

# Contents

|   |   |  |    |
|---|---|--|----|
| Message From the Principal . . . . .  | 3 | Illness . . . . .  | 9  |
| History of Whitney M. Young Jr. Elementary School . . . . .                                   | 4 | Injuries Sustained at School . . . . .                           | 9  |
| Program Overview . . . . .  | 4 | Instrumental Music . . . . .                                     | 9  |
| Office Staff . . . . .  | 4 | Lost and Found . . . . .   | 9  |
| Absences—Excused and Unexcused . . . . .  | 4 | Lunch . . . . .  | 9  |
| Tardiness . . . . .   | 5 | 2011-12 Meal Prices. . . . .                                     | 9  |
| Agendas. . . . .  | 5 | Charging Lunches . . . . .                                       | 9  |
| Bookstore Hours . . . . .   | 5 | Pledge of Allegiance. . . . .                                    | 9  |
| Breakfast . . . . .   | 5 | Parent Teacher Association. . . . .                              | 9  |
| Arrival Procedures . . . . .  | 5 | Primary Program Through Grade Five . . . . .                     | 9  |
| Dismissal Procedures . . . . .  | 5 | Frequency of Grade Reporting. . . . .                            | 9  |
| Bus Riders and Bus Stops . . . . .  | 5 | Components of Academic Grades . . . . .                          | 10 |
| Car Riders. . . . .   | 5 | School-Based Decision Making . . . . .                           | 10 |
| Walkers. . . . .  | 6 | School Cancellation . . . . .                                    | 10 |
| Alternate Dismissal Procedures . . . . .  | 6 | School Web Site . . . . .  | 10 |
| Map of School Grounds . . . . .   | 6 | Selling . . . . .  | 10 |
| Childhood Diseases. . . . .   | 6 | Student Rights. . . . .  | 10 |
| Conduct Expectations . . . . .  | 6 | Student Searches . . . . .                                       | 10 |
| Conferences. . . . .  | 6 | Supplies and Textbooks . . . . .                                 | 10 |
| Dress Guidelines . . . . .  | 7 | Suspension . . . . .   | 10 |
| Early Release of Students . . . . .   | 7 | Alternate Consequences. . . . .                                  | 10 |
| Emergency Plan . . . . .  | 7 | Thundercat Folder. . . . .                                       | 10 |
| Enrollment and Health Requirements. . . . .   | 7 | Visitor Procedures. . . . .                                      | 10 |
| Hearing Test . . . . .  | 7 | Dress-Code Policy . . . . .                                      | 11 |
| Immunizations . . . . .   | 7 | JCPSNet Student Acceptable Use Policy . . . . .                  | 13 |
| Medical Examination . . . . .   | 7 | Photo/Videotape Release Form. . . . .                            | 15 |
| Entering the School. . . . .  | 7 | Authorization to Give Prescription Medication Form . . . . .     | 17 |
| Extracurricular Programs and Activities. . . . .  | 7 | Authorization to Give Over the Counter Medication Form . . . . . | 19 |
| Family Resource Center . . . . .  | 8 | Consent for Nursing Treatment and Health History Form . . . . .  | 21 |
| Fees . . . . .  | 8 | School Volunteer Records Check Form . . . . .                    | 23 |
| Field Trips . . . . .   | 8 | Acknowledgment Form . . . . .                                    | 25 |
| Guidance Program Information . . . . .  | 8 |  |    |
| PACES (Prevention, Assessment, and Counseling for<br>Elementary Students) Counselor . . . . . | 8 |  |    |
| Health Promotion Schools of Excellence . . . . .  | 8 |  |    |
| Medication for Students . . . . .   | 8 |  |    |
| Prescription Medications . . . . .  | 8 |  |    |
| Nonprescription/Over-the-Counter Medications . . . . .  | 8 |  |    |
| Homework. . . . .   | 8 |  |    |



## Message From the Principal

### Dear Parents/Guardians and Students:

Welcome to the Whitney M. Young Jr. Elementary School family! The goal of our faculty and staff is to help your child succeed by providing positive learning experiences and by motivating him or her to develop to his or her maximum potential. We are dedicated to providing a high-quality educational program for each student. We recognize that a child's education is a shared responsibility between the home and the school. This handbook is designed to provide you with information regarding the current school offerings, regulations, and policies. In addition to this handbook, you also will receive a copy of the Jefferson County Public Schools (JCPS) *Code of Acceptable Behavior and Discipline* and *Student Bill of Rights* booklet. Please read and discuss both documents with your child. Only through the cooperation of everyone involved can your school provide the orderly, effective learning environment that is essential for student success.

Young Elementary School pledges to respect the rights and feelings of parents/guardians, students, staff, and faculty and to provide the best possible educational experiences for all students without regard to race, sex, or disability.

Please keep in close communication with your child's teacher throughout the school year, and do not hesitate to call the principal or counselor if you need further assistance.

Sincerely,

*Mary Minyard*

Mary Minyard  
Principal

## Mission Statement

Young Elementary strives to develop internationally minded students in pursuit of knowledge as they assume responsibility in shaping their community.

## Vision

I can set goals.

I can make progress.

I can achieve.

## History of Whitney M. Young Jr. Elementary School

The Whitney M. Young Jr. Elementary School building was dedicated on November 28, 1971. The construction of Young Elementary was made possible through the support of Louisville citizens who, with a special vote, approved a building fund.

The school is a two-story, air-conditioned building. It is named in honor of Whitney Moore Young Jr., who was born in Lincoln Ridge, Kentucky. He is best known for his vital and creative leadership as a past president of the National Urban League.

A playtorium that serves as a combination auditorium/gymnasium was built during the 1988-89 school year, and a science lab was also established. A new air and heating system was installed in the summer of 2005, adding to the latest upgrades, which include ceilings, lighting, and renovation of the library. JCPS is committed to providing a quality facility for this community.

December 14, 2010—Young was authorized as a Primary Years Program (PYP) by the International Baccalaureate (IB).

School Colors—Royal Blue and White  
Emblem—Thundercats

## Program Overview

The strength of the **IB** programmes is their common beliefs about the importance and nature of an international education that stems from the work of practicing teachers and administrators in schools from around the world. The **Learner Profile** is at the heart of this philosophy. For further information about the IB and its programmes, visit <http://www.ibo.org>.

The **Primary Years Program (PYP)** is a curriculum framework. It is designed to meet the developmental needs of students ranging in age from 3 to 12. The PYP is a coherent and comprehensive program that allows teams of teachers to develop content that is relevant to the cultural context of the school. Teaching Teams will develop, teach, and assess the **Program of Inquiry**. Young's teachers have been trained to shape the curriculum according to local, state, and federal requirements as well as to our cultural realities and priorities.

The curriculum is structured around **transdisciplinary** concepts and skills. Instruction is based on inquiry. Learning occurs through guided experiences that spark students' natural curiosity and increase their knowledge. Additionally, the PYP supports language learning. Students will be taught a second language by age 7 and will receive support for their native language development. Young's faculty will provide instruction in French starting in kindergarten and continuing through fifth grade.

