

MESSAGE FROM THE PRINCIPAL

Dear Parents and Students:

On behalf of the entire staff, I would like to welcome you to Shacklette Elementary School. We are committed to providing a quality education for your child. Our goal is to help each student be successful by offering positive learning experiences which are designed to motivate and guide your child to reach their highest potential.

This handbook is designed to present information regarding our current school policies and procedures. In addition to this handbook, you will receive a copy of the Jefferson County Public Schools (JCPS) *Code of Acceptable Behavior and Discipline* and the *Student Bill of Rights* booklet. I encourage you to read and to discuss both of these important documents with your child. With your assistance, we can provide the safe and effective learning environment that each Shacklette student deserves.

We invite each parent to become actively involved. If you are interested in serving on our School-Based Decision Making (SBDM) Council, SBDM Committees, Parent Teacher Association (PTA) or Family Resource Center (FRC) Advisory Council, please let me know.

Please keep in close communication with your child's teacher throughout the school year. Do not hesitate to call me, the assistant principal or the school counselor at 485-8325 if you have any questions or need assistance.

Sincerely,
Kevin Garner
Principal

DAILY SCHEDULE

Arrival

8:00 a.m.	School office opens
8:30 a.m.....	Building open for student arrival
8:30 a.m.-8:55 a.m.	Students are assigned to: 1,2, (Gym) 3,4 (Cafeteria) K, 5 (Library)
8:55 a.m.	Students are dismissed to their classrooms
9:05 a.m.....	Morning Meeting

Dismissal

3:15 p.m.....	*Last early dismissal of students
3:45 p.m.....	Dismissal
4:30 p.m.....	School office closes

*For the safety of all students parents may not sign out their child (ren) from school after 3:15 p.m. daily. Parents/guardians will not be permitted in the school building after 3:15 p.m. daily. This new procedure approved by the SBDM Council helps to ensure that all students arrive home safely as it is very difficult to make last minute changes in transportation.

School Office.....485-8325
School Fax313-3530

Family Resource Center.....485-8994

OUR ACADEMIC PROGRAMS

Primary Program through Fifth Grade

At Shacklette Elementary School, our primary program is modeled after the critical attributes of the primary program developed by the Kentucky Department of Education. These attributes include continuous progress, multiage groupings, qualitative reporting, developmentally appropriate practices, authentic assessment, professional teamwork, and parent involvement, which are monitored through continuous professional development, classroom observations, and teacher evaluations.

All children are placed in an instructional environment that allows students to make continuous progress. Students are assessed frequently to determine the mastery of concepts and to ensure that flexible groups are ongoing. Teachers work in collaborative teams to develop lessons and units of study to meet the individual learning styles of all students.

Components of Academic Progress

The academic grade reflects what students know and are able to comprehend over time. The academic grade is based on student performance and may include the following:

- Class Assignments
- Homework
- Quizzes/Tests
- Special Project/Performance Assessment
- Writing to Demonstrate Learning
- Student Participation
- Discussion/Problem Solving
- Individual/Group Work
- Teacher Observation
- Student Self-Evaluation

Report Cards

Report cards are sent home each 9 weeks with the student in an envelope. Parents should examine their child's report card carefully while staying in close contact with the teacher to create a partnership between home and school.

Family Resource Center

The Family Resource Center (FRC) was created by the Kentucky Education Reform Act (KERA). The centers are designed to enhance students' abilities to succeed in school and to make a collaborative effort to bridge the gaps among parents, schools, and community-services providers by creating direct services to meet families' needs. Our FRC has a full time coordinator (Angela Eddings-Osborne) who is available from 8:00 a.m. to 4:30 p.m. to assist all students and families.

After School Enrichment

Learning at Shacklette Elementary extends beyond the school day. We offer a wide variety of programs for our students such as the academic team, basketball, cheerleading, dance, track, tennis,.

