

Jefferson County Public Schools

# Middletown

2021-22

Elementary School



**218 North Madison Avenue  
Louisville, Kentucky 40243  
485-8300**

The mission of Middletown Elementary School is to discover the brilliance in every child by challenging all students to reach their potential and to meet the demands of the future.



## Middletown Facts

Middletown Elementary School, Middletown's first public school, was founded in 1909.

Throughout the years, the building has had several renovations; Middletown Elementary has grown considerably since its origin as a four-room school.

Location . . . . .	218 North Madison Avenue Louisville, KY 40243
Telephone . . . . .	(502) 485-8300
Fax . . . . .	(502) 313-3504
Enrollment . . . . .	625 students
School Website . . . . .	<a href="http://www.middletownelementary.org">www.middletownelementary.org</a>
School Hours . . . . .	9:05 a.m. to 3:45 p.m.
Teaching Staff . . . . .	36
Support Staff . . . . .	24
Principal . . . . .	Danielle Doelling
Assistant Principal . . . . .	Nicole Mettling
Counselor . . . . .	Chas Meinecke
FRC Coordinator . . . . .	Elvira Paguada
School Secretary . . . . .	Mani Nagra
Bookkeeper . . . . .	Carol Flannigan
Attendance Clerk . . . . .	Sandy Hicks
Plant Operator . . . . .	Angel Hardin

Allison Motley Purcell, PTA President  
**[middletownptapresident@gmail.com](mailto:middletownptapresident@gmail.com)**

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Dear Middletown Families:

Welcome to Middletown Elementary! I am so pleased to welcome everyone back for the 2021-22 school year. I am excited to meet our new students and families and to welcome back our returning students. This is truly a special year as we return to a sense of normalcy. Each year brings positive change, but this year is an incredible celebration of our students and all they have accomplished. I am confident that under the guidance of our devoted and talented staff, our students will experience a productive and incredible year.

The *Middletown Parent Handbook* outlines our instructional program, procedures, and expectations. The handbook also outlines car rider procedures, the school dress code, and several important dates for the upcoming year. If your child will ride a bus to school, please allow them to ride the bus on the morning of the first day. This helps staff ensure that student backpacks are accurately tagged for students' afternoon transportation.

We know that you and your child will have a fabulous year at Middletown, and our team is eager to meet our new Bulldogs!

Sincerely,

*Danielle Doelling*

Principal

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## **JCPS Vision 2020**

All Jefferson County Public Schools students graduate prepared, empowered, and inspired to reach their full potential and contribute as thoughtful, responsible citizens of our diverse, shared world.

## **JCPS Mission**

To challenge and engage each learner to grow through effective teaching and meaningful experiences with caring, supportive environments.

## **Middletown Vision**

Every student will enter middle school on or above grade level.

## **Middletown Mission**

The mission of Middletown Elementary School is to discover the brilliance in every child by challenging all students to reach their potential and to meet the demands of the future.

## **Middletown Motto**

Discovering the brilliance of every child

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## **2021-22 Middletown Elementary Staff**

Danielle Doelling, Principal

Nicole Mettling, Assistant Principal

Chas Meinecke, Counselor

Elvira Paguada-Gutierrez, Family Resource Center (FRC) Coordinator

### **Kindergarten Teachers/Instructional Assistants**

Molly Hooss/Martha Teston

Laveena Khiani/Mary Baldwin

Jackie Mayfield/Linda Manuel

Jennifer Vowels/Cheryl Rose

### **First-Grade Teachers**

Jennifer Chester

Maureen Hellmann

Annamarie Mahon

Kristin Sattich

### **Second-Grade Teachers**

Kim Guess

Heather Kemp

Michele Mason

Natasha Skaggs

### **Third-Grade Teachers**

Tracy Bullock

Eric Kasten

Monica Thompson

Sara Thompson

### **Fourth-Grade Teachers**

Christina Applegate

Tommea Hilliard

Heidi James

### **Fifth-Grade Teachers**

Kimberly O’Nan

Amee Puckett

Brooke Smith

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## **Exceptional Child Education (ECE)**

