

Jefferson County Public Schools

Jacob

Elementary School



Parent/Student Handbook
“We Care About Kids”

PRINCIPAL'S MESSAGE

Welcome to Jacob Elementary School. On behalf of the staff, we are looking forward to a super year at Jacob working with our parents and our students. Education at Jacob Elementary is designed to meet the individual needs of each student. This is our 11th year of implementation of our reading program (Success for All) and 10th year for our school-wide math program (Everyday Math). Our students also receive hands on instruction through our science modules. Our students at Jacob are **Number 1!!!**

We at Jacob are proud to present to our parents/students our magnet program: **Success for All Accelerated Reading Magnet Program**. Our focus is to insure that all students will read at or above grade level and as Literary Ambassadors – our students will “**soar**” and enhance the love for reading.

Parental involvement is an essential component to a child's educational success. We advocate that teachers, parents, and all staff communicate openly and frequently concerning the progress of students.

At Jacob, we make a special effort to create and promote a good relationship between the home and school, through our Family Resource Center, PTA, newsletters, regular conferences and direct contact with parents and teachers. The school and home unites as one. Parents are encouraged to initiate their own contacts whenever necessary.

Let's work together. Our school has a proud tradition of academic excellence and with your help, I'm sure the present year will be one of our school's very best.

Cheryl Williams, Principal

COUNSELOR'S MESSAGE

The counselor's mission is to make every student a success in a warm and caring environment. The counselor has a vital role in making sure this happens. A main objective of the counselor is to be accessible and available to parents and teachers for consultation and counseling. Parents are encouraged to call for an appointment and to consult by phone with the counselor. Test results are distributed to each parent by mail and conferences scheduled for those who need additional information. Our main goal is to motivate and challenge students to become future leaders and responsible individuals.

Shannon Spradlin and Tish Hardin, Counselors

ADDRESS AND PHONE NUMBERS

- Current address and phone number of each student must be on file in the office.
- Notify office immediately of any changes (485-8271). This is a must in the event an emergency/accident should occur at school with your child.

ARRIVAL AND DISMISSAL

- **SCHOOL BEGINS AT 9:05 A.M.**
 - Children (walkers/car riders) are urged to arrive at 8:25 a.m. for breakfast. The principal must approve any exceptions. **Car riders/walkers arriving after 8:50 will not be allowed to go to breakfast.**
 - Children (walkers/car riders) arriving after 9:05 a.m. must report to the office for a tardy slip before going to class.

- **WHICH DOORS TO USE**

- Bus Riders: Grades K-5 (Early Childhood) enter and exit at the back of the building (by the cafeteria) (**No cars are allowed in the bus loop.**) Bus riders are dismissed at 3:45 pm through the cafeteria and proceed down the sidewalk to board their buses.
- Walkers (Watterson Lakeview Apts., Nichols Drive, Manslick, streets in front of the school) enter at the front of the building. Dismissal (3:45 pm)-Students are dismissed from the exit door 300 wing (last exit door at the end of the building.) Please follow route indicated to reach the sidewalk – go through the gate and walk home. **Do not cut through the parked cars. Kindergarten/1st grade students must have an adult to meet them at the exit door.** They will not be released unless an adult/older person is present. Younger students can walk home with older brothers and sisters who attend Jacob. **Safety for all students is our #1 priority.**
- Walkers (Georgetown Apts., streets in back of the school) enter from the back door by the cafeteria. Dismissal (3:45 pm) Students (2nd – 5th) are dismissed from the exit door (200 wing – 1st door from the portable). Students are to proceed down the sidewalk and walk straight home. Kindergarten and 1st grade back door walkers will be dismissed from the 300 wing. **Kindergarten/1st grade students must have an adult to meet them at the door.** They will not be released unless an adult/older person is present. ***Due to the construction, all back door walkers will be dismissed from the 300 wing. As stated earlier, Kindergarten/1st grade students must have an adult to meet them at the door. Kindergarten/1st grade students may walk home with older brothers/sisters attending Jacob if the parent sends a note requesting that procedure.* Safety for all students is our #1 priority.**

- **All car riders** are dismissed at 3:45 p.m. from the gym. Note: car rider dismissal procedure.
- **We encourage parents to arrive at school (dismissal time) between 4:00 and 4:10. Arriving early only causes a long line to form. Early childhood parents (Pre-K/Head start) should arrive between 4:10 – 4:15. Car riders are never dropped off in the back where buses pick up/drop off students.**

CAR RIDER DISMISSAL PROCEDURE

All car riders will be assigned a Car Rider Number. You will need to complete a Car Rider Form to receive your number. We will give you several copies of the number in case other family members will be picking up your child/children.

