

JELV Kindergarten Family Handbook 2023-2024

Bobbi Hoffner
Principal

Nate Andrews
Assistant Principal

Anna Brannen
Curriculum Resource
Administrator

Carrie Burks
Preschool Service
Coordinator

Heather Kidd
Counselor

Stephanie Taylor
Counselor

Debbie Cumbie
Family Resource
Coordinator



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

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
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Ms. Anna Brannen, Curriculum Resource Administrator
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Mrs. Carrie Burks, Preschool Service Coordinator
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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	Heidi Klug , ASP Director 859-881-7119	
Attendance Questions	Courtney Muncy , 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
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 , Preschool Service Coordinator	Anna Brannen , Curriculum Resource Administrator
Kindergarten	Anna Brannen , Curriculum Resource Administrator	Susan Strait , Instructional Coach
Technology	Lisa Evans , Technology Coordinator	District Technology 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. Please plan accordingly.

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, etc.
<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 student may miss up to six (6) days per year 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 note or legal note will remain unexcused.
- Families may submit 12 medical statements per school year to excuse absences. Upon receipt of the 12th medical statement, you will be asked to use a standard medical excuse form that will need to be completed by the treating physician. Please refer to the JCS Student Code of Conduct for additional information.

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

Classwork When Absent Request

- Requests to make up classwork when your student is absent 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. If a student is dismissed early he/she needs to be signed out through the front 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.** Please be sure to communicate this with any caregiver that may pick up your child.

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 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 have 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 provided at no cost to all students at JELV.. Students must choose 3 or more items to receive them at no cost. If your child brings their own breakfast or lunch and chooses to get juice or milk from the cafeteria there will be a charge.

Lunch Visitors

To establish routines and procedures and make the beginning of the year transition smooth for all students, we do not have parents join us for lunch until November. Starting in November we will invite families to eat lunch with their students on certain days using a reservation calendar! You will eat in our special family cafe! We want you to enjoy your child and learn more about their school experience, so we will not invite friends to be included in the special lunch. This is to protect our students as well as their dietary needs.

- It is recommended that guests do not bring fast food for his/her child.
- Parents/guests are not permitted to bring in outside food for a student other than his/her own child to be consumed *during school meal times.*

With almost 1000 students in our building space is limited. For every student to have the opportunity we ask you to only join us once a month. A sign-up genius will be shared. If the day you want to join us is unavailable, don't worry, there will be plenty more opportunities. We will do this for November - May!

All visitors MUST have their ID and check-in at the front office through our Raptor Technology system to be invited to the family cafe only. Please plan to exit the school through the office when your child's teacher picks up their class.

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.

CELEBRATIONS AND PARTIES

It is recommended that all foods offered at JELV will meet or exceed the USDA Smart Snacks in School and/or State nutrition standards. Jessamine Co. Schools provides a list of healthy party ideas for parents and teachers, including non-food celebration ideas on the District Food Service website.

<https://api.healthiergeneration.org/resource/459>

Due to student health needs (i.e. allergies, diabetes) all food items brought into the building that will be shared with other students must be store bought in its original container and contain a food nutritional guide/label.

For instruction & schedule continuity, we are unable to permit classroom birthday parties; however store purchased snacks may be delivered to the school to be served by the teacher at a time that best fits the classroom schedule.

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 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. Any person receiving the child from the bus is required to show the driver (monitor) a photo ID. Your child’s safety is our priority. We practice hand to hand pick up and delivery. That means your child must be handed between the monitor and adult to and from the bus.

All bus transportation changes are handled through the JELV front office. Parents/guardians must contact the front office 2 school days 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 or legal ID. Therefore, **ALL VISITORS TO JELV MUST BRING HIS/HER DRIVER’S LICENSE or legal ID IN ORDER TO BE CONSIDERED FOR ENTRY TO THE BUILDING.** Individuals who do not have their license will not be allowed access. Additionally, if any individual scan reveals any background concerns will also 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.

Our school mascot is an 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.

TITLE ONE COMPACT

School-Family Title 1 Learning Compact 2023-2024

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning agreement firmly unites us and we at JELV agree that this compact outlines how the parents, school staff, and the students will share the responsibility for improved student achievement.

