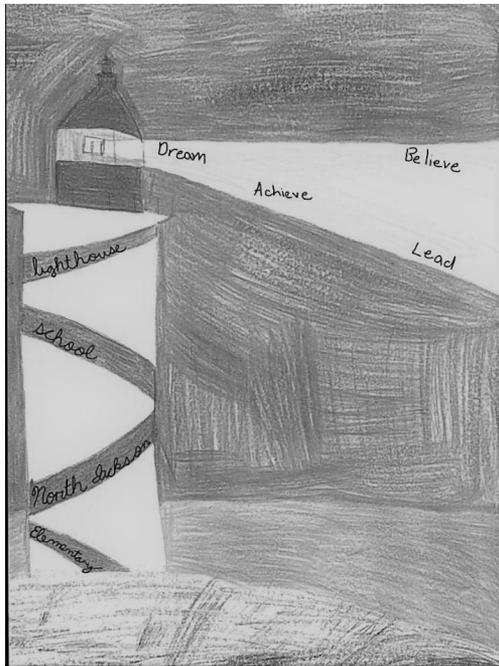


North Jackson  
Elementary School  
Handbook  
2018-2019



Name \_\_\_\_\_

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# North Jackson Elementary School

2002 North Jackson Hwy  
Glasgow, KY 42141  
(270) 629-2300

Jeannie London, Principal  
Leah Kate Pniewski, Assistant Principal  
Sherry Waldrop, Guidance Counselor

## Vision Statement

Together we can Dream, Believe, Lead, and  
Achieve.

## Mission Statement

The North Jackson community will develop each child's  
potential in order to enable our students to seize  
opportunities and become leaders with passion, integrity,  
and honor.

## Security

We have a security system located at the front doors. These doors, as well as all doors, will remain locked at all times. Morning drop offs will be around the back of the building where staff is available to assist you until 7:30. Students arriving after 7:30 will be considered tardy and you will be required to walk/sign your child in at the front office. All afternoon pick up at regular dismissal time will also be conducted only at the back of the building. **Students will not be able to come through the front office before 7:30. Student pick up in the afternoon is not available in the front office after 2:20.**

Visitors entering the building between 7:30 and 2:25 must enter through the front doors, where the buzzer system is in place. **Before being allowed into the building, you will be required to show a valid ID to the camera, as well state the purpose of your visit.**

Once the proper procedures have been followed, you will then be buzzed into the building and issued a visitor's pass, which must be turned back into the office prior to leaving the building. **Based upon district policies, these procedures may be subject to change.**

Parents may sign in at the back of the building between 6:45 and 7:30, but must follow the same procedures. The procedures are to provide you with the peace of mind that your child is safe while in our care. Staff will be available to buzz you in the front door between 7:00 and 3:30. After 3:30, you must go around to the side to door #13 .

## Behavior Statement

The faculty and staff at North Jackson Elementary School are committed to a high level of student achievement, which can occur only in an orderly environment. We expect all students to follow school rules/procedures during the school day. When rules are violated and procedures are not followed, the faculty will use appropriate disciplinary action. Students referred for misbehavior will receive a due process conference with administrative staff. Please refer to our discipline policy. *Good behavior is rewarded with various programs and opportunities throughout the school year.*

## **Faculty and Staff**

Principal: Jeannie London

Assistant Principal: Leah Kate Pniewski

Guidance Counselor: Sherry Waldrop

Secretary: Alison Trigg

Secretary: Emily Carver

Preschool Teachers: Denise Rose, Sydney Collier, Tristen Michael

Primary Teachers: Mindy Brown, Shana McMurtrey, Heather Marr, Sarah Hiser, Beth Maples, Polly Sparks, Melissa Bunch, Stephanie Clemmons, Bridget Strode, Paula Renner, Melinda Bush, Anne Frazier

Intermediate Teachers: Sarah Carver, Jeana Kinsman, Emma Taylor, Adrienne Edwards, Sydney Garrett, Terri Robertson, Jackie Weygandt, Jennifer Clifford, Trista Childress

