

JELV Kindergarten Family Handbook 2022-2023



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

**Bobbi Hoffner,
Principal**

**Nate Andrews,
Assistant Principal**

**Anna Brannen,
Assistant Principal**

**Andrea Nielsen,
CRA**

**Heather Kidd,
Counselor**

**Stephanie Taylor,
Counselor**

**Debbie Cumbie,
Family Resource
Coordinator**

Dear Students and Families,

The Jessamine Early Learning Village would like to extend a warm welcome to all preschool and kindergarten students, whether they are returning to familiar classmates and teachers or those who will be entering our school for the first time. We are excited about the school year and look forward to a year full of learning and growth. We hope that you find the information in this handbook helpful during your child's transition. If we may be of any assistance, please let us know.

Sincerely,
The JELV Administrative Team

Mrs. Bobbi Hoffner, Principal
bobbi.hoffner@jessamine.kyschools.us

Mr. Nathan Andrews, Assistant Principal
nathan.andrews@jessamine.kyschools.us

Mrs. Anna Brannen, Curriculum Resource Assistant Principal - Kindergarten
anna.brannen@jessamine.kyschools.us

Mrs. Andrea Nielsen, Curriculum Resource Assistant Principal - Preschool
andrea.nielsen@jessamine.kyschools.us

WHAT WE VALUE

Mission:

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

The staff of the Jessamine Early Learning Village believes:

- That teaching must focus on the whole child and must involve families in the educational process.
- That when designing instruction and services, we ensure that all programs are developmentally appropriate, collaborative and inclusive for all children.
- That instruction is engaging, meaningful and challenging.
- That individualization is necessary for all students.
- That our curriculum and instruction design must be innovative and research based.
- That arts and humanities instruction is an essential part of each child's education.
- That high expectations must be held for staff, students and families.
- That we must provide a compassionate, caring, inviting environment for our children and their families.
- That effective communication is essential among teachers, support staff, families and community.
- That success is dependent on fostering meaningful relationships with children, families, our community, the district and local universities and college.

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	Heidi Klug , ASP JELV Coordinator
Attendance Questions	Heidi Klug , Attendance Clerk	
Behavior/Discipline	Nate Andrews , 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	Lori Barkley , 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 Metzberg , Computer Technician

Jessamine Early Learning Village 851 Wilmore Rd Nicholasville, KY 40356 (859) 887-5358

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: 2:35 PM

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

**In order to promote student and school safety, walk-up drop offs are not permitted!
Students must arrive by bus or in the car lane prior to 7:55.**

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. Please be aware that teachers will not see or respond to messages or emails during instructional time. If you have an emergency or change of transportation you must call the front office.

- **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 newsletter, Village Voice, including upcoming important school wide dates and information.
- **Remind Notifications**
Each class will use Remind for classroom announcements. JELV will also use 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

JELV will adhere to state and district attendance statutes, policies, and procedures. Please read the Jessamine County Code of Conduct’s attendance policies.

A written excuse must be provided to the school when a student misses any part of the regular school day. This includes tardies, half-day absences, and full-day absences.

Excused Absences

- A parent note may be submitted to excuse six (6) full days of absences per school year;
- A doctor's note may be provided to excuse up to 12 full days of absences per school year. Upon the 12th doctor's note, parents will receive a district referral to Jessamine County School's nurse to implement board policy;
- 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.

Excused Tardies

- A parent note may be submitted to excuse six (6) tardies per school year;
- Doctor and/or legal notes may be submitted as an excused tardy.

Policies and Procedures

- Students will return excuse notes to their teacher;
- When parents sign a child out of school, it will count as a parent absence or parent tardy excuse unless a doctor or legal note is provided;
- Students have five (5) school days from the date of an absence to submit a parent or doctor note.

Homework Request

- Homework requests take a minimum of 24 hours to fill;
- Requests will only be taken for students missing two or more consecutive days.

TARDINESS

When students arrive at school after 7:55 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.

No parent pick ups will be allowed after 2:00 p.m as all staff in the building are assisting students with dismissal. 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.**

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

The school assumes that families will not send a child to school if he/she shows any signs of ANY illness, such as: red throat, excessive cough, skin rash, and fever above 100 degrees, vomiting, or frequent diarrhea during the night. We ask,

for your child's sake and for the protection of other children, that your child be kept at home under these conditions. **Children should be fever AND other symptom-free (vomiting, diarrhea, rash, etc.) for 24 hours without medication before returning to school. If your child has been diagnosed with Covid or has covid symptoms, they will be asked to remain home for the identified quarantine duration.**

If your child begins running a fever above 100.4 at any time during the school day, the school nurse will contact the parent/guardian to pick your child up from school. **Families must have someone pick their child up as soon as possible. Children will not be allowed to ride the bus if they are running a fever.**

Other communicable diseases for which your child needs to be kept home include: head lice, pink eye, chicken pox, scabies, pinworms, ringworms and impetigo. For the previous list, a physician's note or health department release is required for your child to return to school, with the exception of chicken pox, in which your child must be scab-free to return.