Parent Friendly & Family Focused

Shacklette's PTA is actively involved both inside and outside the school community to benefit both the children and the school. The PTA develops and organizes wonderful events such as the Back to School Bash, Fall Festival, KY Kids Day, family literacy night, COSI science hands-on assembly, and skating parties. Please call the school office at 485-8325 for more details on ways you can help support your child's learning. It is important for children to know that their parents and teacher are working together.

Site Based Decision Making (SBDM) Council

The Council operates as a policy making body concerning instruction, assessment, and curriculum issues. The Council has six members: three teachers, two parents and the principal as chair. Council meetings are open to the public. The community is welcome to speak to the Council but must sign-in prior to start of the meeting.

BEHAVIOR EXPECTATIONS

Student Climate

Good discipline is maintained by recognizing and praising good behavior and giving logical appropriate consequences for inappropriate choices and unacceptable behavior. Students are expected to put forth their best effort and to behave in a manner that will promote a safe and orderly learning environment. Promoting positive and appropriate behavior is a shared responsibility between home and school.

All students are expected to follow Shacklette's Common Expectations:

W-We show RESPECT

A- Act with RESPONSIBILITY

V- Value LEARNING

E-Everyone is SAFE

If your child should receive an office referral for unacceptable and/or unsafe school behavior, the school will follow the elementary school behavior violations and consequences as outlined in the Jcps *Code of Acceptable Behavior and Conduct* book. This document is provided and reviewed with all students on the first day of school. If you need another copy please contact the school office at 485-8325.

OUR POLICIES and PROCEDURES

Visitors to the School

For the protection of our faculty, staff, and students, we require all visitors and volunteers (including parents) to report to the office and sign in. All visitors and volunteers are required to wear a Shacklette identification badge while on school property. If you would like to speak to your child's teacher, appointments should be made with the teacher as we do not want visitors to disturb the educational environment of the classroom setting. You must have a photo ID to be admitted into the building.

If you need to give your child a message, medication, homework, lunch money or supplies, please contact the school office first. Do not go directly to your child's classroom or to another classroom. This is a necessary precaution for the safety and security of all students.

Volunteers

Volunteers are a valuable resource to our students, teachers and school community. Volunteers serve as tutors, work in the library, chaperone on a field trip, and provide clerical assistance. Parents/guardians may not bring siblings/children to activities at which they are volunteering, supervising, or chaperoning. This procedure includes all in class or out of class volunteer activities, field trips, class parties, and celebrations. Siblings may attend school wide public events such as assemblies, performances, concerts, and fifth grade recognition programs.

Volunteers are required by Kentucky state law to submit to a criminal background check prior to working in the school or attending field trips. All information regarding background checks will be held in the strictest confidence. Forms are available in the school office. Background checks must be updated every five years or as deemed necessary by the school.

Confidentiality

Confidentiality means the protection of all personally identifiable information and records used by the school in relation to students and staff. At no time should volunteers discuss personal information of students or staff obtained while volunteering at or outside of the school. The violation of the confidentiality of any student and/or staff member by a volunteer may result in the volunteer no longer being permitted to volunteer within or outside of the school setting per the decision of the school principal.

Parent/Teacher Conference

Communication between home and school must be an integral part of the education process if students are to achieve the greatest educational success. During the fall and the winter, each classroom teacher will establish dates and times to meet with parents to discuss their child's process. If you have concerns about your child at any time during the year please contact his/her teacher. The administrative staff is available for conferences when needed. Teachers and administrators are asked to return parent phone calls within 24 hours of the time the call was received. Our goal is to return all parent phone calls the same day.

Excused/Unexcused Absences & Tardies

Regular attendance is vital for a successful school year. A visit to a doctor, a confirmed illness, or a death in the immediate family constitutes as an excused absence. All other absences are unexcused. When a student is absent the parent is expected to send a note when the student returns to school.