The Car Rider Number must be displayed in the car window (front passenger side) where staff can see it when you come to pick up your child/children. The car riders will be dismissed from the front of the school at approximately 3:50 pm. You will need to pull your car up to the front entrance of Jacob (see diagram). **Please remain in your car!** Staff will assist student.

Please teach your child his or her Car Rider Number. If children know their number, it will help the process go faster. If you do not have a Car Rider Number, you need to park your car and come to the office to receive a number. Children will not be released to cars without a Car Rider Number. There may be some delays the first few days, until everyone (including school staff) knows the procedure. **Be patient!** It will get better with practice.

Thank you in advance for your cooperation in helping all of our children stay safe.

Note: Parents, the earliest time any car rider will be released from the gym is 3:45 pm. We encourage parents to arrive at school (dismissal time) between 4:00 pm and 4:10 pm. Arriving early only causes a long line to form. Early childhood parents (Pre-K/Headstart) should arrive between 4:10 pm-4: 15 pm.

EARLY DISMISSAL

- Students must bring a note to the teacher/office.
- Parents are urged to pick their child/children up by **3:30** pm.
- Student(s) being picked up early will be called to the office after parent(s) arrive. Parents need to sign out student(s) before student(s) can be released.

CHILDREN WILL NOT BE RELEASED TO ANYONE WITHOUT

PARENTAL APPROVAL.

PARENTS WE NEED YOUR HELP!!!!

We are aware that you child may have a doctor's appt. or some emergency may arise. We are asking that you pick your child up by 3:30 pm. Come to the office and sign your child out. Parents must bring proof of identification (driver's license or picture work ID). **The cut-off time for early dismissal is 3:30 pm.** Children will not be released early after this time. Please do not ask. With our dismissal procedures which emphasize safety for all students – we cannot jeopardize that safety by allowing last minute changes at dismissal. Parents, we need your cooperation in this matter.

Parents, also keep in mind, changing the dismissal procedure for your child/children is confusing (ex. – car rider 1 day – bus rider, walker next.) Be consistent. Do not confuse your child/children. For elementary children, a daily routine is very important. If an emergency does occur, please send a note to the teacher if a change needs to be made. Changes cannot occur 5 minutes before dismissal by a phone call.

ATTENDANCE REGULATIONS

- Excused Absence
 - doctor or dentist appointment
 - confirmed illness
 - death in immediate family

- Unexcused Absence: All other than above.
- Upon return child needs to bring a note to teacher/office.
- A doctor's note may be required if absences become excessive.
- Excessive absenteeism will result in referral to Pupil Personnel worker.
- Tardiness
 - Students should go to the office when arriving after 9:05 a.m.
 - If tardiness is due to a doctor or dentist appointment, student needs to bring a note.
 - Classes with 100% present and no tardies will be recognized daily and can earn pizza/coke parties.
 - Half days are gone. All time missed from school that exceeds 60 minutes is computed in percentages. Once a student's time reaches 100 percent missed, a day absence will be charged against the student.
- Incentives will be given to students at the end of each grading period that have perfect attendance.
- Mad Dash for Cash – Students who have perfect attendance for the year may participate in Mad Dash for Cash. If a student has more than nine tardies, he/she cannot participate.

School Office Personnel Will Call The Home Of An Absent Student To

Determine The Reason And Encourage Regular Attendance.

BICYCLES

Students are not allowed to ride a bicycle to school and leave it on school property even if it is chained to a fence or tree. School Personnel is not responsible for a bicycle that is vandalized or stolen.

BIRTH CERTIFICATE

- All new students must present original certificate to office.
- A copy will be made and placed on file.

BUS REGULATIONS

- Students who come to school on the bus must return on the bus.
- Parents, switching procedures on how students leave school in the afternoon is very confusing to a young child. Please be consistent.
- If a student is not returning on the bus, they must have a note from the parent.
- Students are not allowed to ride a different bus than the one that is assigned to that child. Parents must send a note and it must be approved by the Principal before a student can ride a different bus.
- School discipline must be maintained by students on the bus. (An orderly bus is a safe bus – riding the bus is a privilege.)
- Only regularly scheduled bus riders are to ride the bus.
- Bus schedules are available in the school office.

CAFETERIA

- Breakfast
 - Served from 8:25 – 9:00 a.m. (Walkers/car riders must arrive by 8:50 a.m. to receive breakfast.) Cost - \$.30 reduced, \$1.50 paid.
- Lunch
 - Cost - \$.40 reduced, \$2.00 paid.
 - A menu will be sent home monthly.
 - Paid/reduced students – cost can be paid in advance for a week, month, etc.
Please send money/check payable to Jacob Elementary School to the cafeteria manager. Payments will be credited to student's lunch account.

