

# Johnsontown Road Elementary School Handbook

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## School Information

The address of the school is 7201 Johnsontown Road, Louisville, KY 40272. The office telephone number is 502-485-8278. Our school fax number is 502-313-3482. Our school website is: <http://jcps.jefferson.kyschools.us/johnsontown/>

## Attendance Policy:

Students are required by law to attend school every day and to be on time for school and all classes. A student's absence is excused only if the student is ill, if she or he has a doctor/dentist appointment, or if there is a death in the family. In any of these situations, parents are expected to call the school office and report the student's absence. A written note should be provided upon the student's return to school. Parents or students may request make-up work for excused absences. Three unexcused absences and excessive tardies are reported for investigation to the JCPS District's Pupil Personnel Office. After a total of ten cumulative full-day absences due to illness, parents are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for additional absences during the school year in order for the student to be excused. Teachers are not required to give make-up work to students whose absences are unexcused.

## Bell times for Delays/Early Dismissals

One hour delay – Breakfast served. School starts at 10:05 a.m.

Two hour delay – No breakfast served. School starts at 11:05 a.m.

One hour Early Dismissal – Dismissal starts at 2:45 p.m.

Two hour Early Dismissal – Dismissal starts at 1:45 p.m.

## Breakfast in the Classroom

All students at Johnsontown Road Elementary School receive a free breakfast every morning to eat in the classroom. Breakfast is served from 8:50-9:10 a.m. daily. ***If your child has food allergies please let us know so specific items can be avoided for safety and health reasons.***

## Bus Expectations and Transportation

Riding a bus is a privilege that comes with responsibility for one's safety. Students must obey the bus driver's instructions and be respectful of themselves, their bus driver, their peers, as well as the bus itself. Consequences for inappropriate/disrespectful behavior on the bus may vary depending on the severity and/or number of referrals that a student has received. If a child is suspended from the bus, it is the parent's responsibility to transport the child to school. If the child does not attend school, the absence is unexcused.

Bus route information is available by calling Transportation at 485-3470 or through the JCPS Web site at: [www.jcpsky.net](http://www.jcpsky.net).

## Cafeteria prices and policies

Student lunches are free. Adult lunches cost \$4.25 each.

Johnsontown Road Elementary School is a Health Promotions School of Excellence (HPSE). We promote healthy food choices. In an effort to promote healthy food choices, fast food and cola

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products are prohibited in the school cafeteria. Please refrain from bringing your child fast-food lunches at school.

All households receive an EBF (Educational Benefits Form). A new completed form is required each year. If you have any questions about the form, please contact School and Community Nutrition Services at 502-485-3681 or visit [www.icpsky.net/departments/nutritionservices/index.html](http://www.icpsky.net/departments/nutritionservices/index.html) and complete an online application.

## **Discipline**

Johnsontown Road Elementary School follows the discipline policies and procedures of the JCPS *Code of Acceptable Behavior and Discipline*. Administrators, teachers, students, and parents must understand and support these discipline policies. Each student receives a copy of the JCPS *Code of Acceptable Behavior and Discipline* and the *Student Bill of Rights* during the first week of school. Please review these with your child, and return the Acknowledgment of Receipt to his or her teacher. Students are strictly held accountable for their conduct. Constructive assignments, restitution, mediation, loss of privileges, and punishments are school measures for failure to follow the rules. Persistent failure to follow the rules or a major infraction will result in disciplinary action outlined in the *Code of Acceptable Behavior and Discipline*.

## **Dismissal procedures**

To safeguard all students during dismissal, please follow the procedures listed below.

**ALL STUDENTS WILL BE DISMISSED BASED ON THE TRANSPORTATION TAG ON THEIR BACKPACK. YOUR CHILD MUST BRING THEIR BACKPACK TO SCHOOL EVERYDAY AND LEAVE THEIR TRANSPORTATION TAG ON THEIR BACKPACK.**

Bus riders: Students who ride buses home are dismissed through the front doors to the loading area. **The front circular drive is to be used by buses only.**

Car riders: Car riders are dismissed from the rear of the building. Parents who wish to pick up their child must obtain a car rider number in the school office. Students are called to their cars as the cars proceed through the car-rider procession. *Parents are not allowed to park in the front of the school from 3:15p.m.-4:30p.m. This time of day is reserved for bus line-up procedures. If you must come into the building to get your child after 3:15 p.m., you must park in the small parking lot located behind the school and come to the front doors for admittance.*

Walkers: Walkers are dismissed from the side door and rear door by the small playground of the building. No pulling up to the building to pick up walkers. In that case your child must be a car rider and the office must be notified in writing.