Excessive absenteeism (three consecutive unexplained or unexcused absences) results in the following procedures: **After three (3) unexcused absence/tardy a letter is sent home to inform parents of the violation and the Family Resource Center Coordinator is notified. Upon the sixth (6) unexcused absence/tardy, a mandatory conference must be held with the principal, guidance counselor, and/or Family Resource Center Coordinator. After the ninth (9) unexcused absence/tardy, a referral is made to the School Social Worker.**

Attendance

Students must return with a parent note. Students are permitted to have up to 10 parent notes per school year for illness. If a student arrives after 9:05am and/or dismissed prior to 3:40pm this will be reported as a tardy/early dismissal. Students have up to 3 days after returning from an absence to provide documentation to the school.

Release of Students/Early Sign-Out

We discourage the early release of students because it is important that your child spend the entire instructional day with us. If early release of your child is necessary, parents are solely responsible for the early release of their child from school. Parents are to sign out their child in the office. Any child signed out before 3:45 p.m. will be considered tardy.

- Parents must report to the school office to request the early dismissal of their child.
- Students are dismissed only to their parent/guardian or to the individuals listed on the enrollment form. Please make sure your child's enrollment form is kept current.
- Authorized individuals must present picture identification at the school office to pick their child.
- Students are not dismissed to older siblings under the age of 18.
- The office staff calls the classroom to notify the teacher if a parent is coming to the classroom to pick up their child. Teachers are not to release students without prior notification from the office.
- For the safety of all students parents may not sign out their child(ren) from school after 3:15 p.m. daily. Parents/guardians will not be permitted in the school building after 3:30 p.m. daily. This new procedure approved by the SBDM Council helps to ensure that all students arrive home safely as it is very difficult to make last minute changes in transportation.

Inclement Weather

Under extreme inclement weather conditions, parents/guardians must use their best judgment in determining whether their child will attend school. The student will be counted absent per state attendance guidelines. However, the absence will be treated as an excused absence and the student will be permitted to make up work missed. The child is required to bring a note from his/her parent/guardian stating the reason for the absence. This note is to be turned into the classroom teacher. Please stay tuned to your local news channel for updates on school closing during extreme inclement weather, the JCPS website, and/or contacts the Public Information Office at 485-3228.

Holidays

A student may receive an excused absence for one holiday during the school year that has not been included on the school calendar. However, the following provisions must be met:

- a. The holiday must be listed in KRS 2.110, including, but not limited to:
 1. Attendance of the State Fair,
 2. A religious holiday, or
 3. "Take Your Daughter/Son to Work" day (except during the state testing window);
- b. The family has a scheduled activity to honor the event;
- c. The student has satisfactory attendance during the school year.

A child is required to bring to his/her homeroom teacher a note from his/her parent/guardian with the information required as explained above.

Makeup Work

Makeup work for excused absences may be obtained by calling the school office. The school office staff will contact the teacher who will send the assignment to the office. Parents can pick up make-up work after 4:00 p.m. of the day the assignments were requested (if the request is made prior to noon) or any time during the following day. Assignments missed due to unexcused absences may be obtained, by the student after his/her return to school.

Car Riders

Car riders are picked up and dropped off in the designated drop off lane in our parking lot. Cars enter our parking lot from Astral off of Galaxy Drive. Do not drop your child off in the parking lot. This precaution is for your child's safety.

Please follow the following procedures during car rider dismissal:

- Students should be dropped off between 8:30 a.m. - 9:00 a.m.
- Students should exit the car on the passenger side.
- Car must remain in line even after child(ren) have exited the vehicle.
- Students should wait to exit the vehicle until the car is parallel to the side walk.
- Students arriving after 9:05 a.m. must have a parent/guardian sign them in at the office and issued a tardy slip before going to their classroom.
- All drivers must contact office/school personnel to receive a car tag number to display on their rear view mirror which identifies the student(s) who is being picked up.
- Anyone who does not have the number displayed on his/her dashboard is required to park their car, come into the office, and have the student paged.
- Car riders will be dismissed from the side gym door.
- Do not enter the school to receive your child as this slows down the dismissal for all students.
- Please do not leave your car unattended or idling while waiting for your child.
- Stay in the car line as staff members will help your child enter and exit the car safely.
- Always yield to the buses when exiting the school grounds.