Fifth grade students will participate in a culminating experience that synthesizes learning because all students exiting the PYP

at this level are required to complete an **Exhibition**. Teachers at all grade levels will collect data on student process and progress. Electronic reports will be available to students, parents/guardians, and teachers. This ability to assess, reflect, and provide feedback is essential to improve student process and increase individual progress.

The PYP is an inclusive program with the **flexibility** to meet the needs of students in all age groups preparing them both intellectually and personally to be successful in the High School Diploma Program and in higher education.

## Office Staff

**Mary Minyard**, Principal  
**Cissy Brown**, Counselor  
**Terry Chambers**, In-School Security  
**Judy Vance**, Nutrition Services Manager  
**Rose Koff**, Bookkeeper  
**Tom Plappert**, Plant Operator  
**Phyllis Lyles**, Attendance Clerk  
**Karen Willman**, Secretary  
**Kim Birch**, Family Resource Center (FRC) Coordinator  
**Holly Hile**, School Nurse

**Telephone: 485-8354**

**Fax: 485-8880**

**Office Hours: 8 a.m. to 4:30 p.m.**

**Student Hours: 9:05 a.m. to 3:45 p.m.**

**Web address: <http://jcps.jefferson.k12.ky.us/young>**

### **“Compulsory Education is the Law”**

Kentucky school law 159.150 states, “Any child who has been absent from school without valid excuse for more than three (3) days, or tardy on more than three (3) days is a truant. Any child who has been reported as truant more than two (2) times is a habitual truant.” Being absent for less than half of a school day shall be regarded as being tardy.

## **Absences—Excused and Unexcused**

A visit to a doctor or a dentist, a confirmed illness, or a death in the immediate family constitutes an excused absence. All other absences are unexcused. When a student is absent, his or her parent/guardian is asked to call the school and to send a note when the student returns to school. Students who have a chronic or serious health problem may be required to bring a doctor's excuse. Excessive absenteeism (three consecutive unexplained or unexcused absences) may result in a referral to the Pupil Personnel director and home visits by the FRC coordinator and/or a school social worker.

## Tardiness

Students are expected to be in their seats, ready for instruction when the 9:05 a.m. bell rings; after that, they are tardy. Students are expected to remain at school until the 3:45 p.m. bell rings. Instructional time missed between 9:05 a.m. and 3:45 p.m. leads to truancy. See Kentucky law on page 4. Students who are tardy must be signed in by an adult. Students who arrive at school between 9:05 and 9:15 a.m. will need to enter the building through the gym, where a staff member will issue a tardy slip to give to the teacher. After 9:15 a.m., students should go to the main office, where they are to be signed in by an adult. Students should bring a note from their doctor or dentist, when necessary, to explain their tardiness. Arrangements will be made to make up instructional time missed. **After their sixth tardy, students may be assigned to an after-school study hall to make up missed instructional time.**

## Agendas

Every student in kindergarten through grade five (K–5) will be provided with an Agenda the first week of school. It is the primary source of communication between home and school. All notes to and from your child’s teachers should be put in the Agenda.

All homework and behavior issues will be documented in the Agenda. All teachers who work with your child will communicate through the Agenda.

**Agendas must be signed by a parent/guardian every night and returned to school daily.** Students without Agendas are violating school policy and will receive consequences outlined in the discipline plan.

Lost Agendas must be replaced. The replacement cost is \$3.

## Bookstore Hours

8:50–9 a.m.

Monday–Friday

## Breakfast

Students who want breakfast should wait quietly in line until they are served. Students may not hold places in line or let friends move up in line. If a student leaves the line for any reason, he or she must go to the end of the line. Students sit at the tables designated by the breakfast staff. After students finish breakfast, they should empty their trays and go to their designated areas until they are dismissed. Students who receive free or reduced-price lunch also receive free or reduced-price breakfast. Breakfast for students in P1 (kindergarten) through grade five begins at 8:30 a.m. **Walkers and car riders must be in the building no later than 8:45 a.m. to eat breakfast.** Bus riders may eat breakfast upon arrival.

|   |            |
|---|------------|
| Full-Price Student Breakfast . . . . .    | \$1.75     |
| Reduced-Price Student Breakfast . . . . . | .30        |
| Adult Breakfast . . . . .                 | à la carte |

**For a complete list of breakfast and lunch prices, see “2011-12 Meal Prices” on page 9.**

## Arrival Procedures

Bus riders are unloaded on the Vermont Avenue side of the building. Mr. Chambers, the in-school security guard, greets the students every morning and addresses any issues that arose on the bus or at the depot. Mr. Chambers holds conferences with students and makes calls home to inform parents/guardians of any situations that require attention. Car riders and walkers may enter the building at **8:30 a.m.** Students will enter through the gym doors (which open promptly at **8:30 a.m.**). If a parent/guardian has a meeting with a staff person, he or she should enter through the front doors and proceed immediately to the main office for assistance.

## Dismissal Procedures

To change how your child is dismissed, call before 3:15 p.m., or a note may be sent in with your child. After 3:15 p.m., there will be no transportation changes for dismissal. Appropriate identification may be required before the student is released.

### Bus Riders and Bus Stops

Bus riders are assigned bus numbers at the beginning of the school year. Your child must load at his or her assigned stop. The right of all students to ride on school buses is based on observance of the bus rules and regulations.



Each student receives a copy of the *JCPS Regulations for Students Riding School Buses* from his or her bus driver at the beginning of the school year. Parents/Guardians should read and discuss the bus rules with their child. Parents/Guardians are notified of bus incidents through receipt of a district Bus Referral Form or through a telephone call. The parent/guardian should sign and return the form to the principal. Students may be suspended from the bus for inappropriate behavior. If this occurs, the parent/guardian must transport his or her child to and from school for the length of the suspension. Mr. Chambers monitors the loading of all buses. Bus riders cannot change dismissal procedures without **written notification**.

### Car Riders

Cars picking up students at dismissal must enter the **student pickup area** and form a line around the driveway. (Refer to the map on page 6.) Students can be picked up from 3:50 to 4 p.m. After 4 p.m., students waiting to be picked up will be escorted to the main office and must be signed out by an adult.

Parents/Guardians are given an identification number at the beginning of the school year to display on their car’s rearview mirror. You may obtain this number by stopping in the school office from 8 a.m. to 4 p.m., Monday through Friday, to register your child as a car rider. This identification number is used by one of our staff members to identify you and your child each afternoon. If someone different picks up your child, please make sure that he or she has the identification number. Students are not released to cars from the front doors but from the car-rider lane only!

Anyone not having the number displayed on his or her dashboard is required to park, to come into the office, and to have the student paged. Please **do not get out of your car when**

**picking up your child.** It is vital that you stay in your car so that traffic continues to move expeditiously. Once a staff member has identified the number on your car's rearview mirror, he or she will immediately dismiss your child to your car.

