

JELV Kindergarten Family Handbook 2021-2022



**Bobbi Hoffner,
Principal**

**Nick Schuerman,
Assistant Principal**

**Anna Brannen,
Assistant Principal**

**Andrea Nielsen,
CRA**

**Heather Kidd,
Counselor**

**Stephanie Taylor,
Counselor**

**Debbie Cumbie,
Family Resource
Coordinator**

The Jessamine Early Learning Village is committed to providing a child-centered learning environment with high expectations for all.

SCHOOL ORGANIZATION CHART

Need	Primary Contact	Secondary Contact
Admissions and Release Committee	Emmi Marcum , ARC Consultant	Sarah Carrico , ARC Consultant
After School Program	Jenny Jones , ASP Director 859-881-7119	Pam Wilburn , ASP JELV Coordinator
Attendance Questions	Heidi Klug , Attendance Clerk	
Behavior/Discipline	Nick Schuerman , Assistant Principal	Bobbi Hoffner , Principal
Bookkeeper – Money Matters	Lisa Evans , Bookkeeper	
Bus Questions	Matt Simpson , Bus Garage 885-4891	Susabeth Switzer , Bus Garage 885-4891
Cafeteria	J’Vonnia O’Hair , Cafeteria Manager	Lee Ann Connor , Food Service Director 887-9274
Family Resource Center	Debbie Cumbie , FRC Director	Misty Jordan , FRC Assistant Director
Guidance Counselor	Heather Kidd , Guidance Counselor	Stephanie Taylor , Guidance Counselor
Nurse	Shannon Schwenger School Nurse	
Psychologist	Brittany Gray , School Psychologist	Robyn Mays , School Psychologist
Preschool	Carrie Burks , Early Childhood Service Coordinator	Andrea Nielsen , Curriculum Resource Administrator
Kindergarten	Anna Brannen , Assistant Principal	Susan Strait , Coach
Technology	Lisa Evans , Technology Coordinator	Pacer Metzenberg , Computer Technician

SCHOOL DAY

Arrival: 7:25 AM

Bus transported students are released in the front bus lane; all students transported by their families must use the car lane located to the left side of JELV.

Dismissal: 2:25 PM

Students will be dismissed as bus riders, car riders, or attending the JELV Afterschool Childcare Program.

COMMUNICATION

Family communication is vital to the overall academic success of a child. JELV is committed to offering a multitude of communication tools to actively involve parents in the learning success of their child.

- **JELV Website**
SBDM & PTO meeting dates/times & minutes, school calendar, monthly school newsletter (Village Voice), etc...
JELV Website: <https://www.jessamine.kyschools.us/10/Home>
- **Weekly Classroom Teacher Newsletters**
Every week teachers will send home a weekly newsletter detailing learning for the week along with upcoming classroom/school news and events.
- **Monthly JELV Newsletters, Village Voice**
Each month the school shares a full color newsletter, Village Voice, including upcoming important school wide dates and information, and a letter from the superintendent.
- **Remind Notifications**
Each class will use Remind for classroom announcements. JELV will also have it's own Remind code for school announcements.
- **Facebook (JELV)**
We update the JELV Facebook page frequently with announcements, pictures, events, and more. Simply search for "Jessamine Early Learning Village".

EMERGENCY INFORMATION

Your child's safety is important to us. All current JELV Families **must** complete a yellow authorization safety card. The yellow card includes information as to where parents can be contacted during the school day, alternate emergency numbers, medical information, permission to treat students medically, and individuals permitted to pick up a child at school. **Please inform the JELV office immediately if there are any changes to the information.**

ATTENDANCE

Excused Absence:

Students who are absent from school are required to have a legitimate excuse. Within five days of a student's return to school, s/he must present a note to a designated staff person. If a note is not received within five days, the absence may be considered unexcused. The note should include the current date, the student's first and last name, the date(s) of the absence(s), the reason for the absence(s) and the parent/guardian signature. Parents may provide a note of excuse via hand written note, via email that must be followed up by a phone call to school, or via electronic message.

A student may miss up to six (6) days without a doctor or legal note. This includes parent notes and unexcused absences. Once the six (6) day limit has been reached, all future absences without a doctor or legal note will remain unexcused.

Parents have the opportunity to turn in 6 parent notes, however every unexcused absence day removes the option to turn in one of those parent notes. This does not include parent tardy notes which allows for 6 parent notes to be turned in at any time.

TARDINESS

When students arrive at school after 7:50 AM they are considered tardy. Students are tardy if they leave prior to school dismissal at 2:35 PM. There is value in the entire school day.

Parents are asked not to pick up their children prior to the dismissal time. When a student is dismissed early he/she needs to be signed out through the office. Only a parent or guardian can authorize another adult to pick up their child by contacting the front office or sending a handwritten note prior to dismissal. Those picking up children will need to present their driver's license or other proof of identification. **No parent pick ups will be allowed after 2:15 p.m as all staff in the building are assisting students with dismissal.**

TRUANCY

Any child who has been absent from school without a valid excuse for three (3) or more days, or tardy on three (3) or more days, is truant. Partial-day absences will be added together to determine truancy. Any child who has been reported as truant two (2) or more times is habitually truant.

CUSTODY

If custody problems arise, custody papers must be filed with the office.

ILLNESS

Students who become ill during the school day will be sent to the school nurse. When students are too ill to remain at school their parents, or another individual noted on their emergency card, will be notified to pick them up. Parents need to make sure someone is available at all times to respond to their child's need to go home.