Jessica Ames and Ashley Becker—Speech/Language Pathologists

Michael Bennett, Stacey Dunn—Teachers

April Board, Melissa Cannon, Ashley Carroll, Katie Hicks—Resource Teachers

### **Special Area Teachers/Subjects**

Kim Anderson—Library

Sarah Cunningham—Art

Todd Flannery—PE

Rana Malawi—French

Michele Skirvin—Music

### **ECE Instructional Support Staff**

Jennifer Aoun

Katelyn Hargraves

Rebekah Rader

Nancy Schafer

Janet Stonis

Mary Wright

### **Office Staff**

Manjit Nagra—Secretary

Carol Flannigan—Bookkeeper

Lori Loiacano—ECE Clerk/LOA

Sandy Hicks—Attendance/Records Clerk

Ashley Holmquist—LOA

### **Cafeteria/Custodial Staff**

Kenny Burriell—Custodian

Lea Close—Café Assistant

Jennifer Denny—Nutrition Manager

Angel Hardin—Plant Operator

Patricia Moren—Café Assistant

### **English as a Second Language (ESL) Staff**

Mariah Cox—ESL Teacher

### **Instructional Support Staff**

Tina Morris—Academic Instructional Coach

Janet Smith—ECE Implementation Coach

Tyler Swim—Mental Health Practitioner

Paula Wolf—Instructional Assistant

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## Office Hours

The school office is open Monday through Friday, from 8:30 a.m. until 4:30 p.m. The principal, assistant principal, and counselor are available to meet with parents/guardians at times other than the normal office hours. We ask that you call the office for an appointment if you would like to schedule a conference with the counselor, principal, or assistant principal. Parents also may call the office to schedule a conference with a teacher or other staff member. The teachers' official workday is 8:55 a.m. to 3:55 p.m. Students and parents who may need to return after school to retrieve a forgotten item must report to the front lobby before 4:30 p.m. Hallways and classrooms are off limits after 4:30 p.m. except for approved after-school activities. Students must be supervised at all times from 8:30 a.m. to 4:30 p.m. The phone lines open at 8 a.m. **[(502) 485-8300]**.

## Forms

Birth certificates/Immunization records/Physicals should be submitted to the front office within the first two weeks of school. Forms can be emailed to **[jcps.middletown-office@jefferson.kyschools.us](mailto:jcps.middletown-office@jefferson.kyschools.us)**.

## Dress Code

Students are expected to dress appropriately for school. At Middletown, we want to make certain that all students are comfortable, safe, and ready to learn. Hats/Hoodies are not to be worn in the school building unless a special Hat Day is declared. Coats are not to be worn in the classroom. Shorts and dresses must be fingertip-length. Pants must be worn at the waist. No undergarments are to be exposed. Because of physical activity during the school day, it is advised that leggings be worn under a skirt or dress. Shirts and blouses may not expose the midriff in any way. No bare shoulders are allowed. Hoodies, light jackets, sweaters, and sweatshirts are acceptable for indoor wear. No inappropriate messages or images are to be displayed on any clothing. Because daily physical activity is a state requirement, students must wear shoes with closed toes and backs. No platform shoes or heels over 1 inch are allowed. No shoes with wheels, flip-flops, or any shoes that would be unsafe for vigorous play are to be worn during the school day. On physical education (PE) instruction days, athletic shoes must be worn. Jewelry and makeup are discouraged for students. The administration has the final ruling if anything is questionable in terms of appropriateness or safety.

## School Hours/Arrival

Students attend school from 9:05 a.m. until 3:45 p.m. Students should arrive at school no earlier than 8:30 a.m. The building is open at 7 a.m. to accommodate the YMCA Child Enrichment Program (CEP). Parents who need to bring their child to school prior to 8:30 a.m. should make childcare arrangements with the YMCA CEP. The cafeteria serves breakfast between 8:30 a.m. and 9 a.m. Car riders who choose to eat breakfast should arrive by 8:50 a.m. For the safety of all students, car riders may not be dropped off in front of the school. Parents wishing to walk their child into the school from their car must park in the primary car rider line parking lot and walk with their child on the sidewalk to the front door. Late arrivals (arrivals after 9:05 a.m.) must be signed in by the parent or transporting adult.

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## YMCA Child Enrichment Program

For a nominal fee, the YMCA CEP offers childcare beginning at 7 a.m. for parents who need to drop off their child prior to 8:30 a.m. After-school childcare also is available until 6 p.m. All CEP sites have minimum and maximum enrollment numbers. Enrollment is on a first-come, first-served basis. Please call the Northeast YMCA at **(502) 425-1271** for more information.

## Transportation and School Safety

The safety of students is our first priority. The procedures below have been carefully planned and are in place to help Middletown staff ensure maximum safety to students. Thank you in advance for your attention to and cooperation with these important safety procedures.

### How do I know which bus my child should ride?

Middletown has approximately 13 buses that serve the student population. Each bus is identified by its number. Students and parents should learn their bus number as soon as possible. Students should ride the bus the first day of school if the bus is the mode of transportation that will be used most often. If you have questions about the bus schedule, go to [www.jefferson.kyschools.us](http://www.jefferson.kyschools.us) or call **(502) 485-3470**.