Reading Intervention Specialist: Tamara Francis

Instructional Resource Teachers: Tina Sharp (Science Lab/Art), Blake Weaver, (P.E./Practical Living and Vocational Studies, LME), Susie Lucas (Music) Joni Poynter (Library Media), Christa Middleton, Tammy Hensley (Exceptional Education), Molly Caswell (Exceptional Education), Bridget Roemer (Speech and Language Pathologist)

Instructional Assistants: Carrie Sowers, Valerie Allen, Myra Bishop, Maxine Smith, Carla Reed, Sharon Williams, Amanda Curtis, RaLeigh McGuire

Family Resource Center: Dana Salley

Custodians: Jerry London, Todd Pruitt, Roger Reece

Cafeteria Staff: Ronald Bowman (manager), Linda Shaw, Betty Porter, Nancy Morgan, Don Hargis, Sharon Hamilton

## **School-Based Decision Making Council**

The School-Based Decision Making Council meeting dates TBA. Meeting dates will be established and reported to parents. The council will constantly be working to develop policy, plan for curriculum and instruction, and monitor budgets with the same focus on student success. Each meeting is open to the public and parents are encouraged to attend.

## **Parent Teacher Organization (PTO)**

The PTO is a strong and active influence in the school. The PTO Board is actively seeking new members, planning for the Back to School Bash, setting programs and meetings, and working to assist teachers to reach the goal of each student becoming successful.

## **Family Resource Center**

The Family Resource Center was established as a part of the Kentucky Education Reform Act of 1990. The FRC is set up to serve all children, parents, and families in the North Jackson Elementary attendance areas who are faced with the many issues that affect a child's success in the classroom. The FRC seeks to help children and families by providing a source for referral information, as well as providing an array of family-based services on site at the school. Dana Salley, the FRC assistant director, may be reached by calling the school at 270-629-5388.

## Attendance

North Jackson Elementary School believes that regular attendance at school is a high priority to receiving an education. *Kindergarten attendance counts like all other grades!* Students who arrive late to school or leave early are missing important learning opportunities. Students who arrive late or leave early must be signed in/out at the front office *by the parent or guardian*. *Late arrivals and early sign-outs both count as tardies and are considered attendance events.* Notes must be presented within three (3) days of the student's return to school in order for the absence to be considered excused and shall include the date of and reason for the absence. Parent notes will be accepted for the first three (3) days missed each semester. After a student has missed three (3) days in one semester or six (6) days in a school year, a doctor or dentist's statement must be presented for the absence to be excused.

### Medical Excuse Form RX-10

After 10 medically excused absences in a year, a Medical Excuse Form RX-10 must be properly filled out by the doctor, and it is the parent's responsibility to share the form with the school in order to receive an excused absence. Once your child reaches 10 absences/tardies excused with a doctor's statement, you will receive a letter, including a copy of the Medical Excuse Form RX-10. This form must then be filled out and turned into the attendance clerk each time your child has a doctor's appointment, **a regular doctor's note will not be allowed for an excused absence after 10 doctor's notes have been used during the year.** You will need to make copies of the Medical Excuse Form RX-10, or request additional forms from your child's school as needed.

## **Educational Enhancement Opportunities (EHO)**

When school principals consider the approval of EHO days (up to 10 per student per year are allowed by law) the following requirements in statute must be followed: · The principal is presented with a request from a student or parent, determines if the EHO is of “significant educational value” and by his or her authority decides whether or not to grant the EHO day (s). What are the standards set in the statute for an Educational Enhancement Opportunity (EHO)? The opportunity includes participation in an educational foreign exchange program. or an intensive instructional program in one of the core curriculum subjects (English, science, mathematics, social studies, foreign language or the arts are specifically mentioned in the statute). **Events that are not within the standards for approval of EHO days would include funerals, family vacations, sports events, community events and religious events because these are events that are not part of an intensive instructional program.**

### **Inclement Weather**

During inclement weather, please listen to the radio (95.1 FM or 102.3 FM), watch the television (WBKO Channel 13), or check the WBKO website ([www.wbko.com](http://www.wbko.com)) for school closings, delays, and early dismissals. A One Call will be sent out district wide, please ensure your numbers are up to date in our system. **PLEASE do not call the school, Barren County Board of Education, or the radio/television stations.**

