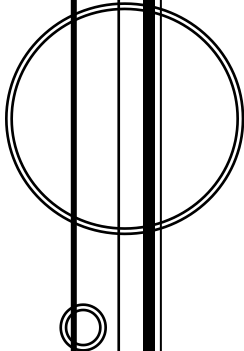


**JACOB
ELEMENTARY
Parent/Student Handbook**



“Home of the Jaguars”



PRINCIPAL'S MESSAGE

Welcome! My primary role as principal is to ensure that instruction and learning is taking place in each classroom and to ensure a safe and orderly environment throughout the school building. Jacob Elementary School is committed to providing all students opportunities to succeed academically, socially, and through extra-curricular activities.

A strong elementary education begins with a strong foundation in reading and math. The Jacob Elementary staff is dedicated to helping make this happen for each child. We have a collective responsibility to expose your child to a learning environment that prepares them for lifelong learning. In an effort to accomplish this, I will build relationships between parents, students, faculty, and staff. I am confident that we will be successful if we align our resources to support our students.

I look forward to working with each of you to ensure the success of your child. With your support, we can ensure your child's success at Jacob Elementary.

Michael Terry, Principal

ASSISTANT PRINCIPAL'S MESSAGE

This school year will be an AWESOME year here at Jacob Elementary! My name is A' Nita M. Overall and I come from a family of educators. As a young child I knew that I wanted to be a teacher, administrator, and an educational motivator. I received my undergrad from Eastern Kentucky University, my graduate degree from Indiana Wesleyan University and my administration certification from Western Kentucky University.

I bring to Jacob sixteen years of educational experience. What some of you may not know is that I started off my educational career here at Jacob Elementary as a fourth grade teacher.

My focus at Jacob will be working alongside Principal Terry as we strive to make Jacob a school where student learning and achievement come first. Our focus for the Jacob faculty and staff is high expectations and engaged student learners.

Please feel welcome to stop by my office anytime. I am eager to work with all parents, students, teachers and staff to ensure emotional, social and academic success for all our children. Here at Jacob Elementary; we strive for Success for All of our students.

A'Nita Overall, Assistant 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, Counselor

ADDRESS AND PHONE NUMBERS

1. **Current address and phone number of each student must be on file in the office.**
2. **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

1. 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 a.m. 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 p.m. 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 p.m.), students are dismissed from the exit door 300 wing (Exit 3). Please follow route indicated to reach the sidewalk – go through the gate and walk home. **Do not walk through the parked cars. Kindergarten/First 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 p.m.), students (2nd-5th) are dismissed from the exit door (300 wing-Exit 4). Students are to proceed down the sidewalk and walk straight home. Kindergarten and first grade back door walkers will be dismissed from the 300 wing. **Kindergarten/First grade students must have an adult to meet them at the door.** They will not be released unless an adult/older person is present. **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 & diagram.

We encourage parents to arrive at school (dismissal time) between 4:00 p.m. and 4:10 p.m. Arriving early only causes a long line to form. Early childhood parents (Pre-K/Head Start) should arrive between 4:10 p.m. – 4:15 p.m. 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 on the rear view mirror. The car riders will be dismissed from the gym at approximately 3:50 p.m. 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/s to their car.

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 in the parking lot 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.

Thanks in advance for your cooperation in helping our students remain safe.

EARLY DISMISSAL

- Students must bring a note to the teacher/office. Request for early dismissal by phone will not be honored due to safety reasons.
- Parents are urged to pick their child/children up by **3:30** p.m.
- Students being picked up early will be called to the office after parent arrives.
- All students need to be signed out by parent/guardian before they will be released.
- **ID's are required when students are picked up early.**

CHILDREN WILL NOT BE RELEASED TO ANYONE WITHOUT PARENTAL APPROVAL.

PARENTS WE NEED YOUR HELP!!!!

We are aware that your child may have a doctor's appt. or some emergency may arise. We are asking that you pick your child up by 3:30 p.m. 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 (car rider/bus rider) is 3:30 p.m.

Children will not be released early after this time. **Please do not ask.** Our dismissal procedures 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. Last minute changes and picking up students close to dismissal time jeopardizes the safety of all students and hinders the process of insuring that students leave school on the right bus, in the right car or walk with the appropriate adult.

