



Family Handbook

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MISSION

Our mission at Klondike Elementary is:

- For all students to demonstrate growth through research-informed practices and the development of 21st-century skills.
- For staff and students to monitor learning to ensure that students reach their maximum potential in all academic areas.
- To take pride in developing a culturally responsive school that is resourceful to the school and community.

VISION

Our vision at Klondike Elementary is that:

- All students to be on or above grade level in all academic areas.
- All students are independent learners who possess the 21st-century skills to be competitive in a global society.
- The school is fully committed to serving our families and instilling pride in the school and community.

Klondike Lane Dress Guidelines

Dress Item	Acceptable	Unacceptable
Tops	Shirts, Blouses, Sweaters, Cardigans, Sweatshirts, Light Jackets	<p>Items that do not cover the midsection, undergarments, and back(side)</p> <p>Spaghetti Straps</p> <p>Transparent tops</p> <p>Hoods worn at any time while indoors</p> <p>Inappropriate slogans and advertisements</p>
Bottoms	<p>Fingertip length or longer</p> <p>Must fit appropriately and contain no tears</p>	<p>Tears or holes</p> <p>Over-sized or sagging pants</p>
Leggings	Leggings may be worn under skirts, dresses, or a top that covers the backside	Leggings worn with a top that does not cover the backside
Shoes	Shoes must be appropriate for the activities of the school day (PE, daily wellness, etc.)	<p>Shoes that impede safety</p> <p>Flip flops, high heels that exceed .5" (except on special occasions determined by the school), shoes with wheels</p>

Klondike Lane Dress Guidelines Continued

Jewelry/Makeup/ Headbands	Jewelry/Makeup for all students is strongly discouraged	Jewelry/Makeup/ Headbands that are deemed unsafe or interfere in any way with classroom or school instruction
Hats	Hats may only be worn on a school declared day Religious/Cultural headwear	Hats or Hoodies while indoors Headwear not specific to a religion or culture
Jackets	Light Jackets	Heavy coats must be hung in the student's locker or classroom prior to the start of the school day

**** This is not an exhaustive list; school administrators reserve the right to make professional judgments on dress code appropriateness.***

General School Information

Hours/School - The school office is open from 8 a.m. to 4:30 p.m. The student day begins at 9:05 a.m. and ends at 3:45 p.m. Doors are open to students at 8:30 a.m. Please do not drop off your child prior to that time, as supervision is not available.

Address, Telephone Number, Email - It is important that a current address, telephone number, and email are on file in the school office for each student. If you move, please let the office know immediately of your change of address and telephone number. Include two emergency contact numbers in the event that the school is unable to reach you.

Birth Certificate - The original, official birth certificate must be presented to the school office for all new students entering the Jefferson County Public Schools (JCPS) for the first time. A copy is made for the student folder.

Transfers and Withdrawals - Families of students transferring to a new school should notify the school office so that records can be prepared for the transfer. It is important that the new school has all available information to better serve the student.

Arrival/Dismissal

Bus Regulations - Riding a school bus is a privilege, and we expect Klondike students to maintain proper conduct while being transported to and from school for their safety and the safety of all our students.

Walkers/Bike Riders - Students who walk to school should use the school crossing guard to cross Klondike Lane upon arrival and departure. Bikes should be placed on the bike rack provided and locked.

Any and all changes to a student's daily mode of transportation home must be communicated in writing, in person, or in email to jcps-klondike.transportation@jefferson.kyschools.us by 3 p.m. on the day of dismissal. No changes for dismissal will be accepted by phone, and there are no sign-outs after 3:30 p.m.

Dismissal

Dismissal begins at 3:45 p.m. Prekindergarten students are dismissed at 4:35 p.m. Please refrain from picking up your child prior to dismissal, as instruction continues up until that time. In the event that early dismissal is necessary, a note should be sent to the classroom teacher in the morning informing the teacher of the time the student will leave. Families should come to the school office to sign out the student. The office will call the classroom for the child to report to the office. For students to be released to anyone other than parent(s)/guardian(s), there must be proper identification and a note or any changes to the primary mode of transportation must be communicated in person prior to 3 p.m. No students will be allowed to sign out after 3:30 p.m. (Early dismissals will be at the discretion of an administrator.)

