

# **Smyrna Elementary School**

## **Student Handbook**

### **2018-2019**

**Dr. Adrian Oldham, Principal**  
**Amanda Cooper, Assistant Principal**  
**Jennifer Ruckriegel, Counselor**  
**Petrina Thompson, Family Resource Coordinator**

**Office: (502) 485-8329**  
**Fax: (502) 485-8484**  
**Family Resource Center: (502) 485-3874**  
**Cafeteria Manager: (502) 485-6007**

**Student Hours: 9:05 a.m. – 3:45 p.m.**  
**Office Hours: 8:00 a.m. – 4:30 p.m.**

**Smyrna Pledge:**  
**I am here to be respectful.**  
**I am here to be responsible.**  
**I am here to be safe.**  
**I am here to learn.**  
**I can and will be successful.**  
**I will not fail.**

## **WELCOME**

The information in this handbook will help students succeed at Smyrna Elementary School. This information is in compliance with Jefferson County Board of Education (JCBE) policies and the Student Support and Behavior Intervention Handbook 2018-2019.

The Smyrna Elementary School community is here to assist you with your student's education. We encourage you to become engaged participants in your child's educational success at Smyrna. Smyrna staff members will work together to pursue in partnership with the Jefferson County Public Schools (JCPS) vision that "All JCPS students graduate prepared" and will follow the district mission mandate "to provide relevant, comprehensive, quality instruction in order to educate, prepare, and inspire our students to learn."

## **ADDRESS AND PHONE NUMBER – CURRENT**

It is essential that you keep us informed of any contact information changes. *If you should move, please let the office know immediately of your change of address and/or phone number.* It is important for the school to have current contact information in order to reach a parent/guardian **when a student becomes ill or in case of an emergency.**

## **APPOINTMENTS WITH STAFF/TEACHERS:**

Our staff values the educational needs and safety of your child at Smyrna. Please follow these Procedures.

1. Contact the child's teacher first. Parents/guardians must make an appointment with the teacher to observe his/her classroom at least 24 hours in advance.
2. If speaking with the teacher does not resolve your concern, please contact the school counselor.
3. If your issue is not resolved with the teacher and/or counselor, you will then need to contact the assistant principal. The assistant principal is the primary point person for transportation and behavior issues.
4. If the issue is not resolved at this point, then you would want to make an appointment with the principal.

JCPS has a "Bullying" Hotline on the JCPS website. *JCPS Tipline*

Parent Portal is available for all parents of their student. Please see the JCPS website for details. See [jcps.factline@jefferson.kyschools.us](mailto:jcps.factline@jefferson.kyschools.us)

## **ATTENDANCE, ABSENCES, AND LATE ARRIVALS / TARDIES**

Regular attendance is vital for successful school performance. Students who are absent miss learning opportunities and the absences could affect a student's grades.

The Kentucky Department of Education currently has a student attendance calculation criteria as follows: (702 KAR 7:125)

- A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly-scheduled school day for the pupil's grade level.
- A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.
- A half day absence shall be recorded for a pupil who is absent 35 percent to 85 percent of the regularly-scheduled school day for the pupil's grade level.
- A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

Students can be recognized for perfect attendance **if they don't have any absences, half day absences, tardies, or early dismissals.**

### **Attendance Plan – Smyrna Elementary**

Upon 3 unexcused days, the attendance clerk will send home the first letter of concern addressing the requirement to send in a note explaining why the child was absent.

Upon 5 unexcused days, the attendance clerk will alert the Family Resource Center Coordinator. The Coordinator will call the parent/guardian to address the issue.

Upon 6 unexcused days, the Family Resource Center Coordinator will send the second letter of concern regarding the child's attendance. The school counselor will also send the third letter of concern regarding the child's attendance.

Upon 9 unexcused days, the attendance clerk will send the attendance issue to the assigned school social worker for attention which will consist of a phone call and a **home visit**.

Upon continued unexcused days, the school social worker will call a Family Team Meeting which will consist of the attendance clerk, the Family Resource Center Coordinator, the school counselor, and the teacher of record to formally address attendance.

If unexcused days continue, the school social worker will refer the attendance issue to **CPS** (Child Protective Services) for educational neglect.