## Breakfast and Lunch

Breakfast and lunch are available in the cafeteria at “no charge” due to the Community Eligibility Provision program. The Community Eligibility Provision or CEP is a program offered through the National School Lunch and Breakfast Programs that allow schools and local educational agencies (LEAs) located in low-income areas to provide free breakfast and lunch to ALL students in Barren County School District. Please refer to the district student handbook or the beginning of the year student folders for information about student meal charge policies and required documentation for the CEP program. The only items that will require payment are a la carte items and second meals, if students choose to purchase these items. Students may also be able to utilize a share table, when available, at no charge to the students. Students should NOT bring soft drinks for lunch. No glass containers are permitted due to safety issues. Parents should call by 10:00 am if they plan to eat lunch at school. Students may bring a packed lunch from home, but parents are encouraged to refrain from bringing food from a restaurant into cafeteria spaces.

### **STAFF AND VISITORS**

**BREAKFAST \$2.25**

**LUNCH \$3.60**

## Changes in Transportation

Please notify the school by note or phone call ***before 1:15 p.m.*** if student transportation changes need to be made. The student must present the bus driver with a note signed by the front office, giving permission for a bus transportation change. The school must also be notified if the student is going to be picked up in the afternoon rather than ride a bus home.

## Dress Code

All students are asked to wear neat, school appropriate clothing and be well groomed. The following guidelines apply:

- Bare midriffs, halter-tops, and tank tops are not to be worn. Strap on sleeveless tops should be at least two inches wide at the shoulder and should be fitted under the arm.
- Shorts and skirts should be long enough to touch the tips of the fingers when arms and hands are extended in a straight manner.
- No hats, headdresses, “doo-rags”, or painted hair is allowed.
- Tennis shoes are to be worn during physical education class and are much more appropriate and safe on the playground.
- Shoes must be securely fastened for safety purposes. Flip-flops are not safe.
- Students may not carry or wear any item that advertises gangs, violence, drugs, alcohol, tobacco products, obscenities, wrestling, and/or that displays a negative attitude.
- No chains, heavy necklaces, bracelets that have a negative meaning or distracting/dangerous attire may be worn.

## CELL PHONE POLICY

We believe that there is no reason for a student to use a cell phone during the school day. The office is available for emergency phone calls and students may ask permission to use the office phone. **If a parent believe his/her child needs to be in possession of a cellular phone at school, the following guidelines will be enforced:**

- The parent/guardian will read, sign and return the cell phone permission form before the student is allowed to bring the phone to school. A student found to be in possession of phone without a signed form on file, will be subject to the same consequences listed below:
- Students will not use cell phones any time between 7:00 am and 3:05 pm
- Students will leave cell phones off and in their backpack.
- The school will not be responsible for, and will not investigate lost or stolen cell phones.

**Violation of these guidelines will result in the following:**

- 1<sup>st</sup> Offense: Confiscation of the cell phone. Student picks it up in the office at the end of the school day.
- 2<sup>nd</sup> Offense: Confiscation of the cell phone for 24 hours.
- 3<sup>rd</sup> Offense: Confiscation of the cell phone. Parent/guardian must claim the phone. Student will not be allowed to bring the phone back to school property for the remainder of the school year with **no exceptions.**

## CLASSROOM SNACKS/PARTIES

All parents and school staff who supply snacks for the classroom are encouraged to provide healthy food choices which reinforces the importance of healthy eating habits. Only pre-packaged foods (**no homemade or home baked goods**) will be allowed due to food allergies and other concerns. This policy is to ensure the health and safety of each of our students.

## HEALTH AND WELLNESS

Illness Guidelines - Please keep the following guidelines in mind when deciding if your child should go to school or stay at home:

Please do not send your child to school if any of the following symptoms are present:

- \* Temperature of 100 degrees F. or above
- \* Vomiting
- \* Diarrhea
- \* A rash that is oozing
- \* Red Eyes with drainage (not allergy related)

If a child exhibits any of the above symptoms at school, the school nurse will phone the parent/guardian and that student may be sent home.