Bike riders: Bike riders are dismissed from the front entrance of the school after all buses have cleared the front-loading area.

\*Transportation changes can only be made by written request from the student's guardian. We cannot change a student's transportation by verbal communication. You can send this note to school with your child, you can fax it, or you can email your request to an office staff member. The safety of our students is the primary concern during dismissal. Plans may be revised at any

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time in the interest of safety. To help ensure the safety of these procedures, no student should be picked up from the Lobby area at dismissal.

## **Emergency Information**

For your child's safety, please provide the school with emergency contact information on his or her school enrollment form. Any medical problems your child may have should be noted, along with specific directions for his or her care. A current telephone number (home, work, cell, emergency) and address information is vitally important. Please notify the office if your contact information changes during the school year. In the event of inclement weather, the local news media will broadcast whether school is in session, is cancelled, or will be delayed or dismissed early. News media announcements are official.

## **Family Resource Center (FRC)**

The FRC at Johnsontown Road Elementary can help provide assistance to families in need. The FRC plans many special programs throughout the year for both students and parents. Fliers will be sent home with your child advertising upcoming events and activities. The FRC collects gently used uniforms. If you have any of these items at home, please donate them to the FRC. If you are in need of assistance for uniforms, please call the school. Families experiencing hardships may also contact the FRC to assist with referrals for housing, utility assistance, counseling services, and health services. Please call 485-8278 to speak with our FRC if you have questions or need assistance.

## **Health Requirements**

In accordance with the Kentucky Cabinet for Health Services, immunizations are required for students to attend school. Each student shall have the Kentucky Immunization Certificate on file within two weeks of enrollment. The certificate must be signed by any duly licensed medical or osteopathic physician, nurse practitioner, or local health department provider and must show the dates that all vaccines were administered. A completed Preventative Health Care Examination Form for Kentucky school children is required within two months after the first day of attendance in a Kentucky school. An eye examination is required for students between three and six years old. Present the completed Kentucky Vision Examination Form no later than January 1<sup>st</sup> of the first year the student is enrolled in a public school. The examination must be completed by an optometrist or ophthalmologist. Five and six year old students entering school for the first time are required to have a dental exam. Parents are urged to call the school immediately to report a diagnosed, contagious disease so that provisions can be made for the protection of other students. If your child has a rash, we must have a doctor's note on file stating they are not contagious before they can return to school. If your child has lice or was recently treated for lice, we are required to do a head check before we can allow re-entry to the classroom. These measures are in place to protect all students.

*Students with such health conditions as epilepsy, diabetes, asthma, allergies, and heart disease may need physician's authorization forms on file. For more information, call the Health Services*

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office at: 502-485-3387. Students who require medication during school hours must have a signed, notarized Authorization to Give Medication Form and PCP form on file. The medication must be sent to school in its original container with the prescription label attached, along with the exact time of day it needs to be administered. Medication must be kept and supervised by school personnel. Please call our school at 502-485-8278 with questions. Please do not send your child to school with medication. We are not authorized to send medicine back home with your child. You will be responsible to come pick the medication up or it will be properly disposed of.

## **PTA**

Our Parent Teacher Association is a great organization to be a part of that is dedicated to enhancing our students' school experience through parent involvement and school support. The PTA supports our students with many activities, and PTA membership is strongly encouraged. Your membership demonstrates support for our school and enables our PTA to sponsor many worthwhile and enjoyable activities for children and families. A membership drive is held at the beginning of each school year, but you can join at any time. Call the school if you are interested in volunteering with the PTA or serving on the PTA Board.