Parents, also keep in mind, changing the dismissal procedure for your child/children is confusing (ex. – car rider 1 day, bus rider or walker next day.) **Be consistent.** Do not confuse your child/children. **A daily routine is very important for elementary students.**

ATTENDANCE REGULATIONS

1. Excused Absence
 - doctor or dentist appointment
 - confirmed illness
 - death in immediate family
2. Unexcused Absence: All other than above.
3. **Upon return child needs to bring a note to teacher/office.**
4. A doctor's note may be required if absences become excessive.
5. Excessive absenteeism will result in a referral to a Pupil Personnel worker.
6. 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.
7. After certain grading periods, students will receive incentives for perfect attendance.
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

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

BUS REGULATIONS

1. 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.
2. If a student is not returning on the bus, they must have a note from the parent.
3. 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.
4. School discipline must be maintained by students on the bus. **(An orderly bus is a safe bus – riding the bus is a privilege.)**
5. Only regularly scheduled bus riders are to ride the bus.
6. Bus schedules are available in the school office.

CAFETERIA

1. Breakfast
 - Cost – Free for all students.
 - Served from 8:20 a.m. – 9:00 a.m.
2. Lunch
 - Free for all students.
 - A menu will be sent home monthly.

RULES IN THE CAFETERIA

- Children must eat first. After eating, they may 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 the 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/Assistant Principal.
Parents will be notified of his/her child's behavior.

Since Jacob is a Health Promotion School of Excellence (HPSE), snacks are not allowed in the cafeteria or classroom. Teachers may give permission for snacks to be brought in on special occasions.

Students who do not receive a lunch from the cafeteria (bring lunch from home) must have all lunch items contained in a lunch bag/lunch box.

Healthy snacks (Board approved) may be purchased from the cafeteria. Lunch time is limited to 20 minutes per class.

CONFERENCES

1. Teachers will indicate when a conference is desired.
2. Parents may request a conference at any time by notifying the teacher.
3. Parent – Teacher Conference Days: See School Calendar

COUNSELING AND GUIDANCE SERVICES

1. Classroom/school-wide guidance instruction
2. Individual/group counseling
3. Parent conferences
4. Special education coordinator
5. Testing Coordinator
6. Student referral services

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 may be used when a teacher has followed all strategies in their discipline plan without success.

Student Behavior – Things expected from Jacob Students

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

BEHAVIOR/RULES TO FOLLOW (HALLS)

1. **Hallways are quiet zones.**
2. Students will leave classroom in an orderly fashion.
3. Students should have hands down to their side or hands behind their back.
4. Students should have adequate space between student in front and the student in back. (eliminates pushing, shoving, stepping on someone's foot)
5. Talking is not allowed when walking through the hallways.

BEHAVIOR/RULES TO FOLLOW (CAFETERIA)

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

DRESS CODE

1. Sagging pants are not allowed at school. (If pants are big in the waist, you must have on a belt that keeps them at the waist.)
2. Hats are not worn in the building. (Headscarves, sweatband, ball cap, etc.)
3. Shorts are acceptable, but no short shorts. Clothing considered disruptive, provocative, or hazardous is not acceptable. Halter, tank and midriff tops are not acceptable.
4. Shirts with inappropriate language or suggestions cannot be worn at school.
5. Students cannot wear jackets or coats in the classroom. Students are encourage to keep a sweater at school. (Due to air conditioning).
6. Students need to wear tennis school or athletic shoes daily. (Flip-flops, open toe sandals, high heels or shoes of this nature are not acceptable. Shoe laces are to be tied. Skate shoes or shoe with wheels are **NOT** allowed at school. **The FRC will not provide a change of shoes. Parents/guardian will be called to bring a change of shoes if your child is in violation.**
7. Make-up is not acceptable for young ladies to wear at school.
8. Students are not to have cell phones at school.
9. Young girls are not allowed to carry a purse during the day. Purses can become a distraction in the learning environment.
10. Distracting hair coloring or cuts are not allowed. We want all students to focus on their education without distractions.

FAMILY RESOURCE CENTER

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

FIGHTING

1. This is not acceptable behavior at Jacob.
2. Students should seek help from an adult when a problem arises.
3. 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 permission slip. Students should return that form to their teacher two days in advance of the field trip. Permission cannot be granted over the phone.

In school, field trips are educational and fun. 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

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

HALL PASSES

1. Children walk in the halls with a partner when not accompanied by their teacher for safety reasons.
2. Children not accompanied by a teacher carry a hall pass with them as they walk through the building.

IMMUNIZATION RECORDS (State Regulations)

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

LIBRARY

1. The library is accessible to all students.
2. Students are responsible for all books checked out from the library.
In the event that the books are not returned the parent is required to pay for the replacement cost of the book.

LOST AND DAMAGED BOOKS

1. Parents/Guardians will be responsible for the full price of any book damaged or lost.
2. Parents will be notified if this should occur.

LOST AND FOUND

1. Found items
 - Bring item to school office (student will receive a smile-maker award)
 - Items found on the bus should be turned in to the office.
2. Lost Items
 - Check lost and found box (located in the gym)
 - Notify office
3. Parents should label all items your child brings to school.