**EXCUSED AND UNEXCUSED ABSENCES:** Visits to doctors and dentists, confirmed illnesses, or death in the immediate family constitute excused absences. Educational absences are excused only with the principal's written permission and must have appropriate documentation. All other absences are unexcused until the school receives a written note of excuse. The parents/guardians are asked to call the school **before 9 a.m.** the day your child is absent and send a note when the child returns to school. Students who have a continued or serious health problem may be required to bring a doctor's excuse. Excessive absenteeism (either excused or unexcused) may result in a referral to the Pupil Personnel Director for truancy.

### **Tardies:**

Students who are tardy must sign in at the office and receive a tardy slip before they are admitted to class. The official school day begins at 9:05 a.m. It is the student's responsibility to be in class and ready to learn on time.

## **ARRIVAL/DISMISSAL SCHOOL HOURS: 9:05 A.M. - 3:45 P.M.**

**Arrival** – Smyrna will begin receiving students at 8:30 a.m. Students arriving between 8:30 a.m. and 9:00 a.m. will be directed to the library (K, 1), cafeteria (2, 3), or gym (4, 5). Teachers will pick up students at 9:00 a.m. and have breakfast in the classroom. Please make sure that your scholar is on time so that they may receive breakfast. Scholars are also strongly encouraged to bring a book during this time. **Students should not arrive before 8:30 a.m. Supervision will be provided for students who arrive early to school on a school bus or those who are enrolled in the YMCA Childcare Enrichment Program. We are asking for your cooperation during this time as there is limited supervision in the school prior to 8:30 a.m.** If you find you need to arrive earlier than 8:30 a.m. you may want to contact the YMCA Childcare Enrichment Program for before and after school care.

**Late Arrival:** If your child is arriving late, please park in either the side or back parking lot and walk your child to the office to receive a tardy slip. The parent will need to sign the student in for school. Please note that the front entrance of the school is only for school staff, district employees, handicap parking and school buses. The front entrance also serves as a fire lane and the public should not park in the fire lane.

**Dismissal** – Parents **must** select one primary mode of transportation to and from school to be entered in the student file (bus, car rider, CEP, and walker). If a student's transportation status changes, **a student must provide a note from the parent for each day that the designated dismissal changes.** Do not send one note listing several days of changes. Smyrna will **not** accept changes through phone calls. Students will not be able to change their method of transportation unless the school has a signed note from the parent or guardian. **For the safety of our students, transportation changes will not be accepted over the phone or via the student.** We cannot verify identities over the phone. We can verify your signature with the enrollment form on file. You may fax or email a signed change to our school fax number which is 485-8484. **Please call the school to make sure the fax or email was received by the school office.** Dismissal changes must be submitted by 2:30 p.m. All early dismissals will result in a **tardy**.

### **Bus Riders**

Students who are normally bus riders are expected to ride the bus. We will put a child on his/her regular bus if we have not received special instructions, in writing or by fax or email from the **parent/guardian**. If your child is to ride a bus that is not the child's regular bus, we **MUST** have written parental permission. All teachers will escort their class out to the bus loading dock.

### **Car Riders**

Car riders will go to the school cafeteria and wait until their number is called. Parents are to pull into the car rider line by Exit 9 on the back side of the building and park beside a cone. Students will be loaded five to seven cars at a time. Parents must display a current school year car rider tag from their rear view mirror. Parents will be asked to pick up their child in the office if they do not have a car rider tag and proper identification will be required. A student who is picked up late from the car rider line is encouraged to consider using the school bus. All remaining car riders will be sent to the front office for dismissal once the majority of car riders are dismissed. We encourage

you to call the school office at (502) 485-8329 should an emergency occur or you will be late for car rider pick up.

### **Walkers**

**Walkers must live within a mile of school and must walk to their residence.** Students who are “walkers” must have a signed Parent permission on file with the school prior to being considered a walker. Parents who choose to walk with their child to and from school may walk with them to the school front porch in the morning. Pick up in the afternoon will be at the gym door. Students may not walk to a parked car. **Parents must have a number to receive their child. With a written note from the parents, students will be allowed to walk home on their own** and accept responsibility for the student walking home unattended.

### **BREAKFAST/ LUNCH**

Smyrna is classified as a community eligibility school; therefore; all students will receive breakfast and lunch for free. Students may purchase a milk for \$.50 a la carte if they bring their lunch to school. The district asks that your “EBF” (green form) be returned to school as soon as possible.