Children with fever, vomiting or diarrhea should not return to school until 24 hours after the last episode.

A child must be fever free for 24 hours, without fever reducing medicine, before they may return to school.

If your child is being treated with an antibiotic by mouth, eye drops or ointment, please wait until after he/she has been on the antibiotics for a full 24 hours before sending him/her back to school.

Please alert the office each time that your child is absent. Please send in a parent note or doctor's statement upon their return to school, otherwise the absence will be unexcused. Remember, you are allowed six (6) parent notes per school year for absences/tardies.

## Grading Scale and Progress Reports

The intermediate grading scale is as follows:

90-100:	A
80-89:	B
70-79:	C
60-69:	D
Below 60:	F

### Grading Periods

**August 8 - October 11**

**October 12 - December 14**

**January 3 - March 8**

**March 11 - May 17**

(subject to change due to inclement weather)

### Textbooks and Supplies

Textbooks are the property of the Barren County School System. Students are responsible for textbooks and must pay restitution for damaged or lost books. Student supplies, except for backpacks or book bags, are provided for all students at no cost to the parent.

Agendas are provided and required for 2<sup>nd</sup> grade through 6<sup>th</sup> grade. In the event of a lost or destroyed agenda, the student will be charged \$5.00 for a replacement.

### The School Day

- 6:45 a.m.      Doors open for early drop off.
- 6:45 –7:20 a.m. Breakfast is served in the cafeteria.
- 7:10 a.m.      Buses unload.
- 7:15 a.m.      Express buses leave for BCMS/BCHS
- 7:20 a.m.      Morning Meeting begins in gymnasium.
- 7:30 a.m.      Tardy bell rings, classes begin.
- 7:31 a.m.      Students arriving at/after this time are tardy.
- 2:25 p.m.      First dismissal bells rings for afterschool and bus riders to exit.
- 2:30 p.m.      Second dismissal bell rings for car riders to load.
- 2:50 p.m.      All students who have not been picked up at this time will be assigned to Jag Academy where a fee will be incurred.

### Arrival and Departure Times:

#### ARRIVE LATE:

##### TARDY

7:31 AM – 9:55 AM

##### HALF-DAY

9:56 AM – 1:18 PM

##### ALL DAY

1:19 PM – 2:25 PM

#### LEAVE EARLY

##### ALL DAY ABSENT

7:31 AM - 8:36 AM

##### HALF-DAY

8:37 AM - 11:59 AM

##### TARDY

12:00 PM - 2:25 PM

**BARREN COUNTY SCHOOLS  
2018-2019**

<b>August 6</b>	<b>Opening Day (No Students)</b>
<b>August 7</b>	<b>In-service (No Students)</b>
<b>August 8</b>	<b>First Day for Students</b>
<b>August 22</b>	<b>First Day for Preschool Students</b>
<b>September 3</b>	<b>Labor Day (School Closed)</b>
<b>October 1, 2, 3, 4 &amp; 5</b>	<b>Fall Break (School Closed)</b>
<b>November 6</b>	<b>In-Service (No Students)</b>
<b>November 21, 22 &amp; 23</b>	<b>Thanksgiving Break (School Closed)</b>
<b>December 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31 &amp; January 1</b>	<b>Christmas Break (School Closed)</b>
<b>January 2</b>	<b>In-service (No Students)</b>
<b>January 17-18</b>	<b>School Closed (dates may be moved due to Beta Convention)</b>
<b>January 21</b>	<b>Martin Luther King Day (School Closed)</b>
<b>February 18</b>	<b>In-service (No Students)</b>
<b>March 29</b>	<b>In-service (No Students)</b>
<b>April 1, 2, 3, 4 &amp; 5</b>	<b>Spring Break (School Closed)</b>
<b>May 2</b>	<b>Last Day for Preschool Students</b>
<b>May 17</b>	<b>Last Day for Students</b>
<b>May 20</b>	<b>Closing Day (No Students)</b>

**Possible Make-Up days are as follows: Jan. 2, 17, 18, Feb. 18, Mar. 29, April 1, 2, May 20, 22, 23, 24, 28, 29, 30, 31 and June 3.**

**(This calendar is subject to change due to inclement weather)**

## The 7 Habits:

### Habit 1: Be Proactive

. What does being *Proactive* look like at school?