## **School-Based Decision Making Council (SBDM)**

With the enactment of the Kentucky Education Reform Act (KERA), parents were recognized as important stakeholders in their children's education. Elected parent representatives from the Johnsontown Road Elementary parent community participate as members of our SBDM Council. The council is responsible for setting policies in many areas of school procedures and processes. The council meets periodically throughout the year and all meetings are open to the public. Meeting dates, agendas, and minutes are posted in the school and in our newsletters.

## **Sickness/Injury/Emergency**

If a student becomes ill at school, the teacher will send the student to the office with a note. The office will decide whether the parent should be called. It is important that the school be able to contact you at all times. The school cannot care for sick/injured children or make medical decisions about your child's health. The office staff will call the parent/guardian. In some cases of emergency, EMS will be called. Any student sustaining an injury or illness must report it to the teacher/adult in charge.

## **Special Areas**

Every child will get to attend all of our Related Arts classes. We offer Arts and Humanities (this teaches Art, Dance, Music, and Theatre), Computer, Library, and Physical Education.

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## **Student Progress**

The codes to be used for reporting student progress are:

### **Primary:**

**O** – Outstanding

**S** – Satisfactory

**NI** – Needs Improvement

**U** – Unsatisfactory

### **Intermediate:**

**A** – Above Standards 90-100%

**B** – Meets Standards 80-89%

**C** – Approaching Standards 75-79%

**D** – Below Standards 70-74%

**U** – Substantially Below Standards below 70%

## **Student Birthday/Class Celebrations**

Instructional minutes are mandated by the state, therefore there will be no birthday celebrations/treats, etc. during the school day. Visitors, camcorders, party favors, cupcakes/cakes etc. are interruptions to the educational process and are not permitted. Any student transported by bus cannot board the bus with balloons, pets, uneaten/open snacks, flowers, etc.

Two celebrations are permitted: Fall and Winter by the PTA. Simple refreshments may be served and PTA will be aware of allergies and health issues when choosing the items. Activities must be suitable for elementary children and connected to the curriculum.

## **Student Violations**

Students may not use, activate, or display cell phones or other devices. It can be confiscated, turned into the office, and only released to the student's parent or guardian. Students are to keep toys, cell phones, and electronics at home to prevent classroom disruption or loss of personal property. Johnsontown Road Elementary is not responsible for personal items that are lost or stolen.

## **Visitors and Volunteers**

All visitors to the school must conduct themselves in a manner that does not interfere with the daily operations of the school. For the safety of our students and staff, all visitors are required to report to the office upon arrival, sign our log book, and obtain a visitor's badge. Parents cannot access student hallways without proper permission. We all must refrain from interrupting the teachers during instruction, while supervising students, or during dismissal. You must have a Volunteer Records Check completed and approved to assist in the classroom or on field trips. These forms are available in the office and on the JCPS website. When parent chaperones are needed for Field Trips, younger siblings are not allowed to join the students for these experiences. All volunteers must be at least 18 years of age and not a current JCPS student at any other school to be on school grounds during instructional time.

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## Dress Code

- Shirts:** Short/long sleeved polo or oxford. Must have collar. Must be solid color and have no logo. Shirts must be tucked in. JRE shirts count as uniform shirts, but must be without hoods.
- Pants:** Khaki, navy, or black only. Solid colors only. No yoga style/leggings/stretch pants permitted UNLESS underneath a skirt/skort/jumper. Belts must be worn on pants with loops. Only Kindergarten students are excluded from wearing belts. No sweat or denim pants are allowed. No sagging. No logos.
- Shorts:** Khaki, navy, or black. Solid colors only. Belts must be worn on shorts with belt loops. Only Kindergarten students are excluded from wearing belts. No stretch, sweat, or denim shorts are allowed. No sagging. No logos. .  
**LENGTH REQUIREMENTS:** Standing up, the clothing must come past the fingertips when arms are placed straight down to the sides of the body. No stretch, sweat, or denim shorts allowed.
- Skirts/  
Skorts/  
Jumpers:** Same policy as Shorts. *With skirts, please have students wear shorts underneath.*
- Socks:** Khaki, navy blue, black, or white. All students must wear socks or tights daily.
- Shoes:** ONLY ATHLETIC SHOES ALLOWED! **(No high heels, open toe shoes, clogs, sandals, heelies, light up shoes, flip flops, slippers, etc. are permitted. These pose safety hazards to the students.)**
- Misc.** No large earrings, necklaces, or belt buckles. No hair that is inappropriate or inappropriate style of clothing or makeup will be allowed as it is disruptive to the educational process.