### **CANDY/CHEWING GUM**

Students should not have candy or chewing gum in school. Please help us keep our school litter free. Food and gum are not permitted on the bus.

### **CUSTODY**

A current copy of any custodial/guardianship papers needs to be submitted to the office EVERY YEAR. Custody papers are between two adult people and not the school. The school will assist the parents as much as is possible in the best interest of the child when dismissal/custody issues are not workable. Please send this to the school office as soon as possible. We encourage our parents to try to keep a consistent mode of transportation for the safety of their child.

### **DISCIPLINE**

The discipline policies and procedures of Smyrna Elementary School will follow the JCPS Student Support and Behavior Intervention Handbook 2017-2018.

### **DRESS GUIDELINES**

The S.B.D.M. (School Based Decision Making Council) has voted to implement an expanded uniform policy for all students attending Smyrna Elementary.

**Smyrna Elementary School**  
**Expanded Uniform Guidelines and Restrictions**

The S.B.D.M. Council voted to implement an expanded uniform policy for all Smyrna students. Students may wear the items listed below.

SLACKS/CAPRIS	JUMPERS	SHORTS	SKIRTS/ SKORTS	POLO /Type Collared TOPS	VESTS
Khaki/Tan Navy Black  No leggings or Jeaggings* NO "Sweatpants"*	Khaki/Tan Navy Black	Khaki/Tan Navy Black	Khaki/Tan Navy Black	All Solid Colors	Khaki/Tan Navy Black
DRESS SHIRTS	SWEATERS	SWEATSHIRTS	SHOES	BELTS	SOCKS/ TIGHTS
All Solid Colors	Khaki/Tan Navy Black	Khaki/Tan Navy Black	We encourage a closed shoe/boot/ten nis shoe, that can be worn on the school playground while running, jumping, walking, or exercising. <b>NO flip flops, high heels, or wheels on shoes. NO Wedges*</b>	Parent discretion.	Parent discretion.

**\*Leggings and Jeaggings are allowed UNDER skirts and jumpers ONLY. – NO wedges to be worn. These changes were made by SBDM Council o December 17, 2018**

Smyrna scholars are allowed to participate in spirit days each Friday or students may choose to wear a spirit or House color shirt. Spirit wear is a "House" shirt or Smyrna shirt with school uniform bottoms. Spirit days/dress down days will not be assigned to another school day in the upcoming week if school is not in session on Friday.

We want our students to look and feel their best. Please adhere to the following guidelines listed below.

**\*Hats may not be worn during the school day unless there is a medical/religious reason.**

\*Pants, skirts, shorts, and skorts must be worn at the waist level.

\*Jumpers, shorts, skirts, and skorts must be of an appropriate length depending on your scholar's height. We recommend that the length is not more than 3 inches above the knee.

\* All dress down days will be announced in advance.

\*Sweatshirts may be worn; however, **the hood attached to the sweatshirt can't be worn over the head while on school property.**

\*Earrings should not be longer than 1 inch.

\*Distracting/age inappropriate make-up, hair decoration, hair color/dye, and body paint *should not* be worn. Low cut and spaghetti strap dresses *should not* be worn.

**\*All clothing *should not* have any profanity, slurs, or inappropriate statements.**

*We strongly encourage all outer wear, lunch boxes, backpacks and other personal belongings to be labeled with the scholar's first and last name. (Lost and Found is located in the hallway by the FRC office).*

### **Uniform Guidelines**

The S.B.D.M. Council has voted to implement a modified uniform requirement for all students attending Smyrna Elementary. Dress code violations should be addressed by 9:05 a.m. prior to documenting any incidents, it is suggested to send the student to the FRC to obtain a uniform or portion of uniform for the child in question. Please be advised that the FRC Coordinator may or may not have items for students to select from when in need of replacement articles of clothing.

#### **Process for students in violation of the uniform dress code:**

1. The first INCIDENT will require that a reminder note be sent home with the student.
2. The second INCIDENT will require that the student be sent to the Family Resource Coordinator or the counselor for a conference.
3. The third INCIDENT will require the parent/guardian be contacted by the Family Resource Coordinator.
4. The fourth INCIDENT will require a call from the counselor or principal designee to the parent/guardian.
5. The fifth INCIDENT will require notification from the principal to the parent/guardian and the student will not be permitted to return to school until THE PARENT CONFERENCE WITH THE PRINCIPAL OR THEIR DESIGNEE.

