or 2 while going through the lunch line, so the cashier can hear lunch numbers.
3. Sit at your assigned tables only. Talk to only people at your table.
4. Once you are seated, keep your legs under your own table. You may talk quietly.
5. Keep your hands to yourself.
6. Students should not share food due to health issues.
7. When classes/tables are dismissed, pick up all trash around your seat and table, walk to the tray disposal area, and discard all your trash.
8. Line up quietly to wait for the teacher to arrive to go back to the classroom.

### **Breakfast Menus**

Breakfast is made up of three menu items. A choice of any two or three items constitutes a meal. Milk and juice are always two of the available choices. Other items include muffins, toast, cereal, eggs, biscuits, and sweet rolls.

### **School Lunch Menus**

To meet USDA guidelines, lunches include: entrée; choice of one or two fruits or vegetables; milk.

Students are encouraged to select a complete lunch; however, under federal regulations, they are allowed to choose two or three items as a full meal. A minimum of one entree and one additional item must be selected.

Our school is participating in the National School Lunch and School Breakfast Programs called the Community Eligibility (CE). All students are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the school year. If you have any questions regarding this program, please contact JCPS School and Community Nutrition Services at 485-3186.

**NOTE: NO CARBONATED DRINKS ARE ALLOWED**

## **SCHOOL POLICIES**

### **ADDRESSING CONCERNS**

Classroom concerns should be addressed with the teacher first. The teacher needs to hear the concern so that he/she can work with you to make sure the situation is addressed. If your concerns are not resolved after working with the teacher, please schedule a conference with an administrator.

### **BACKPACKS**

Students at all grade levels may NOT have BACKPACKS WITH WHEELS AND HANDLES – they do NOT fit into lockers properly. They also scar the tile in the halls. Students that use the backpack as a weapon/hitting may lose their backpack privilege.

### **CELEBRATIONS**

Classroom or team celebrations are focused on areas of learning and must be approved by the principal. All students must be allowed to participate in all celebrations, unless suspended/have more than one referral. Daytime events start typically at 2:00 PM and are over by 3:30 PM. Notices about details are in the newsletter or “Wednesday Folder.” Family members may come to the classrooms and share with the students the work they are doing. Refreshments (cookies, doughnuts, muffins, juice) are brought to the classes for students and guests to share together.

### **CLASSROOM PARTIES**

Classroom Party guidelines are meant to help all of us to be more sensitive to the diversity in the student population we serve. These party guidelines enhance the recognition of diversity as a strength and we need to respect that diversity. The guidelines help us avoid confusion and hurt feelings as we celebrate activities from a variety of cultures. See the Principal if there are any problems that arise out of our “Fall, Winter, or Friendship School-Wide Celebrations.” We DO NOT USE EXCLUSION FROM 100% OF PARTY on our SCHOOL WIDE PARTIES AS A DISCIPLINE MEASURE.

1. The teacher and/or room parents plan and monitor the three seasonal school-wide celebrations. Students must clean up and calm down after the party. The teacher STAYS in the classroom. The teacher is responsible for discipline and safety at all times. Parents may help but are not in charge.
2. OTHER CLASSROOM PARTIES must be approved by the Principal. It is against the policy to cause a class to skip lunch or interfere with JCPS School Food Service Federal directives. We are required by law to get in 370 minutes of INSTRUCTIONAL TIME daily. Getting off task with social events is very easy to do, so we must GUARD INSTRUCTIONAL TIME very strongly.
3. A gift exchange or community service project are examples of Winter Party Activities.
4. Teachers will alert parents regarding guidelines if anything resembling a gift exchange is planned.
5. PTA money is used for any of the three approved parties
6. Teachers are to work with parents on the three (3) designated party days. Any money collected for a party is spent on that particular party.

### **CANCELLATION OF CLASSES**

In the event that school is not in session because of any emergency or bad weather, radio and TV stations will broadcast the information. Our school subscribes to an alert system that sends notifications by email or text message to parents – ONE Call. Registration information for the One Call alert system will be provided. Further information can be obtained by tuning in to your local

TV or radio stations. Parents need to create a plan for "snow emergencies," etc. that could cause early dismissal from school during the school day.

### **CELL PHONES**

Cell phones are not permitted at school. Phones brought to school will be given to the principal by staff (MUST BE PICKED UP BY PARENT). Any parent or guardian may contact the principal (502-485-8274) for a conference regarding cell phones for elementary school students.