Families will:

- encourage their child to demonstrate respect for school personnel, classmates, and school property,
- ensure their child attends school regularly, is punctual, and prepared to learn,
- talk with their child daily about his or her school experience,
- create an atmosphere that supports learning, including homework, and
- work with the school as partners in the education and overall well-being of their children.

Students will:

- come to school on time and be prepared to learn,
- respect the rights of others to learn without disruption,
- show respect and cooperation with all students and adults in all learning settings,
- take responsibility by completing classwork, and
- commit to learning by doing their best each day and asking for help when needed.

Jessamine Early Learning Village Teacher and Staff will:

- provide high quality curriculum and rigorous learning opportunities based on the Kentucky Academic Standards,
- provide a supportive and effective learning environment that is focused on the whole child,
- support students and parents with clear communication regarding attendance and behavior expectations,
- ensure regular meaningful communication between family members and school staff to address academics and the overall well-being of the student,
- report student progress on a regular basis through parent conferences, feedback on student work, quarterly reports, and assessment data,
- encourage parent participation through volunteer opportunities, school-based family events, and involvement in decision-making, and
- regularly communicate with families through school and classroom newsletters, school and classroom websites, and social media.

JELV Car Lane Guidelines & Procedures

- Car lane begins in front of Central Office (map on back) and is 2 lanes until reaching the stop sign.
 - Please do not change lanes. This will cause a delay in getting your student to your car.
- Each student is issued 2 car lane tags. Contact the office if additional tags are needed.
- Blocking intersections is strictly prohibited.
- To keep traffic flowing:
 - Keep eyes on the car in front of you
 - Move forward as quickly as possible
 - Refrain from cell phone use
 - Take turns when merging from double lanes to single lane beside JELV
- Walk-Ups are not permitted.

Arrival

Kindergarten & AM PreK: 7:25 AM - 7:55 AM
PM PreK: 11:30 AM - 11:40 AM

Arrival Checklist:

- Tag hanging from rear view mirror
- Student seated behind driver
- Student ready to exit car from **Driver's Side Only**