At the beginning of the school year, new students will have a one-week transition period to be in compliance with the uniform guidelines. All new students enrolling in Smyrna Elementary during the school year will have a one-week transition period to be in compliance with the uniform guidelines. Other special issues can be referred to the FRC coordinator or School Assistant Principal.

## **FIELD TRIPS**

Field trips must be approved in advance by the principal. It is up to the grade level team to determine if a field trip will be scheduled. Parents/Guardians will be notified in advance and will be required to fill out and sign a permission slip granting the student permission to participate. In order for parent/guardian to attend or assist on a field trip, a School Volunteer Records Check must be completed and approved. (This process may take up to 3-4 weeks to complete).

## **HEALTH INFORMATION**

All children must have a valid Kentucky immunization certificate, medical examination form, and eye examination administered by a licensed optometrist or ophthalmologist, and a dental examination when first enrolling in school. Immunizations must be updated upon expiration for a child to remain in school.

**\*IMMUNIZATION** - Every student should have a current and valid immunization certificate on file at the school they are attending, with a complete and appropriate shot history (complete list of dates (**month/day/year**) for all vaccines administered since birth). The original certificate showing the expiration date should be presented to the school office within two weeks of child's attendance. The certificates will be kept at school. When current certificates are due to expire, parent/guardian will be notified.

**\*MEDICAL EXAMINATION REQUIREMENTS** - A medical examination will be required for pupils entering their first year of school within two (2) months after the first day of attendance. The school should be informed of any health concerns that might affect the child in school. To help the child adjust, the teacher needs to know the recommendations of the examining physician. Medical exam forms will be kept in the student folders. This examination can be given no earlier than one (1) year prior to or sixty (60) days after the first day of attendance.

**\*EYE EXAM** – A vision examination by an optometrist or ophthalmologist must be completed no later than January 1 for a child between the ages of 3 and 6 years old, first year in a public school.

**\*DENTAL EXAM** – Students entering kindergarten or first grade for the first time, ages 5 – 6, need a Kentucky Dental form on file at the school **no later than January 1 of the first year** child is enrolled in a public school. The dental screening or examination must be completed by a dentist, dental hygienist, physician, ARNP, registered nurse or physician assistant.

## **HOMEWORK**

Students should expect homework on a regular basis and should complete it neatly and on time. Parent/Guardian should check and go over as well as emphasize the value and importance of homework assignments. Parents/Guardians are not to do their student's homework.

## **LOST AND DAMAGED BOOKS**

Any student losing or damaging a textbook or library book will be required to pay for the book. Parent/Guardian will be notified of the title and cost of the book. Failure to return or to pay for lost books will result in student loss of library privileges.



## **MAKE-UP WORK**

When a student is absent for only one day, the student may get any missed assignments when **he/she returns** to school the next day. If a student is absent for two or more days in succession, parents may call the school office **by 11:00 a.m.** and may then pick up the make-up work after school in the office as time permits. A student returning to school after an excused absence or suspension may request make-up work within three (3) days of his/her return to each class. The student will have the number of school days absent or suspended plus one (1) day from the time he/she receives the make-up work to turn it in to the teacher.

When a homework request is made, the office will send an email to the teacher with your request. Please allow until the end of the day to pick up.

## **MEDICATION FOR STUDENTS**

**All medications taken during school time must be prescribed by a medical doctor.** Before school personnel can administer any medicine (prescription or over-the-counter) to your child at school, a signed and notarized “Authorization to Give Medication” form **must** be turned in to the office. Over-the-Counter Authorization to Give Medication form **must now be signed by a physician before even one dose of medication** can be given. **Medications taken 1 time a day, 2 times a day, or every 6 hours are encouraged to be taken initially at home prior to their arrival at school in order to get the medication in their system. Medications cannot be given with a written note from the parent, even for only one day.** This form is obtained from the school office. Please do not send medication to school with your child in an effort to prevent loss and accidental ingestion. Medication will not be sent home from school with a student. A parent or guardian must pick up medication in person.