The area in front of the school is a **no-parking zone**. Cars parked in this area may be ticketed.

**All student car riders are to follow these procedures. There are no exceptions.**

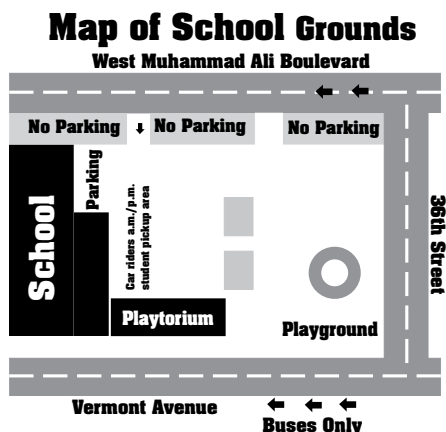
### Walkers

Walkers are dismissed from the front doors. All students need written permission to be walkers. Any changes are to be made in writing to the office. Parents/Guardians may wait for their child in the front of the building.

Staff members encourage students to cross at the corners. A school crossing guard is available to assist any student crossing the street at 36th Street and Vermont Avenue and 37th Street and Muhammad Ali Boulevard. If you are picking your child up as a walker, walk up to the building to receive your child. Staff patrols the front of the building to monitor the safety of the students.

### Alternate Dismissal Procedures

- Parents/Guardians may park on 35th or 36th Street each afternoon. Ask your child to walk out the front door and meet you at the corner of 35th Street or 36th Street each afternoon. If you follow this alternate dismissal procedure, please inform the office so that your child can be taken off the car identification system.
- Cars may still park on the north side of Muhammad Ali Boulevard across the street from the school. However, if you decide to follow that option, you must get out of your car and walk your child across Muhammad Ali Boulevard each afternoon. Students who are observed crossing Muhammad Ali Boulevard by themselves to get into a car will automatically be assigned to the car pickup area on the following day.



### Childhood Diseases

For detailed information on school health requirements, health-related matters, and communicable diseases, visit the JCPS Health Services Department Web site at <http://apps.jefferson.k12.ky.us/hpse/hpseweb> or call 485-3387 for more information.

## Conduct Expectations

Students are expected to work as partners and in small work teams. They are expected to appropriately socialize with all the members of their class and school community at large. All classrooms have developed essential agreements to facilitate cooperation and collaboration within the classroom setting. All students are expected to abide by these agreements, which are aligned to the school discipline plan.

If a student violates the classroom or school agreements, it is expected that they make restitution. The goal of all plans is to develop self-monitoring skills in students.

Profanity, fighting, and any other displays of disrespect shown to **any** staff member and/or to other students are not tolerated. Each case is dealt with in accordance with the JCPS *Code of Acceptable Behavior and Discipline*. No student has the right to keep other students from learning or to keep teachers from teaching.

Students who receive a referral shall have it signed by their parent/guardian and return it to school the next day. Failure to return a signed referral **results in after-school detention for the student**. The principal investigates the alleged misconduct documented on the referral and dispenses judgment based on that investigation. Students are expected to make restitution for their misdeeds.

Staff and students take pride in keeping our school building and grounds clean and attractive. Students are not to vandalize anyone's property, and they are to clean up after themselves. Students should walk silently through the halls and should walk carefully up and down the stairs, holding the handrail and staying to the right to maintain the learning environment.

Students are to care properly for library books, textbooks, calculators, and all other school property. **Students and their parents/guardians are responsible for replacement of lost or damaged property.**

Students should not bring to school personal property that is hazardous, dangerous, or disruptive. Knives, metal picks, pointed plastic combs, guns of any kind, or instruments that might be considered dangerous are not permitted on buses or on school property. Cell phones, Game Boy systems, CD players, handheld games, trading cards, and/or any other toys are not to be brought to school. **Students are responsible for the safety and security of their personal property.** The school will not replace lost or stolen property. Any such items are confiscated and returned only to students' parent/guardian. Pencils or combs may not be worn in the hair or behind the ears; these items present a danger to the eyes of other students.

## Conferences

We encourage parent/guardian-teacher conferences. Teachers indicate that a conference is desired either by writing a request in an Agenda or on a report card. If you desire a conference on or before the date that the teacher requests, please contact your child's teacher and arrange an appointment. Teachers may summarize the conference on a Conference Summary Form, and you should receive a copy of the conference summary.

The parent/guardian, teacher, or principal may request a conference wherein all three meet to discuss behavior

and academic performance. Parents of students not meeting benchmarks for learning will meet with teachers several times a year.

## Dress Guidelines

See the Dress-Code Policy on page 11. Students wear their uniforms unless parents/guardians are notified in writing. Students out of uniform will be given a Dress Code Violation Form to be signed and returned the following day. The parent/guardian may be called to bring a change of clothing. Belts and Whitney Young Spirit wear may be purchased in the bookkeeper's office. Failure to follow dress code may result in a contact or home visit by the FRC staff. If a family needs assistance, please contact the FRC for support at **485-8108**.

## Early Release of Students

We discourage the early release of students because it is important that students spend the entire school day with us. However, we understand that sometimes there are exceptions. The parent/guardian is to send a note to school with the student on the morning of the request for early release. If an early release is necessary, the parent/guardian must pick up and sign out his or her child in person at the school office. A tardy will be recorded for each minute missed. Students with tardies do not have perfect attendance. See the "Tardiness" section (page 5).

## Emergency Plan

In case there is an emergency and it is necessary for the building to be evacuated, we assemble in the playground area between Muhammad Ali Boulevard and Vermont Avenue. If we are unable to re-enter the building, we will release students to their parent/guardian through the double gates on the Vermont Avenue side of the building. **The parent/guardian will provide identification, and students will be signed out.**

If we have to evacuate the entire area, students will be safely escorted to an alternate site, the Shawnee Community Center, located at 607 South 37th Street, which is within walking distance. Calls can be made to John Dixon, our contact person, at **775-5268**. We will then release students from that location. The parent/guardian will provide identification, and students will be signed out.

## Enrollment and Health Requirements

When first enrolling in school, all students must have on file a valid Kentucky Immunization Certificate, an official copy of their birth certificate, a valid Medical Examination Form, verification of address, and a Social Security number. If after enrolling your child at Young, your address changes, please notify the main office immediately so that your child's records are kept current. If your child's transportation needs to change as a result of the address change, the main office will assist you in updating that information as well. Failure to provide proof of address could lead to a home visit by a JCPS social worker or Young's FRC coordinator.

## Hearing Test

JCPS Health Services nurses test students in kindergarten through grade two; ECE students; and resource students in third, fourth, and fifth grades.

## Immunizations

Immunization requirements include measles, mumps, rubella (MMR); hepatitis B (hep B); diphtheria, tetanus, pertussis (DPT); polio (OPV or IPV); chicken pox; and Hib. The Immunization Certificate showing the expiration date should be presented to the school secretary. Immunization Certificates are kept at school. When current certificates are due to expire, parents are notified by the school nurse. Immunizations must be updated upon expiration for a student to remain in school.