MEDICATION

All medication is to be administered by the school nurse. Included are all prescription and "over the counter" medications. **Before a child can be given any type of medication a form must be completed by his/her physician and filed with the school office each year.**

PARENT-TEACHER CONFERENCES

Parent participation in your children's schooling is likely to...

- improve academic achievement
- enhance children's self-esteem
- improve parent-child relationships
- help parents develop positive attitudes towards school and a better understanding of the schooling process
- **The first conference of the year is mandatory and will be scheduled on November 1st to coincide with the first report card and discuss your child's progress. A virtual conference is an option.**
- **The first Report Card of the school year will not be sent home with students and will only be given to parents during a conference. In order to receive a report card a parent must have a conference with their child's teacher.**

BUS TRANSPORTATION

Appropriate behavior on the bus is expected every bit as much as it is at school. Students who consistently cause disturbances on the bus are in danger of losing their bus riding privilege. Guidelines for bus behavior are in the Jessamine County Code of Conduct.

Please check www.infofinderi.com for updated bus numbers, times & bus stops.

All bus transportation changes are handled through JELV's front office. Parents/guardians must contact the front office 48 hours in advance to set up or modify bus arrangements. Problems or questions that aren't route related should be directed to Matt Simpson at the bus garage by calling 885-4891 ext. 232.

FIELD TRIPS

Field trips are an important part of the school curriculum. Field trips are a **required** part of the instruction. Because field trips are learning experiences, students should not lose the privilege of attending a field trip unless there are extreme circumstances warranting such action. Attendance will be considered as it would for any other school day.

CLASSROOM VISITATION

Currently due to Covid regulations, the district is not allowing visitors. However, when conditions change, parents are encouraged to visit their child's classroom. It can be very beneficial in helping to understand the instruction being used.

VOLUNTEERING IN THE SCHOOL

Currently due to Covid regulations, the district is not allowing visitors. However, when conditions change, parents are encouraged to volunteer. Parents available during the school day are welcomed to come and volunteer in some capacity at the school. There are opportunities to tutor children with reading, assist teachers in the classroom, clerical work in the library and other beneficial tasks. **If you would like to volunteer at JELV, please contact Mrs. Cumbie in the Family Resource Center.**

PBIS

Student success at JELV depends on learning and following the "5 STEPS to Success" school rules. We believe that these rules help students achieve higher academic goals through positive relationships, respect for others, self-confidence and independence. Teachers teach these expectations throughout the year encouraging students to make good choices that impact learning. School wide expectations create a safe and organized environment for learning and interacting with others.

- **Safe Hands and Safe Feet:** Keeping our hands to ourselves and using walking feet indoors. This helps us to be safe around others.
- **Try Your Best:** Never say "I can't". Always give it your best effort!
- **Express Yourself:** Use your words to tell someone when you are angry, frustrated, sad, confused or even excited.
- **Play Nice with Others:** Share with classmates. Treat others with respect. No fighting, teasing or tattling.
- **Stop and Think:** Stop and think about the choices you are making. This may prevent making unwise choices.

When your child gets "caught" following the 5 STEPS to Success, he/she receives an apple sticker. The apple sticker that your child wears home is a reward. This indicates that a JELV staff member has "caught" your child

following one or more of the 5 STEPS to Success. Your child received the sticker as a positive reminder of his/her great effort! Please praise your child for following the expected and accepted behaviors here at school.

ClassDojo:

Our school uses ClassDojo as a way to connect with our parents to communicate all of the great things their kids are doing in the classroom. We also use ClassDojo to positively reinforce our 5 STEPS as much as possible by giving students “green” points.

Social Emotional Learning:

JELV teaches the whole child, so in combination with academic skills, we also believe in teaching students’ healthy social emotional skills. Second Steps is a program teachers use to teach healthy social and emotional skills. There are daily lessons for direct instruction and time throughout each day for children to practice these skills in real life situations. There will be home links sent home that help encourage students to practice these skills with you. Second Steps focuses on teaching our students researched based social emotional skills including: self awareness, self management, responsible decision-making, relationship skills, and social awareness.

Instruction and Assessment

The JELV kindergarten curriculum is outlined by the Kentucky Core Academic Standards. These standards define exactly what teachers teach and what students are expected to learn. We have developed a curriculum map that guides teachers as to when to teach what skills. The map also ensures all students have an opportunity to learn core skills necessary to transition to first grade. Weekly, teachers plan, prepare and study student achievement. This allows teachers to quickly respond to the needs of students.

<http://education.ky.gov/curriculum/standards/kyacadstand/Pages/default.aspx>

Assessing Standards. The kindergarten core academic standards will be continuously assessed using multiple measures to determine mastery of skills. Teachers check progress and mastery on an ongoing basis to best meet the needs of individual students. These assessments are used to not only show academic growth, but to also ensure differentiated instruction to meet all of the children’s needs.

Brigance. The Brigance Kindergarten Screener is used statewide to give teachers baseline data regarding skills from several developmental domains.

iReady. Students will engage in a computer based assessment called iReady three times per year for literacy and math. This is a computerized assessment that provides the teacher with information regarding your child’s instructional level. The assessment is individualized based on the accuracy of each student’s answers.

Benchmark. The Fountas and Pinnell Benchmark assessment is administered two times a year (winter and spring) to assess pre-reading skills and reading ability. This data is used to plan literacy instruction for each student.