- Choosing activities to work on independently/with a friend
- Working appropriately with classroom materials
- Cleaning up when asked the 1<sup>st</sup> time
- Trying their best on every activity;
- taking turns with favorite activities
- Listening and following directions during group and independent work
- Using words to express feelings when upset or frustrated.

What does being *Proactive* look like at home?

- Putting toys away without mom and dad asking
- Sitting appropriately at the table with family for meals
- Helping pick out clothes for school, getting dressed independently, brushing teeth independently
- Helping make a grocery list
- Asking for help with difficult task
- Using words to express feelings and frustrations.

### Habit 2: Begin with the End in Mind

. What does *Beginning with the End in Mind* look like at school?

- What do I want to do when I grow up?
- What do I want to learn about today (project work)?
- Making a plan during center time
  - What do I want to accomplish?
  - Where do I want to work/play?

What does *Beginning with the End in Mind* look like at home?

- Setting a personal goal:
  - Having a “Green” day
  - Learning to put my shoes on the correct feet, dress myself, and brushing my teeth by myself

- Identifying the goal so can plan what is needed
  - Examples:
  - Following recipes
  - Making project (bird house or building a fort; gathering supplies before starting

### **Habit 3: Put 1<sup>st</sup> Things 1<sup>st</sup>**

. What does *Put 1<sup>st</sup> Things 1<sup>st</sup>* look like at school?

- Putting personal items away in backpacks first thing
- Washing hands before eating
- Finishing one project before starting another; cleaning up materials before moving onto another activity

What does *Put 1<sup>st</sup> Things 1<sup>st</sup>* look like at home?

- Doing what mom and dad ask me to do before doing what I want to do
- Cleaning my room and putting away toys before playing somewhere else
- Finishing dinner before having dessert

### **Habit 4: Think Win-Win**

. What does *Think Win-Win* look like at school?

- Positive language
- Working together to clean-up
- Using Tucker Turtle's Solution Kit
- Participating together at Large Groups
- Flipping it to green using our strategies

What does *Think Win-Win* look like at home?

- Saying "I can do this"; Setting a goal to be positive
- Using strategies to calm down (i.e. taking deep breaths)
- Taking turns using family member ideas as a solution to a problem

### **Habit 5 Seek 1<sup>st</sup> to Understand and then to be Understood**

. What does *Seeking 1<sup>st</sup> to Understand and then to be Understood* look like at school?

- Use my listening ears; use my words to explain my feelings
- Take turns with others (i.e. talking and sharing toys)
- Use “I feel” statements (Example: I feel angry when you hit me)

What does *Seeking 1<sup>st</sup> to Understand and then to be Understood* look like at home?

Follow the directions mom and dad give me

- Listen to what others are saying before I talk

### **Habit 6: Synergize**

. What does *Synergizing* look like at school?

- Working together to clean up
- Helping my friends when they need help
- Working with my teachers to complete my work; working with my friends to complete projects
- Playing with my friends at recess

What does *Synergizing look* like at home?

- Working together to complete a project
- Helping mom and dad do chores around the house; helping my siblings pick up toys/clean room

### **Habit 7: Sharpen the Saw**

. What does *Sharpening the Saw* look like at school?

- Participating in music and movement; recess
- Eating healthy at breakfast/lunch and snack time at school
- Learn and have fun

What does *Sharpening the Saw* look like at home?

- Take walks with family, turn off the TV and play a games, play outdoors
- Eat healthy and get a good night’s rest
- Read or make up a story using only the pictures in a book

After School Program  
*Barren Beyond the Bell*  
**Dream, Believe, Lead, Achieve**  
August 2018 - May 2019

North Jackson Elementary is pleased to announce our new after school program, *Barren Beyond the Bell*. This is a certified childcare program that will be provided for after school. The center will be open Mondays through Fridays until 5:30 PM. Additional information will be sent home with the students pending Board approval.