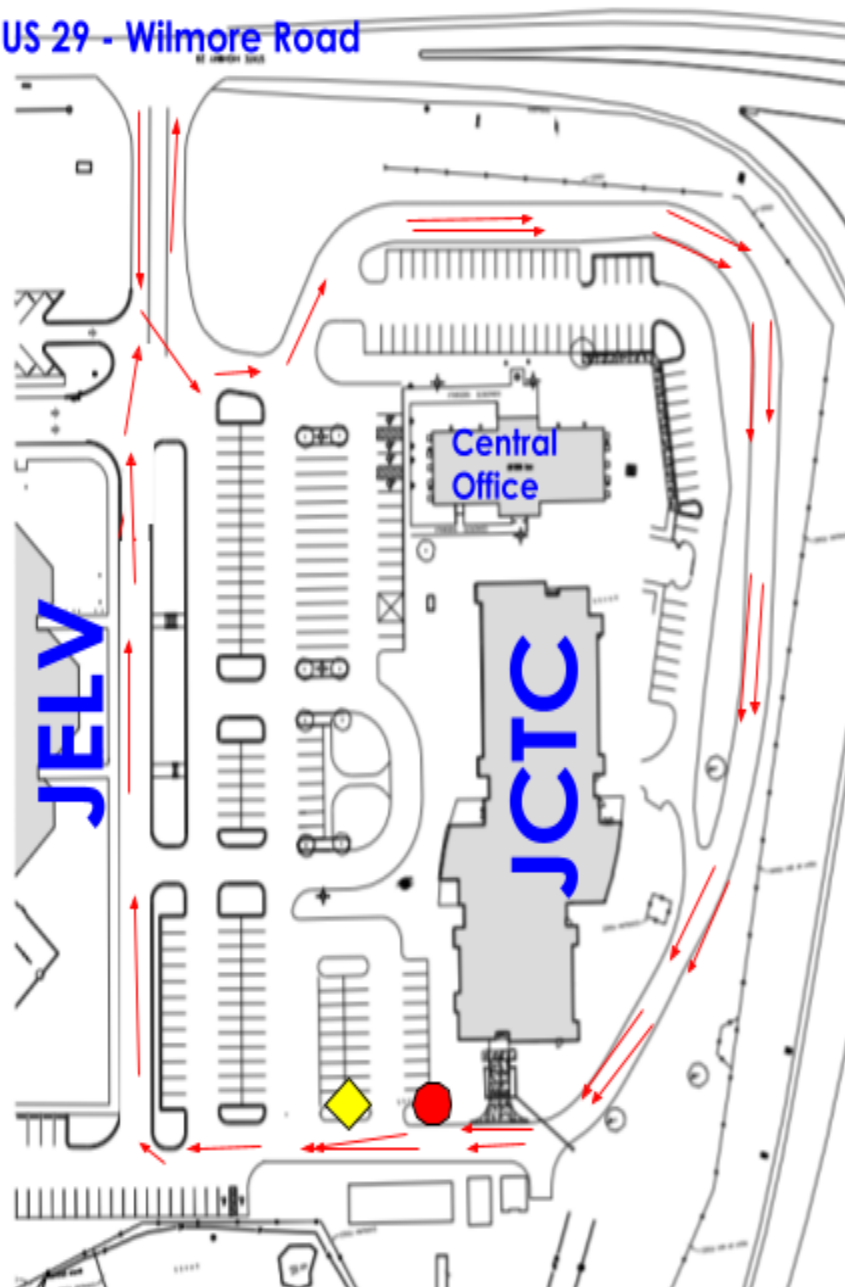
Dismissal

AM PreK: 10:45 AM - 10:55 AM
Kindergarten & PM PreK Dismissal: 2:35 PM - 2:55 PM

Dismissal Checklist:

- Tag hanging from the rear view mirror.
 - If you don't have your tag, a staff member will direct you to a designated parking space to wait until 2:55 PM for an ID verification check.
- Arrive **after** 1:45 PM. You will be directed to the lane beside JELV at 2:25 PM
- Rear Driver's Side Door ready for student to enter
 - Staff members will not buckle the child's seatbelt/car seat. If you need to assist your child, please move forward to the Buckle Zone.
- Check backpack after departing car lane

US 29 - Wilmore Road



**At arrival, cars will stop at the stop sign and wait until 7:25, when a staff member will release cars. Cars will merge into one lane and then enter the lane next to JELV.
**In the afternoon, cars should not arrive before 1:45 so that JCTC buses can use the lane. Once cars arrive, please wait at the stop sign until a staff member releases cars to move up at 2:25



Cars must merge from two lanes to one lane. Please take turns so that this can be done in a safe and organized manner.

Jessamine County Schools 2023-2024 Calendar & Information

At A Glance

First day of school	August 9, 2023	No school - Labor Day	September 4, 2023
Fall break	October 2-6, 2023	No school - Parent Conference Day	November 6, 2023
Thanksgiving break	November 22-24, 2023	No school - Election Day	November 7, 2023
Winter break	December 18, 2023- January 1, 2024	No school - Teacher Work Day	January 2, 2024
Spring break	April 1-5, 2024	No school - Martin Luther King, Jr. Day	January 15, 2024
Last day for Pre-school	May 10, 2024	No school - President's Day	February 19, 2024
Last day of school	May 17, 2024	No school - Primary Election	May 21, 2024
Kindergarten phase-in days	August 9-11, 2023	Flexible staff development days	August 3-4, 2023
Pre-school phase-in days	August 23- 24, 2023	Opening day	August 7, 2023
		Teacher work day	August 8, 2023
		Flexible staff development day	February 19, 2024
		Flexible staff development day	May 20, 2024
		Certified staff development day	May 21, 2024
		Closing day	May 22, 2024

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 19
- 12 ___ May 20
- 13 ___ May 21
- 14 ___ May 22
- 15 ___ May 23
- 16 ___ May 24
- 17 ___ May 28

2023

	Su	M	Tu	W	Th	F	Sa
July			A				1
	2	3	A	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
August				1	2	3	4
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
September						1	2
	3	A	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
October							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
November				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
December						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

2024

	Su	M	Tu	W	Th	F	Sa
January		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
February					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29		
March						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
April			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
May				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
June							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						