Walkers

Walkers are dismissed from the side door of the school closest to the gym at 4:00 p.m. or after all first run buses have cleared the parking lot. **Please do not list your child as a walker only to drive off in a car**

parked close to the school. This practice not only is a safety concern and slows down the dismissal process but it is not fair to the parents who follow the rules of the dismissal procedures daily.

Bus Rules and Consequences

A student's right to ride the school bus is based on good behavior and observance of the bus rules and regulations. At the beginning of the school year, each student receives a copy of the JCPS *Bus Regulations* from his/her bus driver. Parents should read and discuss the bus rules with their child.

On the first day of school, all bus riders are provided with a color-coded bus name. One of these easily identified colors will be labeled in the window by the door of the bus. Help your child remember their bus color-coded route including their bus number. Each child riding a bus will be provided a luggage tag which will be attached to their backpack with information regarding their afternoon transportation. It is important that each student returns daily with their backpack and identification luggage tag. Bus schedules are available at Bus Finder on the JCPS website at www.jcpsky.net. Please check the appropriate bus schedule and arrive to the nearest bus stop ten minutes before the assigned time.

The principal, assistant principal and/or success coach (TLC) will implement the following consequences when students receive written referrals from the bus driver.*

- First Referral.....Conference with Student Support or PBIS coach
- Second Referral.....Conference with the principal or assistant principal
- Third Referral.....Suspension from the bus for 1 to 2 days
- Fourth ReferralSuspension from the bus for 3 to 4 days
- Fifth ReferralPossible suspension from school

*Students behavior which causes a serious safety concern maybe suspended from the bus on their first offense.

Changes in Transportation

If changes in transportation are necessary, the changes must be cleared through the school office (in the morning) with a note from the parent or guardian no later than 3:30 p.m. **CHANGES CANNOT BE MADE WITHOUT WRITTEN NOTICE.** Only the custodial parent/guardian may change a student's transportation arrangement.

Parking

When visiting for lunch or picking up a student early, parents must use the visitor's parking lot. During arrival and dismissal, cars are not permitted in the bus area as this creates a safety concern for our students. If it is necessary to leave your vehicle to enter the building, please park in an appropriate parking space.

Agenda

The staff at Shacklette communicate with parents on daily basis through the agenda and/or Classroom DOJO. Parents should place notes, concerns and/or requests in the student's agenda.

Child Custody

If there are custody agreements, the school needs to be aware, please inform the school office and provide copies of legal documents from the court.

Reviewing Student Records

It is the right of either parent of the student to inspect and to review the educational records of their student unless the educational agency has been provided with evidence of a court order governing such matters as divorce, separation and/or custody, provides to the contrary.

Homework

The primary purpose of giving homework is to provide practice and/or a review of the lesson taught in the class. After the homework has been completed, it is recommended that the parent and child review the work together orally. Through this process, parents can be kept aware of the curriculum and the on-going progress of their child.

An additional purpose of homework is to provide opportunities for students to develop independent work habits and personal responsibility.

- Homework is not necessarily assigned in every subject every night depending when new concepts/skills are introduced.
- Individual homework plans may be developed for some students based on unique learning styles and/or needs.
- In some cases, a teacher may ask for homework to be signed as a record that the parent has reviewed the work.

If the child “never” has homework or if the homework consistently requires an excessive amount of time, the parent is encouraged to contact the teacher. The teacher will return the call at a non-teaching time and appropriate action will be mutually determined.

Books

Textbooks will be furnished to all students at no charge. Students who misuse or destroy any textbooks or library books during the school year will be charged a replacement cost. Report cards and/or field day will be withheld until all textbooks and/or library books are returned or a replacement fee is provided.