RULES IN THE CAFETERIA

- Children must eat first. After eating, they may then talk to a neighbor using a conversational tone. (soft voices)
- Children are not allowed to bring soft drinks from home, ex. Coke/Pepsi/Big Red, for lunch.
- Children are encouraged to use good dining manners. (at table and in the lunchroom line)
- Children must obey cafeteria monitors, instructional assistants and other adults in the cafeteria.
- Children are to walk in the cafeteria. (No running allowed)
- Children who do not behave as expected will be reported to the principal. Parents will be notified of his/her child's behavior.
- SFA signals are used in the cafeteria.

CONFERENCES

- Teachers will indicate when a conference is desired.
- Parents may request a conference at any time by notifying the teacher.
- Parent – Teacher Conference Days: Please check your calendar.

COUNSELING AND GUIDANCE SERVICES

- Classroom/school-wide guidance instruction
- Individual/group counseling
- Parent conferences
- Special education coordinator
- Testing Coordinator
- Student referral services

The counselor is the administrator in charge in the absence of the principal.

DISCIPLINE

Every teacher/team has a discipline plan that includes classroom rules, disciplinary procedures, and a plan for rewarding appropriate behavior. Our emphasis is on the prevention of discipline problems through the implementation of a strong instructional program. After school detention is used when a teacher has followed all strategies in their discipline plan without success.

- **Student Behavior – Things expected from Jacob Students**
 - Report to bus stop, school and all classes regularly and on time.
 - Remain in class and at school until excused by teacher or staff.
 - Ask for help from any school employee when needed.
 - Have appropriate working materials for class.
 - Be responsible for personal and school property.
 - Be responsible for own work and complete it on time/Completing homework and returning it to teacher on a daily basis (No excuses for failing to do homework).
 - Always use acceptable behavior and courteous language.
 - Be respectful to all school employees and adults.
 - Always listen quietly and reply in a courteous manner.
 - Act in a safe, responsible manner at all times.
 - Practice good health habits. Be neat and clean.
 - Follow the rules and regulations of the teacher and the school.
 - Refrain from using behavior that violates the “Code of Acceptable Behavior & Discipline and the Student Bill of Rights” (JCPS)

- **BEHAVIOR/RULES TO FOLLOW (HALLS)**
 - **Hallways are quiet zones.**
 - Students will leave classroom in an orderly fashion.
 - Students should have hands down to their side or hands behind their back.
 - Students should have adequate space between student in front and the student in back. (eliminates pushing, shoving, stepping on someone's foot)
 - Talking is not allowed when moving through the hallways.

- **BEHAVIOR/RULES TO FOLLOW (CAFETERIA)**
 - Teacher and teacher assistant bring students to the cafeteria
 - Once lined up in the cafeteria, students go through cafeteria line quietly and proceed to assigned table
 - Students are reminded to eat first. Talking is allowed after student has eaten, but talking must be in a soft conversational tone.
 - Students are dismissed from cafeteria by teacher assistant/LOA to line up by the cafeteria wall (windows) using the 1-2-3 count (SFA). 1 means pick up all items, place on tray, 2 means – stand up - hands on tray ready to move and 3 means move in line.
 - Teacher/teacher assistant meets class at cafeteria and they proceed down the hallway. (Hallways are quiet zones)

- **DRESS CODE**
 - **Sagging pants** are not allowed at school. (FRC will assist with belts/rope to keep pants up.) Chronic offenders violating this dress code (sagging pants) will be sent to the office. The Principal will notify the parent and a conference will be held addressing this dress code violation.
 - Hats are not worn in the building. (headscarves, sweatbands, etc.)

- Shorts are acceptable, but no daisy dukes or short shorts. Clothing that could be considered disruptive, provocative or hazardous is not acceptable. Halter and midriff tops are not acceptable.
- Shirts with inappropriate language or suggestions cannot be worn at school.
- Students cannot wear jackets or coats in the classroom. Students are encouraged to keep a sweater at school. (due to air conditioning)
- Students need to wear **tennis shoes, athletic shoes daily**. (HPSE SCHOOL)
Flip flops, open toed sandals, thongs, or shoes of this nature are not acceptable. Students should not wear shoes with skates (heelys).
- Make-up (lipstick) is not acceptable for young ladies to wear at school.
- Children should come to school neat and clean.

FAMILY RESOURCE CENTER

- “We help families help themselves.”
- Please call 485-8843 if you need assistance.