Students are allowed to wear a sweatshirt/sweater while in the building if they are cold. The sweatshirt/sweater must be a solid color with no logos or hoods.

**Students can dress down every Friday (or the last student day of the week). Length requirements and shoe restrictions still apply, but students can wear jeans, jogging suits, sweat outfits, t-shirts (no tank tops or belly shirts), etc. Students CANNOT wear yoga pants/stretch pants unless underneath a dress or skirt. Inappropriate sayings, pictures, or offensive language on clothing will not be permitted at any time.**

**Any questionable dress will be dealt with at the discretion of the Administrators. The Administration is the final authority in matters pertaining to the Dress Code.**

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## Quick Reference Guide

Childcare Enrichment Program	485-3834
Early Childhood	485-3919
Exceptional Child Education	485-3215
FactLine	485-3228
Food Services	485-3186
Health Services	485-3387
Homework Hotline	485-3434
Parent Assistance Center	485-6250
Parent Relations	485-7450
PTA Clothing Assistance	485-3299
Pupil Personnel	485-3338
Security	485-3121
Student Assignment	485-3802
Transportation	485-3470

The JCPS website is: <http://www.jcpsky.net>

### **Equal Employment Opportunity**

#### **Employees/Applicants**

The Jefferson County Public School District shall not discriminate in recruitment or employment on the basis of age, color, creed, disability, marital or parental status, national origin, race, sex, sexual orientation, veteran status, religion, or political opinion or affiliation. The District shall promote equal opportunities through a vigorous affirmative action program as an integral part of personnel policy and practice in the employment, development, advancement, and treatment of employees of the Jefferson County Public Schools.

#### **In the Event of Questions**

Employees or applicants, report to immediate superior, appropriate personnel administrator, the Compliance and Investigations Office, or the appropriate enforcement agency if you believe you have experienced harassment/discrimination.

### **Equal Educational Opportunity**

#### **Students/Parents or Guardians**

No student shall be denied equal educational opportunity by the board of education because of his or her age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, political opinion or affiliation or religion.

Harassment/Discrimination of any type is not permitted. A student has the right to attend school free from harassment and should not be subjected to discrimination for any reason. Schools will strive to ensure that these rights are protected and that appropriate consequences are provided to offenders.

#### **In the Event of Questions**

Students and parents/guardians, report to principal, the Compliance and Investigations Office, or the appropriate government agency if you believe you have experienced harassment/discrimination.

Noncompliance with the above policy and procedures may result in disciplinary action.

The Jefferson County Public Schools

Discrimination Grievance Procedure is available at local schools, on the Jefferson County Public Schools Web site at [www.jcpsky.net](http://www.jcpsky.net), or in the Compliance and Investigations Office, C. B. Young Jr. Service Center, 3001 Crittenden Drive, Louisville, KY 40209. Contact Cheryl Walker, Compliance and Investigations director, at **485-3341**, or call or write one of the following enforcement agencies:

#### **Equal Employment Opportunity Commission**

600 Dr. Martin Luther King, Jr., Place, Suite 268  
Louisville, KY 40202  
(502) 582-6082  
[www.eeoc.gov](http://www.eeoc.gov)

#### **U.S. Department of Education, Office for Civil Rights**

Wanamaker Building, Suite 515  
100 Penn Square East  
Philadelphia, PA 19107  
(215) 656-8541  
[www.ed.gov](http://www.ed.gov)

#### **Kentucky Commission on Human Rights**

The Heyburn Building, Suite 700  
332 West Broadway  
Louisville, KY 40202  
(502) 595-4024  
<http://kchr.ky.gov>

#### **Louisville Metro Human Relations Commission**

410 West Chestnut Street, Suite 300A  
Louisville, KY 40202  
(502) 574-3631  
[www.louisvilleky.gov/HumanRelations](http://www.louisvilleky.gov/HumanRelations)  
[www.jcpsky.net](http://www.jcpsky.net)

Equal Opportunity/Affirmative Action Employer  
Offering Equal Educational Opportunities