Lost and Found

Any articles of clothing that have been returned to the school maybe picked up in the lost and found located in the Family Resource Center. Any articles of clothing not picked up after 30 days will be donated to a local charity.

Cell Phones

Students' cell phones should be turned off from 8:30 a.m.-3:45 p.m. each daily and not visible. If the phone is in use (including texting) or a staff member sees it, the teacher will ask the student to put the phone away. Of. Children may not bring toys and/or electronic games to school. The school will not be responsible for loss or theft of personal items.

DRESS CODE

Students are to wear uniforms as stated in the School-Based Decision Making (SBDM) Dress Code/Uniform Policy. The uniform policy is for early childhood through fifth grade students starting with the first day of the school year.

Pants and Shorts (for girls and boys) - navy blue, black or tan

- No Sagging pants.
- No Cargo pants.
- Belts should be worn
- No Jeans.

Shirts- any solid color polo shirt. Must be a turtleneck, mock turtleneck or have a collar.

- Long or short sleeves.
- No writing or logos on shirts
- Collarless twin sets are not considered proper uniform attire.
- Shacklette logo shirts and sweatshirts may only be worn on Fridays (and/or special event days).

Skirts or Jumpers – navy blue, black or tan

- No more than four inches above the knee.

Sweaters –any solid crew, vest or cardigan sweater in white, light blue, navy, dark green or red.

Sweatshirts –any solid crew in white, light blue, navy, dark green, or red.

Shoes

- Students must have their toes and heels covered.
- No shoes with skates
- No shoes with blinking lights.
- Platform heels/high heels and flip-flops are not allowed.

Accessories/Outer Wear

- Students may not wear make-up
- All keys, medallions, necklaces, cultural and/or ethnic symbols must be worn on the inside of the students' shirt/blouse.
- Earrings must have a post and shall not extend below the bottom of the earlobe.
- No false nails

Students may not wear jewelry that distracts from the learning environment as determined by building administration. Earrings must have post and shall not extend below the bottom of the earlobe. Articles of clothing and/or accessories causing distractions and/or offense to any culture, race or religion are not permitted (e.g., dangling earrings, large chains with medallions, large bracelets, and multiple bracelets). The principal will contact parents if clothing is disruptive to the learning environment. Parents may be asked to bring appropriate articles of clothing before the student can return to the educational setting.

As written in the SBDM Policy, students may wear any solid crew or cardigan sweater, sweatshirt or sweater vest, in white, light blue, dark green, red or navy. For safety and security purposes, jackets or coats are not to be worn in the classroom including hoodies.

Students will receive notification of uniform violations. Parents will be required to bring appropriate clothing on the third violation. Uniforms are available in the Family Resource Center if parents are in need of assistance and/or if students have an emergency and need a change of clothing.

Suggestion to Parents: Label all outer clothing, jackets, sweaters, hats, gloves, mittens, or boots including lunch boxes with your first and last child's name.

Dress Down Days

- Students should dress UP in clothing that is age appropriate.

HEALTH AT SCHOOL

Required Forms

- A valid Kentucky Immunization Certificate (Immunizations must be updated upon expiration for a student to remain in school).
- An official copy of the student's birth certificate from the registrar of vital statistics from the state in which the student was born
- A valid medical examination form when first enrolling in school
- Eye examination form (for students between the ages of 3 to 6 who have never attended a public school)

Illness

If a student becomes ill, he or she should report the illness to the teacher. If, after a short rest in the health room, a student is unable to return to class, the parent/guardian is contacted to arrange for the student to go home. No student is to leave the school grounds without permission from the school office. In order to prevent the spread of illness, please do not send your child to school if he/she shows signs of a fever, stomach illness, rash, or other communicable disease.

Medication

Medication should be given at home when possible. But in some cases, medicine must be administered at school. Any student required to take medicine during school hours must follow these guidelines:

- 1) Parent/Guardian must bring prescription medication to school in the original bottle which must have the prescription label attached or have a written statement authorized by a doctor (either prescription or over-the-counter medications).
- 2) A *JCPS Authorization to Administer Medication Form* must be signed by the parent and kept on file in the school office.
- 3) Trained school personnel will dispense all medication at the designated time as prescribed by the doctor.
- 4) Parents must pick up unused medication when no longer needed or expired medication. Any medication not picked up by the end of the school year will be disposed of.