### How does the carpool line work?

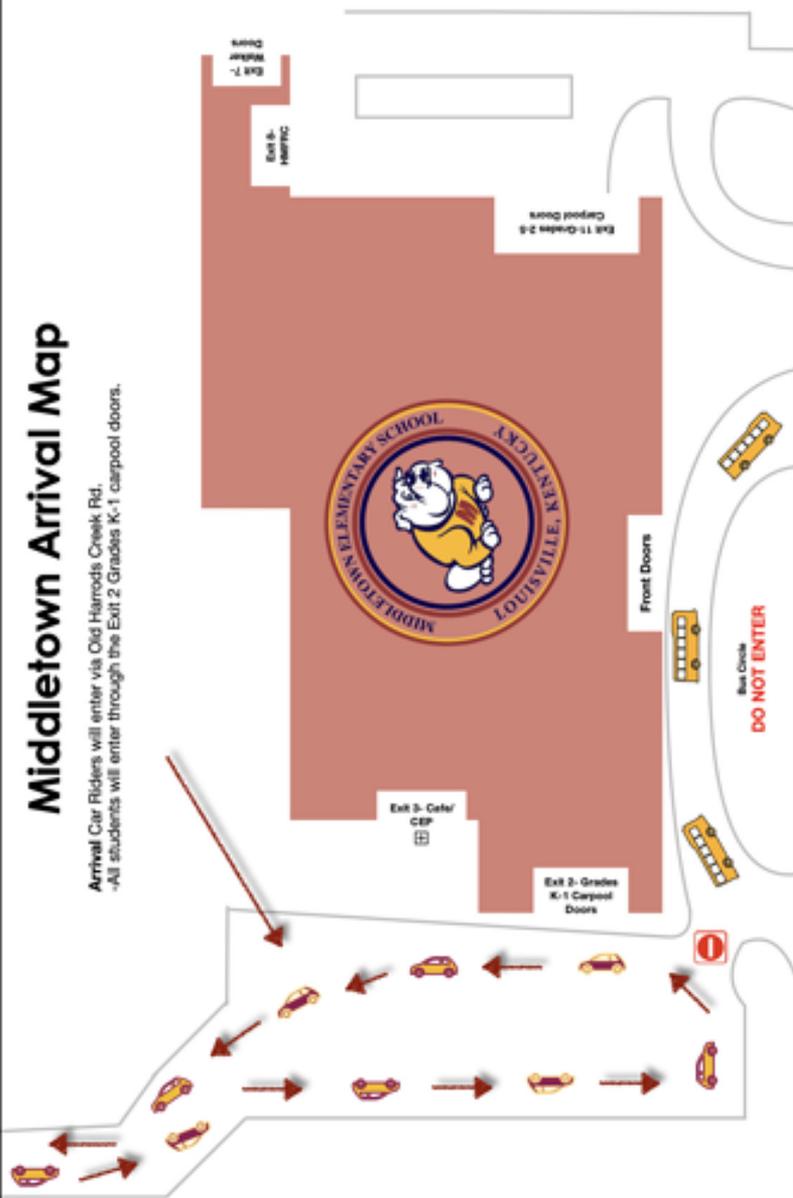
Parents are asked to drop off their child between 8:30 and 9 a.m. For the safety of all students, car riders may not be dropped off in the front of school. First-through fifth-grade students arriving between 8:30 and 9 a.m. are to go to the lunchroom until they are picked up by their teacher at the start of school. Kindergartners go to the library after breakfast, where they will be picked up by their teachers. Dismissal is at 3:45 p.m. Car riders in P3 (grade two) through grade five exit through the doors on the Intermediate wing. P1 (kindergarten) and P2 (grade one) students exit through the doors on the kindergarten and grade-one wing. Walkers exit through the doors on the grade-three wing. Parents are asked to display a carpool number (distributed early in the school year) to help teachers locate each student's vehicle. All daycare vans must pick up and drop off students through the carpool line as well. The pick-up location and route are marked on the map on page 7.

- **Only buses come into the front circle. This applies in the morning and in the afternoon.** Violators could be ticketed.
- Please stay in your car when picking up your child in the carpool line. Students must follow the directions of the carpool monitors.

Old Harrods Creek Road

## Middletown Arrival Map

Arrival Car Riders will enter via Old Harrods Creek Rd.  
-All students will enter through the Exit 2 Grades K-1 carpool doors.