## Medical Examination

A medical examination is required for students entering their first year of school. The school should be informed of any health concerns that might affect the student in school. To help the student adjust, the teacher needs to know the recommendations of the examining physician. Medical Examination Forms are kept with the student's health cards. An eye examination is required for students between the ages of 3 and 6 who have never attended a public school.

## Entering the School

We need your cooperation in keeping our staff and students safe—from the beginning to the end of the school day. Therefore, we ask parents/guardians, friends, and relatives to do the following:

- Bring the student to the gym door in the morning when arriving between 8:30 and 9:15 a.m.
- When arriving after 9:15 a.m., ring the buzzer at the front door to gain entrance into the building.
- Report immediately to the school office when you enter the building, and sign in at the front desk.
- Refrain from standing in the foyer before and after school.
- Instruct your child to wait in the front office if you are late.

## Extracurricular Programs and Activities

Students may participate in extracurricular activities, such as Academic Teams, Band, Basketball, Book Battle, Cheerleading, Cub Scouts, Environmental Club, Orchestra, Safety Patrol, Student Council, Student Technology Leadership Program (STLP), and the Writing Club. Minimal fees apply for all activities. The availability of each extracurricular activity depends on staffing and/or student interest.

Students are expected to attend after-school practices, competitions, and/or games. Notices of activities and schedules are sent home in the Wednesday folders. **A student may be suspended or expelled from a group, at the discretion of the principal,** if academic and/or behavior expectations are not being met during or after school. A calendar and notices will be sent home in the Agenda.



## Family Resource Center

FRCs were created as part of the Kentucky Education Reform Act (KERA). The centers are designed to enhance students' abilities to succeed in school. The purpose of each center is to make a collaborative effort to bridge the gaps between parents/guardians, schools, and community-service providers by offering direct services to meet families' needs. The FRC sponsors programs, parent workshops, and after-school activities. The FRC coordinator may organize small student groups with like concerns for problem solving.

The FRC has a full-time coordinator who is responsible for establishing and overseeing the daily activities of the center from 8 a.m. to 4:30 p.m. each day. The FRC Advisory Board meets every other month and includes community members as well as staff and parents/guardians.

The center is located on the first floor of the school building in Room 111. There is an outside entrance to the FRC from the west side of the building on West Muhammad Ali Boulevard. The center's telephone number is **485-8108**.

## Fees

Students are charged for lost library books, lost textbooks, calculators, and other classroom materials. Lost Thundercat folders and Agendas also must be replaced immediately at the expense of the parent.

## Field Trips

Teachers may take students on field trips to supplement and enrich the curriculum. Students are expected to participate in field trips taken during school hours. **The principal may deny a student from a field trip if his or her behavior is a safety issue.** In this event, the parent/guardian will be notified at least one day before the trip. The student should attend school, and arrangements are made for him or her. Parents/Guardians are notified in advance concerning field trips and are required to fill out and sign a Field Trip Permission Slip granting their child permission to participate. **No verbal permission** can be granted over the telephone. Students must ride the bus to and from school for a field trip. No adult is allowed to pick up a student at the field-trip site. If a parent wants to attend with his or her child, he or she must have a School Volunteer Records Check Form (page 21) on file in the office. Volunteer forms need to be obtained yearly.

## Guidance Program Information

Guidance services are available to all students. The school counselor is here to help you and your child. Students can be scheduled for guidance with their class or in small target groups. Students may be referred for target group classes by parents/guardians, teachers, or the principal.

Parents/Guardians are encouraged to call the counselor at **485-8354** for an appointment when there are questions/concerns about agencies, student academic referrals, grading/reporting, and test results.

## PACES (Prevention, Assessment, and Counseling for Elementary Students) Counselor

An on-site licensed social worker helps students to focus on pro-social skills, recognizing and managing emotions, and conflict

management. Students are seen individually, in small group sessions, and in and outside the classroom.

## Health Promotion Schools of Excellence

Kentucky law requires 30 minutes of vigorous activities a day. Your child is expected to participate in designated activities and to take a Physical Best Test in the fall and spring.



## Medication for Students

A school nurse is on staff to administer nonprescription, prescription, and/or over-the-counter medications.

## Prescription Medications

In order for school personnel to administer any type of medicine to your child at school, we must have on file a signed affidavit giving your permission for us to do so. **The Authorization to Give Prescription Medication Form is on page 17 of this book. Feel free to make copies as needed.** The prescription medicine should be sent to the school office personnel with the authorization form that contains complete instructions. (The medicine must be in its original container and must have the prescription label attached.) Students are not allowed to have any form of medication in their possession at any time during the school day. Teachers do not administer medicine in the classroom. The school secretary must notarize the authorization form.

## Nonprescription/Over-the-Counter Medications

- Complete the Authorization to Give Over the Counter Medication Form on page 19 of this book, and bring/send the over-the-counter (OTC) medication to the school in its original container. If the medication is sent, the container must be in a sealed envelope. Note: The student's name must be on both the original container and on the outside of the sealed envelope. (Cough drops are considered to be OTC.)
- The authorization form must specify appropriate dosage/frequency information; however, staff shall only give OTC medication in the recommended dosages and frequency as stated on the label.
- Any prescription, nonprescription, or over-the-counter medication not picked up on or before the last day of school will be destroyed.

## Homework

Effective learning requires that students be assigned and that students complete homework. The Jefferson County Board of Education (JCBE) has guidelines for homework. Generally, students are given homework four nights a week (Monday through Thursday). Assignments should be short and carefully explained so that the work can be completed by the student without assistance from others. **Classroom work not completed during the school day is considered homework for the student who did not do the work when he or she was supposed to do it; therefore, a student in this situation**

may have considerably more homework than his or her classmates.

- All homework assignments/projects should be written in the student's Agenda.
- Project work may be assigned and completed over time.
- Students should complete all assigned work neatly and are to submit it on time.

Parents/Guardians should emphasize the value and importance of homework assignments and should be sure that their child has a good place to work on assignments at home.

## Illness

If a student becomes ill at school, he or she should report the illness to his or her teacher. If, after a short rest in the Health Room, a student cannot return to class, the school nurse will call the phone number provided to arrange for the student to be picked up. No student is to leave the school grounds without permission from the school office.

## Injuries Sustained at School

All cases of injury are reported to the school nurse immediately, and injured students' parents/guardians are notified by the nurse of office staff.

## Instrumental Music

At this time, Young Elementary offers orchestra and band for students in grades four and five. Each student is expected to purchase a music book to use in the class. Instruments can be rented. Students should practice between lessons. They are expected to perform during lessons.

Students must make up classwork missed while in band/orchestra.



## Lost and Found

All items found on the bus or on school premises should be taken to the school office. Both students and parents/guardians are invited to check the Lost and Found Box in the office. Items not claimed on or before the last day of school will be donated to a local charity.