### **CHEWING GUM, CANDY, AND SODA**

Students are not permitted to bring candy, gum, or soda to school or to have it on the school bus. We have Fall, Winter, and Friendship parties for this type of sharing. Party days are the last Friday before the Holiday unless otherwise notified.

### **CIVILITY DURING CONFERENCES AND OR TELEPHONE CALLS**

Communication is very important to both the school and the home. Professional behavior is required of our staff and expected from students, parents, and members of the community. Concerns regarding staff violations of uncivil behavior may be reported to the Principal at 485-8274. In addition, a staff member will **not** continue a conference where cursing or other hostile acts may be directed at them. Another appointment will be made after calm is restored as needed. Security personnel and/or the Principal will attend the next conference until civility is restored at the Principal's discretion.

### **FEES**

A \$15 activity fee is assessed for all students. Students may also be charged for field trips, articles of clothing, food consumed by the student, materials, and equipment which becomes their personal property, such as workbooks or supplemental reading trade books. Fee waiver forms are available in the office. Please complete and return these forms to the school A.S.A.P.

### **FIELD TRIPS**

There will generally be two field trips each year in each classroom. These are correlated with units of study. Parents will be notified in advance and will be required to fill out and sign a permission slip granting his/her child permission to go. Parents are encouraged to volunteer to chaperone on field trips.

### **FRIENDS**

In order for your child to go home with a friend after school **TWO VERY IMPORTANT THINGS MUST HAPPEN.** First, both students must have signed and dated notes from their parents stating that each of them is aware that the other child is coming home with them. Second, if bus transportation is involved, another signed and dated note needs to be sent to the **specific bus driver informing them that both parents are aware that their child is riding that bus home.**

**\*IMPORTANT\* THERE WILL BE NO EXCEPTIONS!!!!!!!**

Students who made arrangements but forget to get their note WILL NOT BE ALLOWED to use the telephone to call home and get permission. Please discuss this with your child so they don't get upset with us when they are denied permission to use the phone. This is a safety rule policy.

### **GRIEVANCE PROCEDURE**

The Jefferson County Public Schools Discrimination Grievance Procedures is available at local schools or the Office of Compliance. Contact Cheryl Walker at 485-3341.

## **LABELING**

Please label all articles of clothing, backpacks, lunch boxes, binders, and notebooks. Help us create the habit of clearly labelling personal property. **Often a label with name is the only clue to the rightful owner so please; LABEL all articles for your child to help us find the items.**

## **PERSONAL POSSESSIONS**

Students, parents and visitors are responsible for the safety and security of their own personal property. Please do not allow your child to bring items of great value or large amounts of money to school.

**NOTE: JCPS is not responsible for the loss, theft, or destruction of personal property.**

Items found in the school building will be placed in the Lost and Found area located in the school office. Unclaimed Lost and Found items will be sent to the JCPS Clothes Closet at the end of each grading period.

## **PHONE CALLS**

Telephones have been installed in Teachers' classrooms so they have them available to use during their planning or for emergency calls to parents throughout the school day. We request that you do not call and expect to talk to your child's teachers during the school day, except during planning times because, to do so would disrupt the classroom instruction. Schedules will be sent home the first week of school. We will take a message and your child's teacher will call you back during his/her planning time, lunch break, or in the evening. Thank you for your cooperation in this important communication matter! **We invite parents to send notes in the "SCHOOL AGENDAS" on a frequent basis as another communication link.**

## **TOYS**

Students are not allowed to bring toys to school. Nintendo games, fidget spinners, Pokémon, Yu Gi Oh cards, Walkmans, iPods, MP3 players, or any electronic device or game, or any toy etc., brought to school will be confiscated for the day and parents may pick these items up at their convenience. As a school, our focus is on academics.

## **VISITING SCHOOL**

ALL visitors who enter the school building must sign in at the school office and wear a nametag at all times while in the school building. Visitors may be asked to show ID and provide the reason for their visit before being allowed in the building. Please keep in mind that teachers are responsible for teaching students and disruptions should be kept to a minimum. If you need to meet with a teacher or visit a classroom, please make arrangements with the teacher prior to coming to school. Visits to classrooms are for adults only; please make other arrangements for younger siblings.

## **VOLUNTEERING**

For the safety of all students and staff, volunteers are required to complete a School Volunteer Records Check Form. Once the form has been completed, approved volunteers may accompany students on field trips and assist staff with school specific needs. We appreciate all of our volunteers and the support they give our school, but we do ask that while volunteering arrangements are made for younger siblings so that it is not a distraction and/or a safety concern.