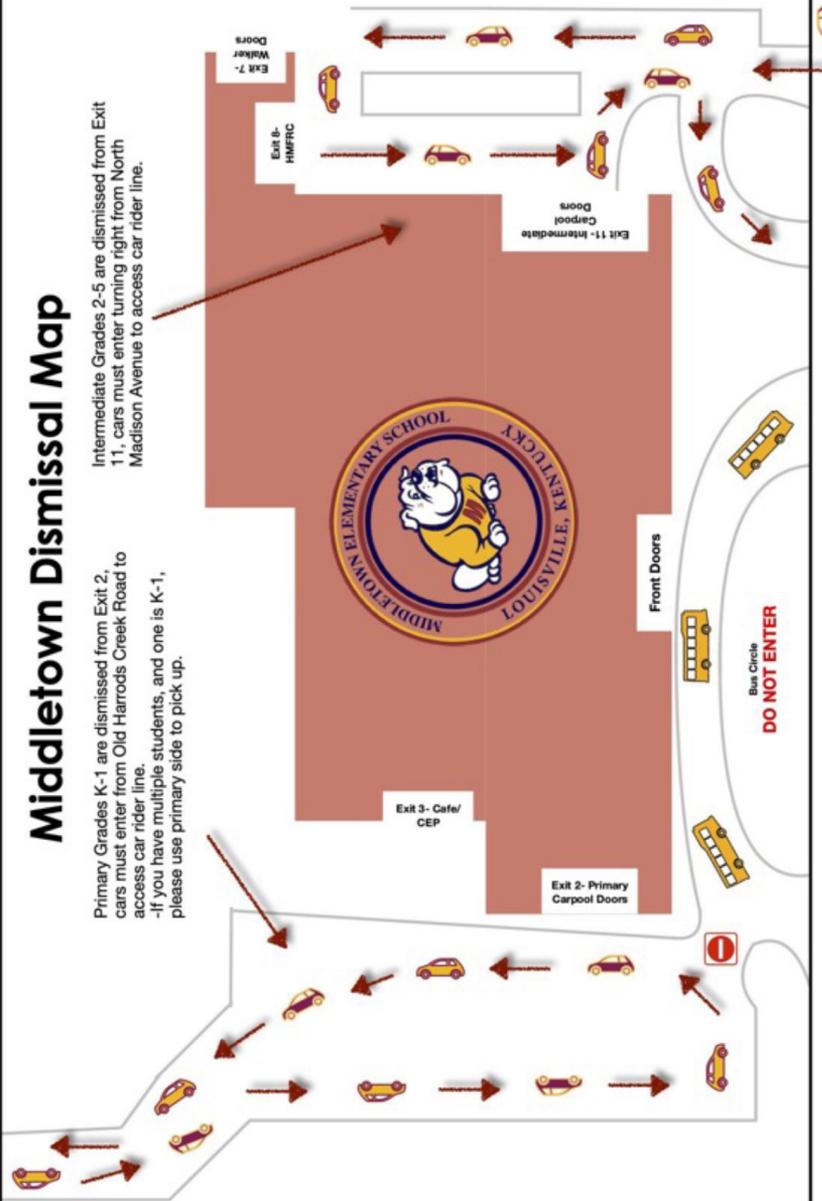
North Madison Avenue

Old Harrods Creek Road

## Middletown Dismissal Map

Primary Grades K-1 are dismissed from Exit 2, cars must enter from Old Harrods Creek Road to access car rider line.  
-If you have multiple students, and one is K-1, please use primary side to pick up.

Intermediate Grades 2-5 are dismissed from Exit 11, cars must enter turning right from North Madison Avenue to access car rider line.



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## School Dismissal

Students are dismissed through the PA system. Walkers and car riders report to designated areas. Bus riders are called by number and escorted to the bus by adult staff.

## Transportation Changes

Please share transportation changes with your child and the school. A note should be sent with your child indicating the date and transportation change. Emails are accepted. In the event of an emergency, please call the school no later than 3 p.m. Late notifications should only be made for reasons of necessity or emergency to keep classroom interruptions to a minimum and to give teachers and students time to prepare for the change. No changes will be accepted after this time. Frequent changes to afternoon transportation are discouraged.

## Bus Notes

If your child wants to ride a bus with a friend after school, both students must have a signed note from their parent/guardian that includes a phone number for verification. It is the student's responsibility to give the note to their teacher in the morning.

## Early Pick-Up

Occasionally, due to circumstances beyond their control, parents may need to pick up their child prior to dismissal. These parents should report to the school office/Welcome Center by 3:15 p.m. Office personnel will call the students to the office/Welcome Center to go home. For safety reasons, teachers are not permitted to release students without notification from office personnel. The student must be signed out by the parent/guardian or approved designee. To reduce classroom disruption and student tardiness, frequent 3:15 p.m. sign-outs are not permitted.

## Front Circle

The circle in front of the school is reserved for school bus loading and unloading. For the safety of all students and to ensure that parents do not receive a citation for parking in the fire lane, parents must comply with the **BUSES ONLY—DO NOT ENTER** sign.

## Attendance

Regular attendance is essential to producing successful schoolwork. Students should be encouraged to attend school unless they are ill. A full school day consists of 400 minutes. A student is considered a half-day absent if they miss 200 minutes of the school day. A student is considered tardy if they miss 1 to 199 minutes of the school day. Late arrivals or early departures are calculated in attendance as tardy and can affect perfect attendance.