## Lunch

According to JCBE policies, **all** students must complete a Free and Reduced-Price Lunch Application annually. Their parent/guardian then must decide whether to apply for free and reduced-price lunches. You should have received an application in the mail. Please read the form carefully, and complete an application for each child if you are interested. **All forms are approved or disapproved** by the School and Community Nutrition Services Department according to federal free and reduced-price meal criteria.

Parents/Guardians receive a monthly menu at home by the first of each month. Menus are subject to change, depending on the availability of foods. Students are not to trade, sell, or exchange foods with one another. **Soft drinks and lunch from fast-food restaurants are not allowed** in the lunchroom due to

the regulations of the National School Lunch Program.

## 2011-12 Meal Prices

| Students      | Breakfast | Lunch  |
|---------------|-----------|--------|
| Full Price    | \$1.75    | \$2.30 |
| Reduced Price | .30       | .40    |
| Extra Milk    | .35       | .35    |

**Adults:** Breakfast is à la carte. Adult lunch is \$4.25.

## Charging Lunches

Students may charge lunches only in extreme situations, e.g., if lunch money is forgotten or lost or the student forgets to bring a lunch. Students are allowed to charge as many as two lunches, but no further charges are permitted until these are repaid. No student will go without lunch. Failure to rectify accounts will result in students receiving a commodity lunch (peanut butter and jelly sandwich and milk). If a student has a negative lunch account balance, he or she will not be able to purchase à la carte items.

## Pledge of Allegiance

All students enrolled in JCPS shall be afforded an opportunity to participate in the Pledge of Allegiance at the beginning of each school day. Students whose parents/guardians do not wish them to participate shall be excused upon the school's receipt of written notice bearing the parent's/guardian's signature.

## Parent Teacher Association

The PTA plays an important role in supporting our school. We need your support and cooperation in developing a strong organization. This is your school. **Please contact us today, and participate in our PTA.** The PTA Board meetings are held on the first Monday of each month at 4:05 p.m. in the FRC.

## Primary Program Through Grade Five

The philosophy of **continuous progress** is the direction for elementary schools in the JCPS District. Progress toward the Kentucky Learning Goals and Performance Standards is documented by teachers, and progression within the elementary school is determined by the students' mastery of skills, concepts, and knowledge. **Students not meeting continuous progress goals may be enrolled in intervention programs in addition to the regular core program.** Parents/Guardians may be asked to attend a series of meetings to discuss student progress.

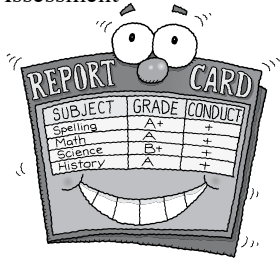
## Frequency of Grade Reporting

Teachers keep an electronic gradebook. Report cards are generated at the end of each six-week grading period. Thus, parents/guardians will receive a report card every six weeks. Parents/Guardians should examine the report cards, sign the envelopes, and send the envelopes back to school.

## Components of Academic Grades

The academic grade reflects what students know and are able to do. The academic grade is **based on student performance and may include the following:**

- Class Assignments
- Quizzes/Tests/Open-Response Questions/Multiple-Choice/Diagnostic Tests
- Oral Responses in Interviews
- Homework
- Special Projects/Performance Assessment
- Writing Pieces
- Journal Entries
- Individual/Group Work
- Teacher Observations
- Student Self-Evaluation
- ESS
- Reading Interventions
- Class Notebooks/Binders



**Effort is critical to your child's academic success.**

## School-Based Decision Making

The School-Based Decision Making (SBDM) Council, made up of three teachers, two parents/guardians, and the principal, meets once a month on the third Tuesday evening of the month. SBDM Council meetings will be announced later, since parents'/guardians' schedules are considered when setting the meeting times.

## School Cancellation

**In the event that school is not in session because of an emergency or bad weather**, radio and television stations broadcast the information. Further information can be obtained by turning to Insight Communications Cable Channel 14/18 or by calling the JCPS Press Relations Office at **485-3357**.

## School Web Site

<http://www.jcpsky.net/Schools/Elementary/Young/index.html>  
Please check the Web site for up-to-date, important information. The calendar is posted.

## Selling

Students are not permitted to buy, sell, or trade items to or from one another before, during, or after school (including while traveling to and from school). The only legitimate sales/purchases that students are permitted to make on the school premises are for PTA fundraising drives, the bookstore, Book Fair, and the school cafeteria.

## Student Rights

As a student of this school, your child can expect to be treated fairly by those in authority. His or her right to courtesy and respect will be honored, and he or she is expected to respect the same rights of others.

## Student Searches

Students have the protection, as do all citizens, against unreasonable search and seizure of their property. School officials

have the right to search students or their property if the officials have reasonable suspicion that a student may be in possession of something that violates school rules or endangers others. Searches are used when other techniques to remedy the situation have been exhausted or when there is an immediate danger to life or safety.

## Supplies and Textbooks

Textbooks are provided for all students. Proper care of textbooks is the responsibility of the student. Parents/Guardians are responsible for payment of lost and/or damaged textbooks. Consumable supplies (e.g., paper and pencils) should be replaced regularly. A form listing all supplies (including textbooks) is issued to students to notify their parents/guardians and obtain a parent/guardian signature.

## Suspension

According to the JCPS *Code of Acceptable Behavior and Discipline*, students may be suspended for the following:

- **Disobedience to school authorities**
- **Disruptive behavior in any classroom**
- **Disruptive behavior in the lunchroom**
- **Disruptive behavior on the school bus and at the bus stop**
- **Fighting**

## Alternate Consequences

In lieu of suspension, the following could be assigned by the principal or counselor:

- **After-school detention (work study or community service)**
- **Time-out in an administrator's office, other classrooms, or staff member's office**
- **In-school suspension (work study or community service)**
- **STOP—grades four and five can be assigned to a Suspension/Truancy Off-site Program (STOP) location**

Parents/Guardians should refer to the JCPS *Code of Acceptable Behavior and Discipline*.

## Thundercat Folder

All students will bring a Thundercats Communication Folder home every **Wednesday** and returned on Thursday. This folder contains newsletters, fliers, and announcements for parents/guardians from the PTA, school office, classroom, FRC, and/or the community. Replacing the Thundercats Folder costs \$3.

## Visitor Procedures

We welcome all visitors. **Parents/Guardians who want to visit their child's classroom should first make arrangements to do so with the child's teacher.** Parents/Guardians and visitors should always report first to the office, sign in, and make their wishes known to the office personnel. **Visitor passes** are given to parent/guardians who wish to visit a classroom during school hours or who wish to speak with a teacher before or after school hours.

A School Volunteer Records Check Form must be filled out if a parent/guardian wants to help in the classroom.