FIGHTING

- This is not acceptable behavior at Jacob.
- Students should seek help from an adult when a problem arises.
- Suspension may result depending on the circumstances involved.

FIELD TRIPS

Field trips are an important part of the school program. No student may go on a field trip without written consent from the parent/guardian. The parent/guardian must sign the green permissions slip. Students should return that form to their teacher at least one day in advance of the field trip. Permission cannot be granted over the phone.

Any student who is scheduled to go on a field trip with his/her teacher must be at school on time. Tardiness/lateness to school (after 9:05 a.m. on the day of the field trip)

could result in your child not being able to go on the trip. School field trips are educational and fun, but students must be at school on time in order to participate.

Students must exhibit acceptable behavior while participating on a field trip.

Arrangements will be made by the teacher for students who miss the field trip. They will remain at school in another classroom until the class returns.

GUM

- Gum/candy is not allowed during school hours.
- Students are expected to follow this rule.

HALL PASSES

- Children travel with a partner when not accompanied by their teacher. (Safety Issue)
- Children not accompanied by a teacher carry a hall pass with them as they move through the building.

IMMUNIZATION RECORDS (State Regulations)

- All students must have an immunization certificate on file at the school that is current.
- The original will be kept at school, a copy given to the parent.
- Parents/guardians will be notified of immunization expirations dates.

LIBRARY

- The library is accessible to all students.
- Students/parents are responsible for all items borrowed from the library. (example: lost book)

LOST AND DAMAGED BOOKS

- Full price of any book damaged or lost will be paid for by the student.
- Parents will be notified if this should occur.

LOST AND FOUND

- Found items
 - Bring item to school office (student will receive Smile-Maker).
 - Items found on the bus should be turned in to the office.
- Lost Items
 - Check lost and found box (located in the gym)
 - Notify office
- Parents should label all items your child brings to school.
- **VALUABLE ARTICLES TEND TO WALK AWAY!!!!!!**

MATH PROGRAM (EVERYDAY MATH)

Students at Jacob will receive approximately 50 minutes of math instruction daily. Math times will vary according to the teacher.

MEDICAL EXAMINATION (State Regulations)

- Required of all students entering their first year.
- Inform school of any health concerns that might affect the child in school.
- Forms will be kept with health records.

MEDICATION FOR STUDENTS AT SCHOOL

- Procedure for giving prescription medication
 - A signed affidavit (available in office)
 - Affidavit must be notarized (the school has a notary public)
 - Affidavit must have complete instructions.
 - Medication must be in the original container which must have the original prescription label attached.

- Children must take all medication in the office. Inhalers may be kept with the children in the classroom.
- The school Does Not have medication of any kind for children.
- Non-prescription medication is not given at school.

NURSE

The nurse is available from 8:00 a.m. to 4:30 p.m. Parents are free to contact the nurse if you have any medical concerns about your child.

PARENT VOLUNTEERS

- Encouraged to help in all classrooms, programs and extracurricular activities.
- Call the office if you have time or skills you can share to make our school a better place for students to Learn and Grow.

PTA

- Schedule of meetings will be sent home by your child.
- Parents are encouraged to participate to ensure your input concerning your child and the school.
- Parents – Please join the PTA.

PAGING DEVICES/ CELL PHONES

- All paging devices/cell phones brought to school by students will be forfeited to the school district.
- Student(s) who violates this policy will be subject to discipline as noted in the Code of Acceptable Behavior and Discipline and the Student Bill of Rights.

PARENT VOLUNTEER RECORD CHECK

Due to Kentucky state law related to safety for all students, parents need to fill out a Parent Volunteer Form to volunteer at school. This form must be approved by the state before

parents can volunteer at school. (ex. Field trips, parties, etc.) See the school secretary for the Parent Volunteer Form.

REPORT CARDS

Distributed to parents three times a year. (Refer to parent calendar)

SAFETY

- Fire, Tornado, and earthquake drills will take place throughout the year.
- Bus evacuations drills will be done periodically.

SBDM

Comprised of one administrator, three teachers, and two parents. Minutes of the meetings are sent home. All parents are welcome to attend. Meetings are held once a month.

SCHOOL CANCELLATION (Snow days or other emergency)

- Radio and TV stations will broadcast closure information.
- Further information can be obtained by calling the Public Information Office at 485-3357.

SCHOOL POLICY (FIRST DAY OF SCHOOL)

On the first two or three days of school, parents/guardians can walk their child/children to the classroom in the morning. This procedure will only occur for a couple of days. Hallways will be extremely crowded during this time. Safety of our students is number 1. After a couple of days, the Jacob staff will assist students to their classroom in the morning. Parents are asked to drop children off, allowing students to proceed on their own with staff help.