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## **Tardiness**

Being on time is important. Parents are required to sign in their child on an Entry Log if they are not in class at the 9:05 a.m. bell. Students must receive a tardy note if they are late. They must be signed out of school on an Exit Log if they leave the building during any part of the instructional day. Students who need to be signed out early due to illness are not allowed to return after school to participate in after-school programs or activities. Kentucky law requires elementary students to be signed out by a parent, legal guardian, or others as designated in writing by the parent. See the “Attendance” section for an explanation of tardy status.

## **Absences**

We understand the need for a student to miss school in the event of an illness. Visits to a doctor or dentist, a death in the immediate family, and religious holidays also constitute excused absences when the school office receives a written explanation or doctor’s note. Parents are asked to call the school office at **(502) 485-8300** or to email **sandra.hicks@jefferson.kyschools.us** when their child is absent. Families may request an Educational Enhancement Leave of Absence of up to ten days for various reasons. Students are counted present for days absent from school if the trip has educational value and principal approval. Request forms may be obtained in the school office.

A student may be excused for one day for a parent/guardian being deployed in the military and one for a parent/guardian returning from military deployment.

## **Illness**

Students should never be sent to school in the morning when they are ill or have a fever. The likelihood of a student feeling better after arriving at school is slim. Regrettably, elementary schools have neither the facilities nor the staff to care for sick students. School personnel are not allowed to treat a student by dispensing aspirin, Tylenol, or other over-the-counter medications without proper documentation. Students who become ill at school are sent to the Health Room until parents arrive to take them home. It is extremely important that parents provide the school with the name and telephone number of another contact if the parent cannot be reached.

## **Make-Up Work**

A student returning to school after an excused absence may request make-up work when they return. The make-up work includes only written daily work, tests, and major projects. Some classwork cannot be duplicated and cannot be made up. The make-up work is provided to the students as arranged with the teacher. The student has the number of school days that they were absent plus one school day to submit the make-up work to the teacher. Teacher discretion is used to handle special situations.

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## Medication

Medication should be given at home when possible. For school personnel to administer any type of medication to your child, we must have on file a signed affidavit giving your permission for us to do so. Please help us by observing the following guidelines:

- You must sign and have notarized a medical authorization form (available on the Jefferson County Public Schools [JCPS] website). You may use the notary at any school at no cost; however, you must be present to have your signature notarized.
- Complete all requested information on the medical authorization form. School personnel will administer medication only according to your written directions. If the physician changes the dosage, you must sign and have notarized a new medical authorization form.
- We request that medication not be sent to school or returned home with students. If you must send it with your child, put the medication container in a sealed envelope.
- By law (KRS 218A.210), medication must be in its original container with the prescription label attached. It may be necessary to request two prescription containers from your pharmacy.
- Please send an adequate supply of medication to avoid having it sent back and forth. For example, if the medication is to be administered all year, send at least a one-month supply; if the medication is only to be administered temporarily (e.g., an antibiotic), send all the medication the student will need through the last date that it is to be taken.
- Please notify us regarding medicine that needs refrigeration.
- All medication is administered in the Health Room when the tone sounds at 12 noon.
- Never advise your child to keep medication in a locker or backpack for the day. Medication must be stored in the school office for the safety of all students. This includes cough drops and throat lozenges.

## School Cancellation

In planning ahead for severe weather, the JCPS District has standardized the following procedures for school interruptions and emergency closures due to severe weather. JCPS has have adopted the School Messenger system allowing all members of the Middletown community to be instantly notified via text message, email, and/or voice message of real-time situations as they are developing. The system will be used for emergency, weather, and reminder messages. When JCPS or Middletown sends alerts, you will be contacted via the email addresses and telephone numbers you have on file in Infinite Campus. Please monitor your radio and/or television for information regarding closings. Severe weather may make it necessary to dismiss school early. In such an instance, the media are notified as soon as the decision is made. Parents should monitor radio and/or television for information regarding early dismissals. When school is to be dismissed early, parents are notified by text/phone/email of early dismissal through School Messenger. Buses will transport elementary students as usual, although the commute could be longer due to road conditions. Working parents should make provisions to ensure that their child has a place to go if there is an early dismissal. Please notify the school in advance of early dismissal arrangements you have made for your child.

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## Parent Portal

Parent Portal is a secure website that can be used to track your child's progress in school. Parents can view attendance, grades, report cards, and more. If you do not have an account, you will need to visit [www.jefferson.kyschools.us](http://www.jefferson.kyschools.us), click on *Parents* at the top of the page, select *Parent Portal*, and click on *Set up your account here*. Submit the completed form, and your Portal logon information will be emailed to you. Each parent needs to complete the request. You only need one account for all of your children.