# Whitney M. Young Jr. Elementary School

## Dress-Code Policy

**New for 2011-12**

### Pants/Capris/Shorts/Skirts/Jumpers

- All khaki or black uniform pants (no denim or blue jeans, no leggings worn as pants, no skinny pants, no embroidery on pockets)
- Pants must be worn at the waist and must be belted (no sagging).
- Parents may order (one size fits all) belts from the school bookkeeper.
- Skirts, shorts, and jumpers must be no more than three inches above the knee.

### Shirts/Turtlenecks

- Any solid colored polo shirts with a collar (long or short sleeves)
- Any shirt with school logo
- Solid white long- or short-sleeved cotton undershirt, or white turtleneck, worn under your colored uniform polo

### Sweaters

- Sweaters (solid cardigans or hooded cable knit), with or without zippers, may be worn during the school day.
- No graphics on sweaters

### Shoes/Socks

- Tennis shoes are preferred (no heelies or shoes with wheels).
- Any enclosed shoe (dress shoes or leather flats) but no platform or high-heeled shoes
- No sandals
- If shoes have laces, they must be tied.
- Leggings (can be worn under skirts, shorts, or jumpers), tights, socks (solids or prints, coordinate with school colors only)

### Sweatshirts/Jogging Pants

- Only school logo hoodies/sweatshirts may be worn (no logos, except for the Whitney Young Elementary logo).
- School logo shirts/sweatshirts/jogging pants may be worn on any day. (Shirts must be tucked.)
- Any shirt/sweatshirt given to students by the school may be worn (e.g., D.A.R.E., Academic, Y-5210, Basketball, or Cheerleading Teams).
- Parents may order school shirts/sweatshirts from the school bookkeeper.

### Accessories

- No hats
- Jackets may not be worn in common areas. (Classroom wear is at the teacher's discretion.)
- No makeup
- Jewelry and other accessories may not be a distraction in school. (It will be confiscated.)
- Purses must be left in the classroom unless students are on a restroom break.
- No bandannas or any gang-related paraphernalia or styles (Parents will be contacted if school personnel have cause for concern.)

Note: A written notice will be sent home when students have permission to dress out of uniform.

5/25/11

# PLEASE NOTE:

The following forms must be **signed** and **returned** to your child's teacher on the next school day.

- Parent Acknowledgment Form (pg. 23)
- School Volunteer Records Check Form (pg. 21)
- JCPSNet Student Acceptable Use Policy (pg. 13)
- Photo/Videotape Release Form (pg. 15)

This handbook also includes Authorization to Give Prescription, Over the Counter Medication, and Consent for Nursing Treatment and Health History Forms (2011-12) for your convenience (please complete both sides). **No student will be given medication without the parent/guardian first completing the authorization form(s).**



### **JCPSNet Student Acceptable Use Policy**

Jefferson County Public Schools (JCPS) offers students access to electronic information through a service called JCPSNet. Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate for use in the classroom. Because it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. JCPS supports each family's right to decide whether or not to allow their child to have access.

#### **Access is a privilege, not a right.**

Students are responsible for appropriate behavior when using JCPS-Net, just as they are in classrooms and school hallways. Therefore, general school rules for behavior apply. Access to network services is offered to students who agree to act in a considerate and responsible manner, and parent permission is required. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

#### **Students will:**

- complete JCPS provided email training for those seeking an account;
- use the network for educational purposes such as conducting research for assignments consistent with the JCPS academic expectations; and
- use appropriate language, avoiding swearing, vulgarities, or abusive language.

#### **Students will NOT:**

- transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including sexually explicit materials;
- use JCPSNet for personal or commercial activities, product promotion, political lobbying, or illegal activities;
- break into/attempt to break into another computer network;
- damage/attempt to damage, move, or remove software, hardware or files;
- use unauthorized multi-user games;
- send or forward chain letters;
- use unauthorized software products (such as PointCast) which adversely affect network performance;
- create or share computer viruses;
- share access to their JCPSNet account, or use another person's account;
- maliciously attempt to harm or destroy data of another user; or,
- use network resources to otherwise violate the JCPS Student Code of Conduct.
- use network resources to disrupt the efficient operation and/or educational programs of the Jefferson County Public Schools.

JCPSNet communications are not private, and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed above will result in a loss of access to JCPSNet, and may result in other disciplinary action under the guidelines of the JCPS Uniform Code of Student Conduct. Use of public property for personal gain is a felony. Violators or parents of student violators may be subject to prosecution.

### **JCPSNet Student Acceptable Use Policy User Agreement Form**

Please complete this section to indicate that you agree with the terms and conditions outlined in the JCPSNet Student Acceptable Use Policy. Return this portion to your child's school, where a copy will remain on file. The signatures of both the student and parent/guardian are required before access to JCPSNet services is granted.

As a student of the Jefferson County Public Schools and as a user of the district computer network, I have read and hereby agree to comply with the JCPSNet Acceptable Use Policy.

Student Signature: \_\_\_\_\_ Student Name (please print): \_\_\_\_\_

Student Birthday: \_\_\_\_\_ School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

As parent/legal guardian of this student, I grant permission for my child to access the Internet and electronic mail through JCPSNet, and accept responsibility for conveying to my child the standards outlined above for use of JCPSNet.

Parent/Guardian Signature: \_\_\_\_\_ Parent/Guardian Name (please print): \_\_\_\_\_



# Jefferson County Public Schools

## Photo/Videotape Release Form

Throughout the school year, there may be times when Jefferson County Public Schools (JCPS) staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audiotape/videotape students, or interview students for school-related stories in a way that would individually identify a specific student. Those photographs and/or audio/videotaped images or interviews may appear in district publications; in district video productions; on the district Web site; in the news media; or in other nonprofit, education-related organizations' publications. Please complete this form, and return it to your child's school.

- I hereby grant unto my child's school and to the Jefferson County Public Schools (JCPS) permission to use my child's photograph and/or videotaped image for the purposes mentioned above. I understand and agree that JCPS may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. I further grant unto JCPS permission to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organizations for school-related stories or articles.**

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Parent's/Guardian's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

  
 Jefferson County  
 Public Schools  
**Shaping the Future**

[www.jcpsky.net](http://www.jcpsky.net)

Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities



**Jefferson County Public Schools (JCPS)  
2011-12  
Authorization to Give Prescription Medication**

Dear Parent/Guardian:

This form is regarding **prescription medications** given during the school day. **All medication should be given at home when possible.** However, if given at school, the medication will most likely be administered by trained, unlicensed JCPS personnel. In order for school personnel to administer any type of medication to your child, we **must have this signed and notarized authorization form on file.** As a reminder, the first dose of any new medication should not be given at school. Also, before sending any medication(s) to school, please read and follow the directions below.