## **STUDENT SUPPORT**

### **CHILD ABUSE**

Every person who knows or has reasonable cause to believe that a child is abused or neglected is **required by law** to report those acts. **(KRS 199.335-2 @ 502-595-4550)**. School personnel **must report** suspected cases of child abuse as described in this statute. Not reporting child abuse is punishable by jail time for employees of school districts. We have to do our job in this area or else suffer the consequences. We will report as the situation warrants every time. CPS workers have a legal right to interview anyone at school absent parents or school personnel.

### **CHILD ENRICHMENT PROGRAM**

Jeffersontown Elementary offers before- and after-school childcare through the YMCA's Child Enrichment Program (CEP). These services are available to assist when drop-off or pick up from school are outside of school hours. For more information, visit the JCPS or YMCA website.

### **FAMILY RESOURCE CENTER**

The FRC is open during afternoon school hours, from 8:00 to 4:30 PM, Monday and Tuesday. Ms. Wynette Young, Director, (502) 485-8274.

### **GUIDANCE COUNSELOR**

The School Counselor works with students, teachers, parents, and other individuals involved with the students. Among the things the counselor can assist you with are the following:

- Student achievement and progression
- Academic and behavioural interventions
- Screening for advanced placement
- Test interpretation
- Social/emotional/peer relationships
- Information about Middle School
- Individual student needs

Contact Heather McGovern for any additional questions or concerns about your child.

### **PTA**

JOIN TODAY! BE INVOLVED! It's the BEST investment in the world. If both parents and grandparents join, we would have 2,400 PTA members. REMEMBER TO JOIN THE PTA TODAY! Volunteer one (1) day per year to your child's class, team, or school. We need you! We need each other to create the best results for all of our students.

## **TRANSPORTATION**

### **BICYCLES**

Parents must write a note to the Principal communicating that their child will be riding a bicycle to school. Students must have a bicycle lock to help maintain the security of the bicycles while at school. This privilege is granted from August to Thanksgiving and after spring vacation to the end of the school year only due to weather considerations.

## BUS RIDERS

All students classified as “bus riders” are expected to observe rules and regulations governing their behavior and will be held accountable for rule violations both on the bus and while at the bus stop. **Students that THREATEN VIOLENCE OR COMMIT A VIOLENT ACT WILL BE SUSPENDED FROM THE BUS.** Parents should help their children to become aware of the necessity of safety and good conduct while at the bus stop and on the bus. These bus safety rules and regulations also apply to all students when they go on field trips. Bus suspensions void field trip privileges. NO CHILD WILL BE PERMITTED TO RIDE A BUS OTHER THAN THE BUS HE OR SHE IS ASSIGNED EXCEPT IN THE CASE OF EMERGENCY. IF SUCH AN EMERGENCY OCCURS, **THE CHILD MUST BRING A NOTE FROM A PARENT, SIGNED AND DATED, STATING THE REASON.** THE NOTE SHOULD BE BROUGHT TO THE OFFICE, GIVEN TO THE PRINCIPAL TO SIGN, AND THEN GIVEN TO THE BUS DRIVER.

### Bus Rules are as Follows:

- **Obey the driver’s instructions.** The driver of the school bus is in COMPLETE charge of his or her passengers while they are on board. If you have a complaint, take it to your Principal.
- The driver has the authority to assign seats.
- Do not sit on books. Instead, hold them in your lap. Books and other objects are not to be piled in the seat
- Be seated immediately upon entering the bus. Stay in that seat.
- Do not extend your head, arms, or legs outside of the bus.
- Refrain from talking to the driver except in an emergency.
- Pets and animals are not permitted on the bus at any time.
- Do not touch, tamper, or play with the emergency door, fire extinguisher, or other equipment.
- Do not mark or deface any area in the bus, including seat coverings. Disciplinary action will result and/or restitution.
- **Do not engage in fighting, horseplay, or other loud disturbances.**
- Do not wave or shout to pedestrians or passengers in other vehicles.
- Do not throw objects from the bus.
- Keep the bus clean. Do not throw trash on the floor.
- Smoking, gum chewing, eating, and drinking are not permitted on the bus.
- Profanity, obscene gestures, and bullying behavior are prohibited.
- **Students may only get on and off the bus at their designated stops. Any changes must be made with a parent/guardian request in writing and approved by the principal.**

Specific information about bus routes is available through the JCPS website. You may also contact the bus compound directly. Three bus compounds serve our school. Use these numbers for transportation concerns and for assistance before and after school hours.