Per District Policy, students are not permitted to bring or carry medicine of any kind onto the school property.

It is the parent's responsibility to update information such as the parent's work phone number, emergency contact persons including all pertinent health information is on file in the school office.

Required Forms

Upon enrollment, the Board shall require parents to submit a medical examination for each child conducted within twelve (12) month prior to his/her initial admission to school. All children shall be required to present a valid immunization certificate upon enrollment in school, and a valid up-to-date immunization certificate shall be on file on all children at all times. Out of state immunization records must be transferred onto a Kentucky form.

State law requires that all students entering public school in Kentucky have a vision examination by an optometrist or ophthalmologist. Starting with the 2010-2011 school year, all kindergarten students entering a public school in Kentucky must have a dental examination by a dentist. This evidence shall be submitted to the school no later than January 1 of the first year the child is enrolled.

If the school does not have current immunizations records and physical exams, the student(s) will not be permitted to return to school until such documents are obtained and provided to the school office.

Student Insurance

The District has purchased accident insurance for each student in the JCPS. The coverage applies to all students taking part in any school sponsored activity (activities, field trips, etc.). The coverage is secondary for students who are covered by private health insurance and primary for students without health insurance. Families who do not have health insurance coverage for their children should contact the Family Resource Center for assistance to apply for Passport Health Plan for children.

CAFETERIA

Lunch

Each student has a 20 minute lunch. Students receive a well balanced meal through our federally funded nutrition services program. Shacklette Elementary is a no charge school. Each household must fill out an Educational Benefits Form, each year. Per Federal Lunch Program Guidelines/Policies **NO FAST FOOD**

products will be permitted in the cafeteria. Parents are encouraged and welcomed to join their child for lunch, but must eat a school lunch or a lunch packed from home. Breakfast and lunch menus can be found each month on Parent Portal

Milk.....\$0.50
Adult Price Lunch\$4.25

Parents can contact the School & Community Nutrition Services at 485-3681, Joni Childress, Shacklette lunchroom manager or the Family Resource Center for assistance.

A la Carte Items

The cafeteria offers a variety of food/drink items that may be purchased in addition to the regular lunch menu. Prices range from 20 cents to 65 cents. If you do not want your child to use any of his/her advance-pay account funds to purchase a la carte items, please send in a written note to the cafeteria manager. Otherwise, we allow the student to use this money. Snack prices range from .25¢-\$1.00.

Food Allergies

Parents of students with severe food allergies must agree to an individualized action plan developed by school personnel, the parents, and the student’s physician. The primary purpose of this action plan is the prevention and appropriate treatment of the potentially severe allergic reaction.

Most food-allergic children bring their lunch from home. Current federal regulations (USDA Policy Memo 84-6 and FNS783-2) require that a medical doctor authorize requests for modified meals and special diets. A form is to completed and maintained with the student’s health records for each student who requests modified school meals. In an effort to prevent accidental ingestion of food to which a student is allergic, no trading of food is allowed.

**Jefferson County Public Schools
Shacklette Elementary School
Acknowledgement**

We, the parents/guardians of _____
have received and read the Shacklette Elementary School Student and Parent Handbook. We understand the expectations and requirements of the school and agree to support our child’s efforts to be successful within the school environment.

Date: _____

Student’s Signature: _____

Date: _____

Parent’s/Guardian’s Signature: _____

Date: _____

Parent’s/Guardian’s Signature: _____

Note: Both parents/guardians should sign if the child lives with both parents/guardians. If the student lives with one parent/guardian, then only one signature is expected. The student is expected to sign the statement if he/she is able to read and write their name.

This form is kept on file in the teacher’s classroom.