- All information below must be completed and notarized before returning it to school.
- A separate **Authorization to Give Prescription Medication Form** must be completed for each medication to be given at school.
- The medication must be sent to school **in its original container**, with the prescription label attached.
- If you cannot personally bring the medication to school, it must be sent in a sealed envelope with the student's name written on the outside, and follow-up with a call to the school office staff to inform them your child is bringing their medication.
- At the end of the school year you will be requested to pick up any unused medication. If medication is not picked up as requested, medication will be appropriately disposed of by school staff and/or district nurses and a witness.
- Medication may be given 30 minutes before to 30 minutes after the time medication is due to be given.
- If a medication is stopped prior to the stop medication date indicated on this form, you must send a note to the school informing them.
- This form(s) expire(s) at the end of the school year; however, when medication, or times, or dosages change, you will be required to complete a new **Authorization to Give Prescription Medication.**

Sincerely,

*Mary Mingard*

Principal

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 School: \_\_\_\_\_ School Year: \_\_\_\_\_  
**I hereby request Jefferson County Public Schools personnel to give the above named student medication that has been prescribed by \_\_\_\_\_.**  
 Date of last office visit: \_\_\_\_\_ Healthcare provider's telephone no.: \_\_\_\_\_  
 Healthcare provider's address: \_\_\_\_\_  
 Date to start medication: \_\_\_\_\_ Date to stop medication: \_\_\_\_\_  
 Reason medication is needed: \_\_\_\_\_  
 Reactions/side effects: \_\_\_\_\_

**Instructions for giving my child this medication:**

1. Name of medication: \_\_\_\_\_
2. Dosage to be given: \_\_\_\_\_
3. Time of day for dosage: \_\_\_\_\_
4. Route of administration (e.g., mouth, nose, eyes, ears): \_\_\_\_\_
5. Special instructions (e.g., take on empty stomach): \_\_\_\_\_

**Note: Signature of parent/guardian must be notarized.**

I hereby acknowledge that if this medication is not self-administered, it will most likely be administered by trained, unlicensed JCPS personnel. By signing this form, the parent/guardian acknowledges that the Jefferson County Board of Education, its employees and agents shall incur no liability as a result of any injury sustained by the student from any reaction to any medication, unless the injury is the result of negligence or misconduct on behalf of the school or its employees. The parent/guardian shall hold harmless the school and its employees against any claims made for any reaction to any medication or the administration of such medication unless the reaction is due to negligence or misconduct on behalf of the school or its employees. Also, I hereby give permission for JCPS staff to verify this information regarding the above named child with the health care provider

|  |              |            |                        |                 |
|--|--------------|------------|------------------------|-----------------|
| Signature of Parent/Guardian<br>(Work) | Telephone    | Cell Phone | Father/Guardian (Work) | Mother/Guardian |
| Emergency Contact                      | Relationship |            | Telephone              |                 |

*Notary Section: Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_*

\_\_\_\_\_, Jefferson County, KY

\_\_\_\_\_  
Date Commission Expires

Signature, Notary Public  
Final Revisions May 16, 2008



**Jefferson County Public Schools (JCPS)  
2011-12  
Authorization to Give Over the Counter Medication**

Dear Parent/Guardian:

This form is regarding over the counter medications given during the school day. All **medication should be given at home when possible**. However, if given at school, the medication will most likely be administered by trained, unlicensed JCPS personnel. In order for school personnel to administer any type of medication to your child, we **must have this signed and notarized authorization form on file**. Also, **for over the counter medication to be given a healthcare provider's signature is required**. As a reminder, the first dose of any new medication should not be given at school. Also, before sending any medication(s) to school, please read and follow the directions below.

- All information below must be completed and notarized before returning it to school.
- A separate **Authorization to Give Over the Counter Medication Form** must be completed for each medication to be given at school.
- The medication must be sent to school in the **original labeled container**.
- If you cannot personally bring the medication to school, it must be sent in a sealed envelope with the student's name written on the outside, and follow-up with a call to the school office staff to inform them your child is bringing their medication.
- At the end of the school year you will be requested to pick up any unused medication. If medication is not picked up as requested, medication will be appropriately disposed of by school staff and/or district nurses and a witness.
- Medication may be given 30 minutes before to 30 minutes after the time medication is due to be given.
- If a medication is stopped prior to the stop medication date indicated on this form, you must send a note to the school informing them.
- This form(s) expire(s) at the end of the school year; however, when medication, or times, or dosages change, you will be required to complete a new **Authorization to Give Over the Counter Medication Form**.

Sincerely,

*Mary Mingard*

Principal

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 School: \_\_\_\_\_ School Year: \_\_\_\_\_

**I hereby request Jefferson County Public Schools personnel to give the above named student medication that has been prescribed by \_\_\_\_\_ (Print Provider Name) \*\* \_\_\_\_\_ (Provider's Signature).**

Date of last office visit: \_\_\_\_\_ Healthcare provider's telephone no.: \_\_\_\_\_

Healthcare provider's address: \_\_\_\_\_

Date to start medication: \_\_\_\_\_ Date to stop medication: \_\_\_\_\_

Reason medication is needed: \_\_\_\_\_

Reactions/side effects: \_\_\_\_\_

**Instructions for giving my child this medication:**

1. Name of medication: \_\_\_\_\_
2. Dosage to be given: \_\_\_\_\_
3. Time of day for dosage: \_\_\_\_\_
4. Route of administration (e.g., mouth, nose, eyes, ears): \_\_\_\_\_
5. Special instructions (e.g., take on empty stomach): \_\_\_\_\_

**Note: Health Care Provider must sign and signature of parent/guardian must be notarized.**

I hereby acknowledge that if this medication is not self-administered, it will most likely be administered by trained, unlicensed JCPS personnel. By signing this form, the parent/guardian acknowledges that the Jefferson County Board of Education, its employees and agents shall incur no liability as a result of any injury sustained by the student from any reaction to any medication, unless the injury is the result of negligence or misconduct on behalf of the school or its employees. The parent/guardian shall hold harmless the school and its employees against any claims made for any reaction to any medication or the administration of such medication unless the reaction is due to negligence or misconduct on behalf of the school or its employees. Also, I hereby give permission for JCPS staff to verify this information regarding the above named child with the health care provider.

Signature of Parent/Guardian \_\_\_\_\_ Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Father/Guardian (Work) \_\_\_\_\_ Mother/Guardian (Work) \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

*Notary Section: Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_*

\_\_\_\_\_, Jefferson County, KY \_\_\_\_\_  
*Signature, Notary Public Date Commission Expires*

Final Revisions May 15, 2008





Jefferson County Public Schools (JCPS)
Consent for Nursing Treatment and Health History Form
2011-2012

Side 1

Dear Parent/Guardian,

As School Nurses for Jefferson County Public Schools Health Services, we have the capability and resources to provide treatment and to give over the counter medications to your child if needed for first aid and/or treatment purposes. These medications can only be given with your signature for permission. You must complete the health history information on the reverse side of this form and before any medication will be given to your child. Only the school nurse can give your child the medication because they are licensed medically and their supervising nurse practitioner has written standing medical orders to do so. School staff cannot give the medication if the nurse is not available or absent. The nurse will attempt to contact you before any medication is given and notify you anytime a medication has been given. Medications cannot be administered for more than three consecutive days without a note from your child's healthcare provider (Doctor, Nurse Practitioner, or Physician Assistant). Please review the following over the counter medications and cross out the medications you do not want your child to receive by the nurse. Also, please answer the remaining questions after the medication list.