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.**

MEALS

Meals are now free for all students at JELV. All students, regardless of income, can receive school meals free of charge. If your child wants to bring their breakfast or lunch and chooses to get 3 or more items to supplement their meal, those items will be free. If they choose to just get milk or juice, it will cost extra.

FOOD ALLERGIES

If your child has a food allergy or dietary restrictions, a form must be completed by your child's physician for special dietary needs. This must be turned in to the teacher who will work with the cafeteria manager to meet the nutritional needs of your child. The teacher will also alert the class team and nurse of any possible allergic reactions.

BACKPACKS AND CHANGE OF CLOTHES

Your child needs to bring a backpack to school every day. We ask that it be regular size, without wheels or drawstrings. Your child's bus tag should be attached to the top handle. This helps with safety during arrival and dismissal.

We are asking families to place a change of clothes in a Ziploc bag labeled with their child's name. This should include a shirt, pants, underwear, and socks. Even if your child does not normally have accidents, please provide them in case of other emergencies. (Your child spills a drink or gets sick, etc.) Please change the clothes to meet the season (i.e., long pants rather than shorts when the weather changes).

DRESS CODE

We recommend play clothes that are washable and comfortable. Also, proper footwear is recommended (**NO FLIP FLOPS**) in order to fully participate in daily recess and during PE. Adequate rain and snow wear is also

recommended. Hats and mittens in winter are a must since we take children outside regularly. Below is our JELV policy in regards to recess in cold weather;

Students must remain inside during recess if it is below 20 degrees (including wind chill factors). If it is above 20 degrees (including wind chill factors), teacher discretion can be used.

Gloves, hats, sweaters, and jackets should be labeled with names when possible.

ITEMS FROM HOME

Young children have a difficult time sharing and keeping up with their own toys. These can become a distraction and easily be lost. Please don't have your child bring toys from home to school. Please check your child's backpack regularly to ensure that your child is only bringing school-related items to school. Please remember toy guns and toy knives are not appropriate for school.

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 7th to coincide with the first report card and discuss your child's progress. A virtual or phone 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. 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.infofinder.com for updated bus numbers, times & bus stops.

All bus transportation changes are handled through the JELV 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.

VISITATION

Instructional time for our students is most important at JELV. Due to our schedule and need to maximize instruction for all students, classroom visits must be scheduled by the teacher and approved in advance by administration.

All JCS schools will now use a security system to verify all visitors prior to entry. This system requires the scanning of a personal DRIVER'S LICENSE. Therefore, ALL VISITORS TO JELV MUST BRING HIS/HER DRIVER'S LICENSE IN ORDER TO BE CONSIDERED FOR ENTRY TO THE BUILDING! INDIVIDUALS WHO DO NOT HAVE THEIR LICENSE PHYSICALLY PRESENT WILL NOT BE ALLOWED ACCESS! ADDITIONALLY, ANY INDIVIDUAL WHOSE SCAN REVEALS ANY BACKGROUND CONCERNS WILL NOT BE PERMITTED TO ENTER! Thank you for making the safety of our students a priority.

VOLUNTEERING IN THE SCHOOL

The district requires that all volunteers complete a Volunteers in Public Schools form and provide a copy of your driver's license. If you are interested in volunteer opportunities 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 I got caught sticker. 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.

We have a new school mascot...The Otter! We have incorporated the otter into our schoolwide and classroom behavior systems. Children are excited about earning otters for making positive behavior choices.

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.

Jessamine County Schools 2022-2023 Calendar & Information

At A Glance

First day of school	August 10, 2022	No school - Labor Day	September 5, 2022
Fall break	October 3-7, 2022	No school - Parent Conference Day	November 7, 2022
Thanksgiving break	November 23-25, 2022	No school - Election Day	November 8, 2022
Winter break	December 19-30, 2022	No school - Teacher Work Day	January 2, 2023
Spring break	April 3-7, 2023	No school - Martin Luther King, Jr. Day	January 16, 2023
Last day for Pre-school	May 12, 2023	No school - President's Day	February 20, 2023
Last day of school	May 19, 2023	No school - Primary Election	May 16, 2023
Kindergarten phase-in days	August 10-12, 2022	Flexible staff development days	August 4-5, 2022
Pre-school phase-in days	August 24-25, 2022	Opening day	August 8, 2022
		Teacher work day	August 9, 2022
		Flexible staff development day	February 20, 2023
		Flexible staff development day	May 16, 2023
		Certified staff development day	May 22, 2023
		Closing day	May 23, 2023

Key

Dates that school is NOT in session are shown with circles and/or shading.

- Students out of school
- Students and teachers out of school
- All schools and offices closed
- End of term grading period

Jessamine County Schools will designate up to 10 inclement weather days as non-traditional instruction (NTI) days, which will not be part of the make-up rotation.

Days Missed/Make-up

- 11 ___ February 20
- 12 ___ May 22
- 13 ___ May 23
- 14 ___ May 24
- 15 ___ May 25
- 16 ___ May 26
- 17 ___ May 30

2022

July

Su	M	Tu	W	Th	F	Sa
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November

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December

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2023

January

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February

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May

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June

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