## Student Conduct

Middletown is a Positive Behavior Interventions and Supports (PBIS) and a Leader in Me school. All staff members endeavor to help our students develop self-discipline and leadership skills through practicing the Seven Habits and respect for the rights of others. All students will have direct instruction about the Seven Habits of leaders:

- Be proactive.
- Begin with the end in mind.
- Put first things first.
- Think win-win.
- Seek first to understand, then to be understood.
- Synergize
- Sharpen the saw.

Students will learn to use skills that go along with each habit to achieve personal, academic, and behavioral goals as well as to meet or exceed school and classroom conduct expectations. Through our PBIS systems, students are taught to show consideration for others by passing through the hallways quietly and carefully and are taught expectations for common areas (e.g., cafeteria, playground, restrooms).

## Reporting Pupil Progress

JCPS elementary schools promote the philosophy of continuous progress. This means that students can move through the curriculum in a continuous-progress mode with instructional placement being adjusted as needed. Parents are encouraged to keep in close contact with their child's teacher. Official conferences are incorporated into the JCPS calendar. Conferences may be scheduled by calling the school office or by sending a note to the student's teacher.

Report cards are issued at the end of every nine-week period. Academic progress reflects what students know and can do. The required documentation of academic grades/progress is based on student performance and may include class assignments, projects, portfolios, group work, quizzes/tests, homework, student self-evaluation, teacher observation, participation, and/or attendance.

Concerns about student progress first should be directed to the student's teacher and then, if necessary, to the counselor, assistant principal, and/or principal.

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## **Backpack of Success Skills**

In addition to grades and coursework, students will be required to defend their learning around five Backpack Skills at the end of their experience at Middletown (during fifth grade) and be able to show evidence of mastery.

The skills that are most essential for the success of our students are as follows:

- Prepared and Resilient Learner
- Globally and Culturally Competent Citizen
- Emerging Innovator
- Effective Communicator
- Productive Collaborator

## **Parent-Teacher Conferences**

Parent/Teacher communication is an important part of a student's elementary school program. Parents are encouraged to schedule a minimum of one conference a year with the student's teacher(s). Official conference days have been incorporated into the JCPS calendar. Conferences are usually held in October and March. There will be no school on Parent-Teacher Conference Days. Other conferences may be scheduled before or after school by calling the school office or sending a note to the student's teacher. Teachers are not permitted to schedule conferences during the school day unless they take place during their planning time. Please contact the school office or your child's teacher if you are unable to attend a scheduled conference.

## **Cafeteria—Breakfast/Lunch**

Breakfast is served from 8:30 to 9:05 a.m. Students eat lunch with their class/team on a schedule set before the start of each school year. Your child has 20 minutes for lunch. Middletown is part of a Community Eligibility (CE) Program, in which all students have access to a free breakfast and lunch every day. Forms will be sent home at the beginning of the year. Menus are sent home monthly.

Students may purchase "extras" or à la carte items. You may send in a check to cover as many à la carte items as you wish. When your child's account gets low, you will be notified. Every student is given a four-digit number that they must give to the lunchroom cashier at the end of the lunch line.

## **Student Leadership/Activities**

During the school year, Middletown's Student Council, which is made up of representatives from the homerooms, and the Student Lighthouse Team sponsor many student-centered activities. In the event school is canceled on the date of a school activity, that activity is canceled and might not be rescheduled. Individual classroom activities are coordinated during the school year by the classroom teacher.

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## Field Trips

Field trips taken during the instructional day are considered an extension of the students' regular instructional program, so all students are expected to participate.

A signed permission slip must be on file in the office for any student who participates in a field trip before the day of the trip. Verbal permissions or parent notes are not acceptable. No student is denied the opportunity to participate due to an inability to pay. (Field-trip fees are waived for students whose parents have signed a Fee Waiver.) Due to certain fixed expenses, some field-trip fees may not be refunded to students who become ill or who cannot participate for some other reason.

Parents are invited to participate in student field trips as chaperones to help supervise students. Participating parents must be cleared through a Volunteer Records Check. (See "School Visitors.") It is the homeroom teacher's responsibility to determine the number of chaperones needed for the trip and to select the parents who will participate. Students who may need to leave early from the field trip due to illness or doctor appointments, and whose parents are chaperoning, may be signed out by their parents with the teacher. If transportation to a field trip is provided by bus, students are expected to ride the bus to and from the field trip. Chaperones must supervise the students assigned to them at all times.

## School Visitors/Volunteers

District policy requires that every visitor to a school building sign in upon entering the building and sign out upon leaving. **You must present identification every time you enter the building. IDs will be returned when you sign out of the building. There are no exceptions!** All parents and visitors to Middletown must register at the Welcome Center located in the school lobby.