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Sex: [ ] Male [ ] Female

Cross out any Over the Counter medications below you DO NOT want your child to receive.

- Acetaminophen (Tylenol)
Ibuprofen (Motrin)
Antibiotic Ointment (Neosporin/Bacitracin, etc)
Tums
Cough Drops
Lip Ointment (Chapstick/Carmex/Blistex/Vaseline, etc)
Diphenhydramine (Benadryl) only for SEVERE allergic reactions
Lotion
Hydrocortisone Cream 1%
Topical mouth/tooth pain relievers (Orajel/Anbesol)
Burn Cream
Sting Relief Swabs

The school nurse may give any of the over the counter medicines listed above (that are not crossed out) to my child as needed for first aid and/or treatment. (CIRCLE ONE) YES NO

Please list your child's medication allergies \_\_\_\_\_

Please list all of the medicines that your child takes on a regular basis on the back of this form.

If you have any questions, please call JCPS Health Services: 485-3387
Thank you.

REMINDER:

- THE MEDICATIONS LISTED ABOVE WILL ONLY BE GIVEN BY LICENSED MEDICAL PERSONNEL (LICENSED PRACTICAL NURSE, REGISTERED NURSE, AND/OR ADVANCED PRACTICE REGISTERED NURSE) WHEN THEY ARE AVAILABLE IN THE BUILDING. SCHOOL STAFF CANNOT GIVE ANY OF THESE MEDICATIONS IF THE NURSE IS NOT AVAILABLE OR IS ABSENT.
NO OTHER JCPS EMPLOYEE MAY ADMINISTER THESE OVER THE COUNTER MEDICATIONS.
MEDICATIONS CANNOT BE ADMINISTERED FOR MORE THAN THREE CONSECUTIVE DAYS WITHOUT A NOTE FROM YOUR CHILD'S HEALTHCARE PROVIDER (DOCTOR, NURSE PRACTITIONER, AND/OR PHYSICIAN ASSISTANT).

I hereby give permission for the above information to be verified with my healthcare provider. Signing this form shall release the Jefferson County Public School District and staff members from any liability of any nature that might result from the administration of medication to the student.

Telephone Numbers:

Home Cellular Phone or Pager Father (Work) Mother (Work) Guardian (Work)

Signature of Parent/Guardian Emergency Contact Relationship Telephone

Revised 5/12/11



Jefferson County Public Schools (JCPS)
Consent for Nursing Treatment and Health History Form
2011-2012

To be completed by parent/guardian (Please complete both sides of form)

Name of Student: Date of Birth: Grade: Sex: Male Female
Teacher: School:
Parent/Guardian: Home Phone:
Work Phone: Cell Phone:
Address:
Emergency Contact: Phone:
Student's Healthcare Provider: Phone:

- Does your child have health insurance?
Glasses/Contacts, Date of last eye evaluation:
Hearing aids, Date of last hearing exam:
Dental Problems, Date of last dental examination:

Daily Medications
JCPS requires a signed and notarized medication authorization form be on file before any medication (prescription or over-the-counter) can be given at school. A form is available from the school office.

Please list all medications taken at home and/or at school :(list):

Health Conditions
JCPS requires that students with health conditions have a Primary Care Provider (PCP) Authorization Form on file at school. PCP forms are available from the school office.

Chronic Health Conditions (WILL require completed and signed Primary Care Provider (PCP) Authorization Form)

- Please check all that apply:
Severe Allergic reaction to Nuts (list): Epipen Required:
Severe Allergic reaction to Bee Stings Epipen Required:
Severe Allergic reaction to Food: (list) Epipen Required:
Other Severe Allergies-affecting school. Specify:
Severe Asthma: regularly takes medication for asthmatic condition or hospitalized within last year for asthmatic condition
Asthma: takes medication only when needed
Diabetes
Other: Illnesses, operations, surgeries? Describe/Explain:
Other: cancer, blood disorders? Describe/Explain:
Seizure Disorder: Type of Seizures and date of last Seizure:
Heart Condition:
Behavioral/Emotional Concerns:
Orthopedic Condition:
Other Health Concerns:

Does your child have any other condition that would effect/affect him/her in the classroom or during P.E. activities?
If yes, explain:

Parent/Guardian Name (Please Print)

Parent/Guardian Signature Date



# School Volunteer Records Check

Kentucky Legislative House Bill 136 requiring all volunteers in public education to pass a criminal records check was recently enacted. Jefferson County Board of Education Policy KK was adopted to fill that legislative obligation.

**House Bill 136  
Board Policy KK: School Visitors and Volunteers**

**Visitors**

Parents and others in the community are urged to visit the schools in order to participate in activities and gain a greater understanding of the operation of the schools and the school system. Visitors to schools shall adhere to procedures established by the superintendent.

**Volunteers**

The board of education shall encourage assistance from parents and other community resource persons as volunteers to enrich and reinforce the instructional program. Volunteers are defined as adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who do not receive compensation for their work.

The District shall conduct, at district expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis or who have supervisory responsibility for children at a school site or on school-sponsored trips. Such information shall be considered in determining volunteer status. Persons convicted of or pleading guilty to sexual or drug offenses or any felony offense shall not be utilized as volunteers.

The superintendent/designee shall develop orientation materials to be provided volunteers, as well as procedures for the encouragement and use of volunteers in the district. The orientation materials shall include appropriate school policies, safety and emergency procedures.

**All information received will be held strictly confidential.**

## School Volunteer Records Check

**Please print or type the information clearly.**

Social Security Number: \_\_\_\_\_

Volunteer's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Maiden and/or Alias Name(s): \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Child's Name: \_\_\_\_\_

School/Program Where Volunteering: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



**THANK YOU!**



# Parents/Guardians

Please detach, complete, and return the form below to the school by August 17, 2011.

Jefferson County Public Schools

## Whitney M. Young Jr. Elementary School

### Acknowledgment Form

We, the parents/guardians of \_\_\_\_\_ ,

enrolled at Whitney M. Young Jr. Elementary School, have received and read or have had read to us the *Whitney M.*

*Young Jr. Elementary Student and Parent/Guardian Handbook*. We understand the expectations and requirements of the school and agree to support the school's efforts.

|       |                               |
|-------|-------------------------------|
| _____ | _____                         |
| Date  | Parent's/Guardian's Signature |
| _____ | _____                         |
| Date  | Parent's/Guardian's Signature |
| _____ | _____                         |
| Date  | Student's Signature           |

**Note:** If the student lives with one parent/guardian only, then only one signature is expected. Both parents/guardians should sign if the child lives with both parents/guardians. The student also is expected to sign the statement, if able to write his or her name.

**This form will be kept on file in the teacher's classroom.**