By law, all medication **MUST** be in its **ORIGINAL CONTAINER** with the prescription label attached. *If the label states 30 pills are in the container, then we ask that you send all 30 pills. If you wish to keep some of the medication at home, it may be necessary to ask your pharmacy for two bottles with each label stating that there are 15 pills in each bottle.* An extra bottle is also needed if your child is to take any medication on a field trip. **All** medication must be brought to the office and dispensed by office personnel only. **MEDICATION WILL BE DISPENSED TWO TIMES A DAY - 11:30 A.M. AND 1:00 P.M.** PLEASE LET YOUR CHILD’S TEACHER KNOW WHICH TIME YOU PREFER.

If a medication is to be taken only once or twice daily, it is highly recommended by JCPS that this medication be given at home – either before or after school.

## **OFFICE HOURS**

School office hours are 8:00 a.m. – 4:30 p.m.

The front doors to the office are locked from 3:30 – 4:10 p.m. for dismissal and CEP.

## **PARENT / GUARDIAN VISITATION**

In order to preserve the instructional day, any unscheduled visits (including birthday celebrations) by the public are not permitted in classrooms when classes are in session. Prior arrangements are to be made with the principal or principal designee and are normally for a specific purpose. If you

have an appointment with a teacher or other staff personnel, please inform the front office of your appointment and the teacher or staff member will be called to the office. Every person entering the school during the school day is to report to the office. You will be asked to sign in, give the purpose of your visit, show ID, and receive a visitor badge. District policy requires that everyone sign in at the office, identify the purpose of their visit, and show ID, and show a visitor's pass. Classroom observations are normally for one hour or less and by appointment only.

If you are at school to pick up your child, please remember that you will be asked to show proof of ID and have you sign in prior to calling your child to the office. Please wait in the "waiting area" in the front of the school outside of the front office for your child.

The main focus of the school is to keep your child, as well as all others, safe and to preserve the instructional day for each and every child.

### **PARTIES**

Parties during the school year are limited to three (3) per classroom. At this time, they are: Fall Party, Winter Break and Valentine's Day. These parties are encouraged to begin no earlier than 2:30 p.m. and should end by 3:30 p.m. Each teacher should communicate party arrangements with parents of their students several days prior to the event.

Please refer to Smyrna's SBDM Wellness Policy (attached). With the teacher's prior approval, birthdays may be celebrated after lunch with healthy snacks that can be served and eaten quickly. Please be aware that many students may have food allergies and cupcakes, cookies etc. are not an option for all students. No chewing gum is allowed. Please bring the healthy snack to the front office and it will be delivered to the appropriate classroom. Please refrain from sending bouquets of flowers, balloons etc., without permission, as these items are forbidden on the buses and disrupt the dismissal process.

### **RECORDS**

Any request for copies of your child's records, must be made in writing and a 24 hour turnaround and must be made by the legal parent/guardian.

### **SBDM Committees**

The Smyrna School Based Decision Making Council has three standing committees. The committees are the Instructional Leadership Team, Positive Behavior and Intervention Support (PBIS), and the Cultural Competency Committee. The school council seeks to encourage input from teachers, classified staff members, and parents. Each committee determines the frequency of and agenda of meetings. Please contact the Family Resource Center Coordinator at [Petrina.Thompson2@jefferson.kyschools.us](mailto:Petrina.Thompson2@jefferson.kyschools.us) if you would like to serve on one of these committees. The meetings will be posted on the school website.

### **VOLUNTEERS**

Volunteer assistance in specific areas of the school program is encouraged; however, each volunteer must complete the proper form for a Volunteer Records Check. Please contact the Smyrna FRC to be a "Volunteer Reader" for students.

Please contact our FRC if you wish to participate in any of the volunteer programs at Smyrna. Please remember that it is the policy of JCPS that all adults who volunteer in any way in the school system must have a "Volunteer Record Check." Please feel free to get this form from the front office. You may also apply on the District JCPS website.

I have received my copy of the Smyrna Elementary *Student Handbook 2018-2019*.

Our family will read, discuss, and abide by all of the guidelines, policies, and procedures outlined in this handbook.

Student's Signature:

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Date: \_\_\_\_\_

Parent's Signature:

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Date: \_\_\_\_\_

Teacher's Name:

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Please return this form to your child's classroom teacher.