Car Riders - Car riders are given a number and may be picked up at the rear of the school. We ask that families of car riders remain in their cars during dismissal to decrease congestion in our lobby and to ensure the safety of our students. To change a student's normal routine of transportation (e.g., riding home with a different person), the parent/guardian must send in a note.

Attendance/Tardiness

Attendance - Regular attendance is crucial to student success in school. We ask that you help your child gain an early advantage in school by assisting him or her with being on time and with attending school regularly. The school should be notified by 9 a.m. if your child will be absent. Following an absence, a note explaining the absence should be sent to school with the child. Excessive absenteeism results in a referral to Pupil Personnel.

Expectations of Students

- Report to school and all classes regularly and on time.
- Remain in class and at school until excused by a teacher and/or an administrative staff member.
- Ask any school employee for assistance whenever it is needed.
- Have appropriate materials for each class.
- Be responsible for personal and school property.
- Be responsible for your own work, and complete assignments on time.
- Use acceptable behavior and courteous language with everyone.
- Be respectful to all school employees/adults by quietly listening and responding in a courteous manner.
- Act in a safe, responsible way at school and going to and from school.
- Practice good health habits, and be clean and neat.
- Follow the rules and regulations of the teacher and the school.
- Refrain from using behavior that violates the provisions of the JCPS Student Support and Behavior Intervention Handbook.

Behavior Management/District

Students receive the JCPS Student Support and Behavior Intervention Handbook at the beginning of every school year. Families acknowledge their understanding of and agreement with district policy by signing the form included in the JCPS Student Support and Behavior Intervention Handbook.

Cafeteria

Klondike Lane is classified as a Community Eligible (CE) school. Therefore, all students are able to receive a breakfast and lunch at no cost to the student. Families are required to complete an Educational Benefits Form (EBF) annually. The completion of this form allows Klondike to continue providing this benefit free of charge to our families.

Breakfast - Breakfast is served daily beginning at 8:30 a.m. and concludes at 8:50 a.m. Students must be in the cafeteria by 8:50 a.m. to receive a meal. If any student arrives by bus beyond 8:50 a.m., they will be provided a "grab and go" breakfast. Breakfast is served daily and menus are printed each month and sent home with students.

Lunch - Students may bring lunch from home or eat a school lunch. Students are not permitted to do both. We ask that you do not allow students to bring items from home to supplement the school meal. Students will need to decide if they want to eat the school lunch or the lunch items that they brought from home. We do not allow students to share or trade food due to allergy and safety concerns. Families are welcome and encouraged to have lunch with their children. If you need accommodations, please ask one of our staff members upon signing in. Canned soft drinks are not permitted in student lunches and families or students are not permitted to eat fast food in the cafeteria.

Goals for Nutrition Promotion: Federal and state nutrition guidelines will be implemented at Klondike Lane to address the following:

- Assure that Nutrition Services meets the meal pattern guidelines for United States Department of Agriculture (“USDA”) School Meal Programs.
- Assure all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte snack lines, vending machines, and student stores – other than after-school concession sales) during and after the school day meet the USDA Smart Snacks in School regulations.
- Reward and/or incentives, classroom parties and school celebrations shall promote student wellness. ***When food is provided as a reward and/or incentive, or during classroom parties and school celebrations during the school day, all food items shall meet the USDA Smart Snacks in School regulations.*** When food or beverages are provided to students, accommodations will be made for students with special dietary needs and medical conditions. All foods provided will be commercially prepared and include a product ingredient statement and nutrition facts label.
- Food allergies should be communicated to the school and nutrition staff. For the safety of students, sharing of food is not permitted. Alternate seating arrangements or other accommodations will be made for the safety of the student.