Parents should never go directly to the classrooms. For the safety of all students, parents are expected to wait in the lobby area until escorted by school staff to their designated location. This keeps disruption of the students' instructional program to a minimum and allows the teacher to adequately supervise their students.

We will not interrupt instructional time to call students out of class. If you need to bring something to your child, clearly label the items with your child's name. We will do our best (between classes) to ensure that your child receives the item(s). Parents and/or other visitors who wish to meet with an administrator are requested to schedule an appointment by calling the school at **(502) 485-8300**.

Parents are invited and encouraged to volunteer. Parents, grandparents, etc., are always needed to tutor students and to help with field trips or special projects. State law requires that all parents/volunteers who are planning to volunteer on a regularly scheduled and/or continuing basis or who will have supervisory responsibility for students at a school site or on a school-sponsored trip complete a Volunteer Records Check. The Jefferson County Board of Education (JCBE) requires volunteers to submit to a background check every five years. Volun-

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teers who submitted a Records Check and were cleared after July 1, 2017, will not need to resubmit a records check for the 2021-22 school year unless it is brought to the attention of the district that a volunteer has pleaded guilty to or is convicted of drug or sexual offenses or any felony offense. They will then be required to submit to a criminal records check, and their volunteer status may be terminated. Parents may complete the Records Check form by using this secure online link: <https://apps.jefferson.kyschools.us/Volunteer/>.

## **Family Resource Center**

As a core component of the Kentucky Education Reform Act (KERA), the **Hite/Middletown Family Resource Center (HMFRC)** is funded by a state grant. The HMFRC's primary goal is to work with the school and community to offer the best services and support to our families so our children can lead happy, healthy lives and succeed in school. We serve all children and families who live in the Middletown community and/or who attend Hite and Middletown Elementary Schools.

Our services include, but are not limited to, assistance in finding affordable, quality childcare; referrals and/or on-site programs for health services; support for new and expectant parents; referrals to community agencies for basic needs; assistance with emergency clothing for children; education to enhance parenting skills; opportunities for social and recreational activities for children and families; crisis intervention; and counseling services.

The FRC is available from 8:30 a.m. to 4:30 p.m. at Middletown on Monday, Wednesday, and Friday and by appointment on Tuesdays and Thursdays. For more information or assistance, contact us at **(502) 313-4504** or [elvira.paguada@jefferson.kyschools.us](mailto:elvira.paguada@jefferson.kyschools.us).

## **Tobacco-Free Policy**

To ensure a healthy environment, the members of the JCBE voted unanimously on November 26, 2012, to approve a new tobacco-free policy for the entire JCPS District. The new policy, which went into effect on July 1, 2013, applies to everyone, including JCPS employees and parents. No one is allowed to smoke cigarettes or use any other tobacco products on JCPS property or in district vehicles. The policy is in effect 24 hours a day, 7 days a week.

## **Video Recording/Photographing Students**

Parents and visitors are not permitted to video-record or photograph any student other than their child/children during the school day without permission from the principal. A Photo Release Form, provided by the office at the start of the school year, is to be completed for each student by their parent.

## **Student Personal Property**

Students should not bring their personal toys, games, iPads, or cell phones to school unless they are needed for a lesson and have been approved by the teacher. Lockers that do not lock will be assigned to students. Fidget Spinners, BeyBlades, Pokémon cards, etc., should not be brought to school. Personal

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property brought to school that could prove to be a safety hazard or that could prove to be disruptive to the instructional program will be confiscated, and the parent will be asked to pick up the item. Students are responsible for their personal property. Lost, broken, or stolen items are not replaced or repaired with school funds. Middletown will not be responsible for personal items that are non-school-related. We will not waste valuable time and resources to investigate a search for them if they are lost or taken at school.

## **Lost and Found**

Parents are asked to label all items, such as coats, boots, hats, and any other belongings that a student can misplace or lose. Please encourage your child to inquire about lost items. Valuable lost-and-found items, such as eyeglasses, jewelry, and wallets, are kept in the school office. Other lost items, such as clothing, lunch boxes, and backpacks, are kept in the bin or hung on a coat rack outside the cafeteria. Unclaimed items will be donated to the 15th District PTA Clothing Assistance Program (CAP).

## **Parent and Guardian Involvement**

Parents and guardians are expected to participate in their child's education. These expectations include, but are not limited to, the following:

- Attend Parent-Teacher Conferences, workshops, and/or school meetings.
- Check the school calendar for important dates.
- Be aware of school safety by signing in when entering the building.
- Ensure that your child attends school regularly and on time.
- Read your child's Agenda and class and school newsletters.
- Listen and remain informed about problems in school involving your child and the solutions in place.
- Support the policies of Middletown Elementary.
- Monitor your child's homework, and ask your child about notes from teachers.
- Sign and return all items sent home by teachers for your signature.
- Share any questions/information you might have with your child's teacher through their Agenda, a note, or an email.