SICK OR INJURED CHILD

- Illness at school
 - Minor illness may only require a short rest.
 - Office personnel will care for child during the rest.
 - Parents will be called immediately if the child becomes very ill.

- If child is very ill, she/he will need to go home.
- Injury at school
 - Minor injuries will be treated by personnel in the office.
 - Parents will be called immediately if injury is serious.
 - Accident card will be filled out at school by school personnel.
 - EMS will be called if necessary.
- Hospital preference should be on file in the office for your child.

The School Must Have A Phone Number Where Parents Can Be Reached At All Times

STUDENT RECOGNITIONS

- Recognition of students at Jacob is ongoing and programs/awards include:
 - Awards Day (Pre. K, Head Start, K-5th, ECE Classes)
 - Honors Tea (end of each grading period)
 - Student of the Month
 - Perfect Attendance Jam
 - Smile Maker awards
 - Good News Phone Calls
 - Field Trip Phantom
 - Success For All (Reading Celebrations)
- Teacher recognition of students are done daily.
- Students can participate in such organizations as Student Council, Safety Patrol, Technology Team, Newscast, Basketball Team, Cheerleading Squad, Drama Club, Karate, Soccer, Step Team, etc.

STUDENT RIGHTS

- You can expect to be treated fairly by those in authority over you.
- You will be expected to respect the same rights of others.

- You can expect to be given a chance to tell your view of what happened when you have been questioned about doing something that may result in a disciplinary action.

SUCCESS FOR ALL

A program designed to help each child reach his full potential in reading. (90 minute uninterrupted reading block) 9:30 a.m. – 11:00 a.m.

Attendance Incentive - Classrooms who spell out a-t-t-e-n-d-a-n-c-e receive a pizza/coke party. Letters are put up if a class has perfect attendance for that day and no tardies. (students must be in their seats by 9:05 a.m.) The school day begins at 9:30am for Head Start and Pre-K students.

Homework Incentive - Students who read to their parents twenty minutes each night, Monday – Thursday, and **return** the **signed** Read and Respond sheet to school the next day, will receive a treat from their reading teacher on Friday. If at least 70% of the students in the reading class do homework all four nights, then a star will be posted on the Reading Homework Honor Roll located in the main hallway on Friday. A new contest has been added this year to encourage all students to read every night. It is called **Race to Success**. A racetrack is in the main hallway. Classes will compete to see which classes can have the greatest percentage of students to do homework every night. Cars will move on the racetrack on Fridays according to percentages. 70-79% - car will move 1 space, 80-89% - car will move 2 spaces, 90-99% - car will move 3 spaces, 100% - car will move 4 spaces. At the end of each 8 or 9 weeks, the winners of the race will have a pizza party. **Please help your child become a better reader by making sure he/she completes reading homework each night.**

SUPPLIES AND TEXTBOOKS

- Jacob bookstore is open daily at 8:30 am. Every attempt is made to keep bookstore prices very reasonable.
- Teachers/teams will send home a list of supplies required.
- Textbooks are provided at no cost.

- A form assuming responsibility for textbooks must be completed, signed by parent/guardian and returned to school to be kept on file.

TOYS

- Students are not allowed to bring toys to school.
- Footballs/basketballs are not to be brought to school by students.

TRADING CARDS

- Students are not allowed to bring trading cards to school – ex. Pokemon cards/baseball cards etc.
- Cards will be taken from student(s) playing with them in school and given to the principal.

TRANSFERS AND WITHDRAWALS FROM SCHOOL

Parents of any student moving should contact the school so all the child's records may be completed for transfer.

VISITING THE SCHOOL

- Visitors are welcome!!!!!!
- All visitors must sign in on the registration sheet on the front counter in the office.
- Arrangements should be made with the teacher prior to visiting the child's classroom.
- Parents/visitors should always report to the office, sign in, pick up a visitors badge to wear and make their wishes known to office personnel.
- Parents/volunteers/visitors who wish to go to the Family Resource Center or portables (Pre-K – Head Start) should also stop by the office first, sign in and then visit.
- Parent visitation is available only when the classroom teacher is present. In the event that a substitute is in the classroom, the visit will need to be rescheduled with the classroom teacher.

WEAPONS

- Kentucky State Law prohibits anyone (adults, children) from having a firearm or any deadly weapon on school grounds, at or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.
- No guns allowed (real or toy).
- No knives allowed (big or small)
- School personnel are required to report violators to the local police department.