VALUABLE ARTICLES TEND TO WALK AWAY!!!!!!

MATH PROGRAM

Students at Jacob will receive approximately 50 minutes of math instruction daily. Math times will vary according to the teacher. The supplemental math program will be , Go Math!

MEDICAL EXAMINATION (State Regulations)

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

MEDICATION FOR STUDENTS AT SCHOOL

1. 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.
2. Children must take all medication in the office. Inhalers may be kept with the children in the classroom.
3. Non-prescription medication is given at school. (refer to form: Consent for Nursing Treatment and Health History form.)

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.

OUTSIDE ACTIVITIES

Jacob endorses the HPSE policy which promotes students and teachers to walk to improve physical health. Whenever students are not walking with their teacher, they will be supervised by their teacher in an organized activity. Students are not allowed to bring footballs, basketballs, frisbees, etc. to school for outside activities.

PARENT VOLUNTEERS

1. Encouraged to help in all classrooms, programs and extracurricular activities.
2. 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.
3. Parents must have a volunteer record form on file.

PTA

1. Schedule of meetings will be sent home by your child.
2. Parent input is encouraged with regard to your child's education.
3. Parents – Please join the PTA.

PAGING DEVICES/ CELL PHONES

Students are not allowed to use/activate and or display a personal telecommunication device (cell phone, walkie-talkie, MP3 player, I-pod, video games, etc.) on school property during the course of the instructional day. (Refer to page 21-Telecommunication Devices in the Code of Acceptable Behavior and Discipline Book.) These devices will be taken by school staff and given to an administrator. They may be returned only to the parent/guardian or sent to the school district.

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.)

REPORT CARDS

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

SAFETY

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

SBDM

Comprised of one administrator, three teachers, and two parents. All parents are welcome to attend. Meetings are held once a month. Minutes are posted at school.

SCHOOL CANCELLATION (Snow days or other emergency)

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

SCHOOL POLICY (FIRST DAYS OF SCHOOL)

On the first few days of school, parents/guardians can walk their child/children to the classroom in the morning. Hallways may be extremely crowded during this time. Our number 1 priority is the safety of our students. After a few days, the Jacob staff will assist students to their classroom in the morning. Parents are asked to drop students off, allowing students to proceed on their own with staff help.

SICK OR INJURED CHILD

1. 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.
2. 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.
3. 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

SMOKING – NEW JCPS POLICY

On November 26, 2012, the Jefferson County Board of Education unanimously voted to approve a tobacco-free policy for the entire Jefferson County Public School District. This new policy went into effect on July 1, 2013.

This policy ensures a healthy learning environment for students. This 100% tobacco-free policy ensures that students aren't exposed to secondhand smoke, a leading trigger of asthma related school absences. The policy applies to **EVERYONE!**

The policy prohibits **students** from smoking and the use of other forms of tobacco and they are not allowed to even carry or possess tobacco products on district property or at school functions. This policy also prohibits JCPS **employees** and **parents** from smoking cigarettes or the use any other tobacco products on JCPS property. The policy is in effect 24 hours a day, 7 days a week.

STUDENT RECOGNITIONS

1. Recognition of students at Jacob is ongoing and programs/awards include:
 - Awards Day (Pre. K, Head Start, K-5th, ECE Classes)

- Honors Tea (2 per school year)
 - Jacob Pledge (good behavior)
 - Perfect Attendance Jam
 - Good News Phone Calls
2. Teacher recognition of students are done daily.
 3. Students can participate in such organizations as Student Council, Safety Patrol, Jaguar Singers, Technology Team, Newscast, Basketball Team, Cheerleading Squad, Drama Club, Karate, etc.

STUDENT RIGHTS

1. You can expect to be treated fairly by those in authority over you.
2. You will be expected to respect the same rights of others.
3. 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.

TOYS

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

TRADING CARDS

1. Students are not allowed to bring trading cards to school – ex. Pokemon cards/baseball cards etc.
2. 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 to ensure that all student's records are completed and sent to the appropriate location.

VISITING THE SCHOOL

1. Visitors are welcome!!!!!!
2. All visitors must sign in on the registration sheet on the front counter in the office.
3. Arrangements should be made with the teacher prior to visiting the child's classroom.
4. 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.
5. Parents/volunteers/visitors who wish to go to the Family Resource Center should also stop by the office first, sign in and then visit.
6. 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

1. 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 the school premises, on a school bus, or at a school sponsored or sanctioned event.
2. No guns allowed (real or toy).
3. No knives allowed (big or small)
4. School personnel are required to report violators to the local police department.