We also recommend going to the library or finding other resources to support your child's learning, volunteering for school events, and encouraging your child to be involved in extracurricular activities.

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

School-Based Decision Making (SBDM) Councils were established by KERA to be the governing body of a school. Middletown's SBDM Council is made up of three teachers (elected by the certified teaching staff); two parents (elected by the parents of Middletown students); and the school principal, who serves as chairperson. The SBDM Council meets monthly to set school policies. Meetings are open to the public.

## JCPS Returned Check Policy

Effective July 1, 2008, JCPS is contracting with eTech Transactions, an Iowa firm that will handle all returned checks. Reasons that checks are returned include NSF (not sufficient funds), account closed, refer to maker, and stop payment actions. JCPS, like many businesses, receives an increasing number of checks that are returned for the above reasons. These checks cost our district money, take up staff time, and can create discord between the district and parents. eTech will manage the entire process electronically, notify your bank of the transaction, and charge a \$25 fee for each check that is returned to our bank. We hope all parents are responsible and send with their child only valid checks for fees, lunches, and other school-related items.

## Whom to Contact

Reason	Order of Contact
<ul style="list-style-type: none"> <li>• Academic questions</li> <li>• Classroom-specific questions</li> <li>• Grades</li> <li>• Missing assignments</li> <li>• Student behavior questions</li> </ul>	1. Classroom teacher 2. School counselor 3. Assistant principal Check the school website for email addresses or call <b>(502) 485-8300</b> .
<ul style="list-style-type: none"> <li>• Mental health resources</li> <li>• Student concerns</li> </ul>	Chas Meinecke, school counselor <a href="mailto:chas.meinecke@jefferson.kyschools.us">chas.meinecke@jefferson.kyschools.us</a> Tyler Swim, mental health practitioner <a href="mailto:tyler.swim@jefferson.kyschools.us">tyler.swim@jefferson.kyschools.us</a>
<ul style="list-style-type: none"> <li>• Change of address</li> </ul>	Mani Nagra, secretary <a href="mailto:manjit.nagra@jefferson.kyschools.us">manjit.nagra@jefferson.kyschools.us</a>
<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Educational enhancement opportunities</li> <li>• Transcripts</li> </ul>	Sandy Hicks, attendance clerk <a href="mailto:sandy.hicks@jefferson.kyschools.us">sandy.hicks@jefferson.kyschools.us</a>
<ul style="list-style-type: none"> <li>• Bus issues</li> <li>• Discipline questions or concerns</li> <li>• Teacher questions</li> </ul>	Nicole Mettling, assistant principal <a href="mailto:nicole.chapleau-mettling@jefferson.kyschools.us">nicole.chapleau-mettling@jefferson.kyschools.us</a>
<b>Resources:</b> <ul style="list-style-type: none"> <li>• Community</li> <li>• Family</li> <li>• Health</li> </ul>	Elvira Paguada-Gutierrez, FRC coordinator <a href="mailto:elvira.paguada@jefferson.kyschools.us">elvira.paguada@jefferson.kyschools.us</a>

# Equal Opportunity Policies

## Equal Employment Opportunity Employees/Applicants

The Jefferson County Public School District shall not discriminate in recruitment or employment on the basis of age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, gender identity, gender expression, veteran status, religion, genetic information, or political affiliations or beliefs. 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, the 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, gender identity, gender expression, veteran status, political affiliations or beliefs, 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.

## Discrimination Grievance Procedure

The Jefferson County Public Schools Discrimination Grievance Procedure is available at local schools, on the Jefferson County Public Schools website at [www.jefferson.kyschools.us](http://www.jefferson.kyschools.us), or in the Compliance and Investigations Office, C. B. Young Jr. Service Center, 3001 Crittenden Drive, Louisville, KY 40209. Contact Dr. Georgia Hampton, 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 19107-3323  
(215) 656-8541 | [www.ed.gov](http://www.ed.gov)

### Kentucky Commission on Human Rights

The Heyburn Building, Suite 1400  
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)

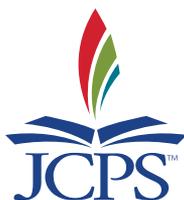


[www.jefferson.kyschools.us](http://www.jefferson.kyschools.us)  
Equal Opportunity/Affirmative Action Employer  
Offering Equal Educational Opportunities





Dr. Carl Gioia  
Middletown  
134 N. Evergreen Road  
Louisville, Kentucky 40243  
(502) 253-2201



[www.jefferson.kyschools.us](http://www.jefferson.kyschools.us)

Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities

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