1. Burks -6401 Gellhaus Ln - (502) 485-3470
2. Jeffersontown - 9600 Old Six Mile Lane - (502) 485-315
3. Special Needs East - 10705 Blue Lick Road - (502) 485-6099

## CAR RIDERS-AM

Please exercise extreme caution when loading and unloading students. Morning drop off should be done curb side only. **Car riders and walkers should arrive in plenty of time to eat breakfast and be in their seats by the 9:05 a.m. bell.** DO NOT PARK IN THE SPACES PROVIDED FOR BUSES AT THE FRONT OF THE SCHOOL. Jeffersontown Police regularly patrol the **15-mph.-speed zone on Willowood. On school property the speed limit is 5 mph.**

Starting at 8:30 a.m., staff members will greet students and supervise them as they enter the building. Students are NOT permitted to exit their cars until a staff member is present.



## **CAR RIDERS-PM**

Please exercise extreme caution when loading and unloading students. **AFTERNOON CAR RIDERS MUST ENTER CAMPUS BY TURNING LEFT FROM WILLOWOOD ON TO CEDARWOOD.** BE PATIENT, DRIVE SAFELY!! It only takes 15-20 minutes to dismiss. If you get to the car rider line at 3:55 PM it eases traffic congestion.

Student safety is the highest priority at Jeffersontown Elementary. Therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day. Dismissal begins at 3:45 p.m. and ends at 4:10 p.m. **DISPLAY YOUR CAR RIDER NUMBER ON THE REAR VIEW MIRROR TO ALLOW STAFF TO PREPARE YOUR CHILD FOR PROMPT BOARDING.** IF NO TAG IS PRESENT, PARENT/GUARDIAN WILL BE ASKED TO COME INTO THE BUILDING SO THAT WE CAN VERIFY IDENTITY.

**Parents must be in the carpool line by 4:10 p.m. to pick up their child.** Any student left after 4:10 p.m. will be taken to the school office. Parents will be required to park, come into the school office, and log their pick up time. Parents will be allowed to pick up their children by providing a photo ID or car rider tag to office staff. If a child is picked up late more than three times a parent or guardian may have to meet with school administration to discuss alternative solutions. If late pick-up continues after a plan has been developed a referral to outside support and resources may be considered to address concerns.

A note from the parent is required when a child has to change from bus to car rider. Specific parent **WRITTEN** permission must be given to the office before anyone other than a parent or guardian may pick up a child.

## **CROSSING GUARD ASSISTANCE**

The crossing guard is at the school by 8:30 a.m. and 3:45 p.m. daily. The crossing guard will stay until traffic ends at about 4:15 p.m. daily. The crossing guard is in charge of the intersection, so obeying the directions given is expected. Below are some reminders to assist us in having a safe school year. Drivers follow the rules of the road and directions as they are given.

1. Please buckle up all people in the car, it is the law.
2. Speeding in school zones is a double fine and double points. **5 MPH on school grounds.**
3. Please use your turn signals.
4. Please stay in your lane when entering and leaving school. It is a safety issue when drivers cut into oncoming traffic.
5. **No loading and unloading of children in any area other than the designated places.** In the mornings, single file curbside only to exit the vehicles. In the afternoon, pick-up is in the rear of the building only.
6. The use of cell phones is often keeping drivers from paying attention. Use extra caution when driving in or around all school property. Avoid the use of cell phones until away from school traffic.
7. **Drivers must yield to buses and pedestrians.**
8. Please obey all traffic laws.
9. **THE TRAFFIC GUARD IS IN CHARGE WHILE ON DUTY OR ON SCHOOL PROPERTY. Follow the Traffic Guard's directions.**

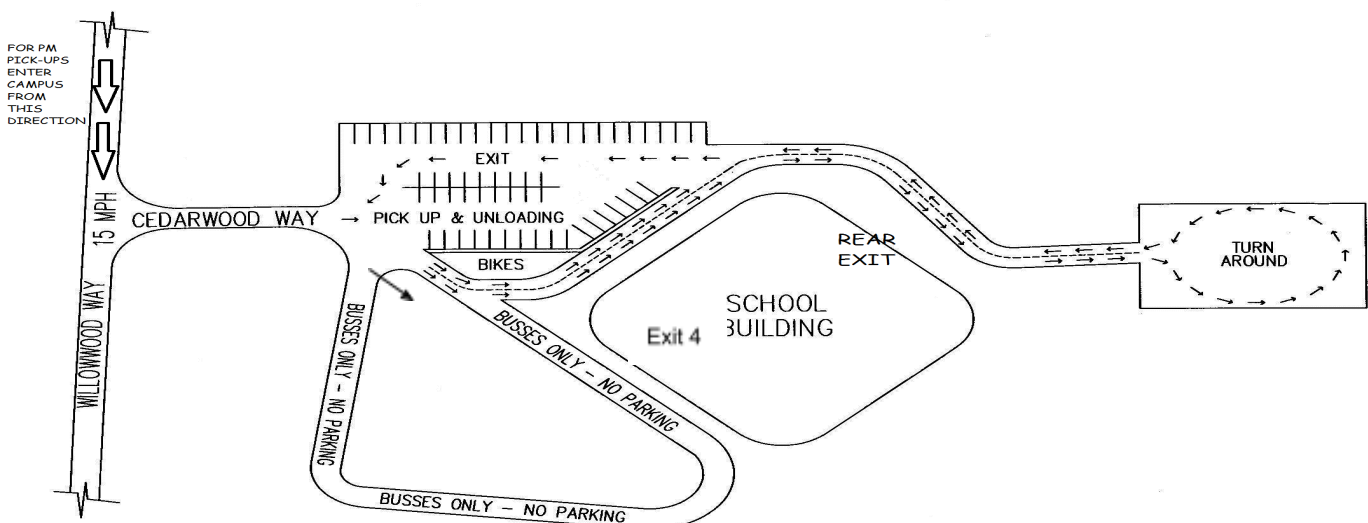
Your cooperation and assistance in following the above reminders will help us have a safe and productive school year. **Remember, we are adults and models for our students. Be courteous at all times.**

## AM and PM Car Rider Loading and Unloading Procedures

- Model perfect driving courtesy for our students. PLEASE FOLLOW THE DIRECTIONS OF OUR STAFF. WE MAKE SAFETY A NUMBER ONE PRIORITY EVERY DAY. The speed limit is **5 MPH on school grounds**. Students or pedestrians ALWAYS have the right of way. **Cars are not permitted in the BUS CIRCLE in front of the building.**
- If you live outside a mile away from school in our transportation area, please allow your child(ren) to ride the bus. The car rider line is very long.
- Location for AM and PM drop-off/Pick-up will be the same. Please use both lanes and then merge to one lane when traveling around the building towards EXIT 11.
- Parents will pull to the furthest colored pole available. Please do not stop in the middle of the lane.
- As a reminder, parents please do not exit the car so we can expedite the drop off process. **Doors will open at 8:30 and close promptly at 9:05.**
- **If you need to walk your student into school you will need to park in the front lot (in a designated parking space) and walk them to the front office in order to sign in and show identification.**
- Parents will use both sides of drop off lanes for car riders for PM dismissal.
- DISPLAY YOUR CAR RIDER NUMBER ON THE REAR VIEW MIRROR TO ALLOW STAFF TO PREPARE YOUR CHILD FOR PROMPT BOARDING. IF NO TAG IS PRESENT, PARENT/GUARDIAN WILL BE ASKED TO COME INTO THE BUILDING SO THAT WE CAN VERIFY IDENTITY.
- Cars alternate when going into a single file line to pick up your child(ren) from EXIT 16 at the rear of the building.
- The staff/volunteers will be visible to assist in smooth loading and unloading procedures. Please make every effort to cooperate with this difficult situation.
- Please notify the principal about special plans or changes to your child's transportation plan by written note. Children are NOT allowed to give verbal messages regarding their transportation plans, only parents and the principal work on transportation changes.
- PM pickups must enter campus by turning LEFT from Willowood on to Cedarwood.
- **NO SMOKING ANYWHERE ON CAMPUS**

Please give your best effort to cooperate and be patient with the children and our staff as we implement these procedures. As always, thank you for your support and cooperation. Call the Principal if you have any questions or concerns about dismissal/opening of school at 485-8274.

## AM and PM Car Rider Loading and Unloading Procedures



## **WALKERS**

Students who live within a safe walking distance of school are permitted to walk to and from school each day.

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**WHEN IN DOUBT OR YOU HAVE QUESTIONS, PLEASE CALL YOUR CHILD'S TEACHER, COUNSELOR, ASSISTANT PRINCIPAL, OR PRINCIPAL at 485-8274 FOR ANY QUESTION OR CONCERN.**