Communication

Klondike strives to maintain open communication with our families. Information regarding school activities is communicated through:

- This handbook.
- The home-school communication folder.
- The monthly school calendar and menu.
- The Parent Teacher Association (PTA) newsletter.
- School newsletters.
- JCPS District newsletters and other publications.
- The school website.

It is the student's responsibility to take all newsletters and notices home to his or her parent/guardian.

Counselor

The school counselor works to ensure that students are successful in school. The counselor teaches large-group lessons related to the development of social, emotional, and academic skills. Individual and small-group counseling are provided as needed. A teacher, parent/guardian, or student may request these services.

Early Dismissal

- School Cancellation
- School Delays
- Inclement Weather

In the event that school is not in session or is delayed because of an emergency or inclement weather, radio and TV stations will broadcast the information. Families need to provide information regarding an alternative means of transportation that is kept on file at the school in case of an early dismissal.

Espanol:

- **Cancelacion de la escuela**
- **Horario Atrasada**
- **Mal tiempo (clima)**

En el caso de que la escuela no este funcionando por una emergencia, mal tiempo, la radio y la television les dara esta informaci6n. Notificaran a los padres en la siguiente manera:

JEFFERSON CO. PUBLIC SCHOOLS

"NO SCHOOL" (cancelaci6n)

"ONE-HOUR DELAY" (una horn atrasada)

Si el horario esta atrasada los nifios deben de esperar a su bus una hora mas tarde. Los padres deben de dar a la escuela una informaci6n de metodos alternativos que seran guardados en caso de que el horario requiem ir a casa mas temprano.

Educational Programs

Each Klondike student is special and learns in unique ways. We offer a variety of instructional programs designed to meet the needs of all of our students. During this school year, the following programs are available at Klondike:

- Comprehensive Program
- English as a Second Language (ESL) Program
- Exceptional Child Education (ECE) Programs
- Gifted and Talented Program

If you have questions about the placement of your child in any of these programs, please contact your child's classroom teacher or the school counselor.

Extracurricular Activities

Students have the opportunity to participate in a variety of activities. Grades and behavior must be satisfactory in order for students to participate. All students must have a sports physical to participate in a sport that requires physical activity. This physical must be updated annually and is required prior to trying out.

- Archery
- Art Club
- Band
- Basketball
- Cheerleading
- Compassionate Club

- Cross-Country
- Floor Hockey
- Soccer
- Orchestra
- Problem Solving
- Track
- Quick Recall
- Volleyball
- Written Assessment

Family Resource Center

The Family Resource Center (FRC) is available to assist families in reducing the barriers to their children's education. The FRC schedules several family and student programs and events throughout the school year. The center coordinator can be reached at **313-4548** (Watterson Elementary) or **313-4490** (Klondike Lane Elementary).

Grade System/Report Cards

Students receive a grade report in alignment with the district curriculum cycles. In the event of a significant change in a student's progress, the classroom teacher notifies the family of the need for a conference. Families are encouraged to monitor their child's progress by assisting with work, reviewing completed work and graded papers, and having conversations with their child concerning his or her work.

Students' grades reflect what students know and what they are able to do. Grades are based on:

- Class assignments
- Discussion/Problem solving.
- Quizzes/Tests.
- Performance assessments/Projects.
- Portfolios.
- Group work.

Health

Illness or Injury - In the event that a student becomes ill or is injured at school and it appears that first aid or a short rest is all that is needed, the student may be sent to the office, where the office personnel are to care for the student. If it is determined that the illness or injury requires parent/guardian notification, office personnel contact the parent/guardian to come for the student. **The school must have a telephone number where parent(s)/guardian(s) can be reached at all times.**

Immunizations - All students must have a valid immunization certificate on file at school. The original certificate is kept on file in the school, and a copy is made for the family, if requested. The school notifies the family in the event that the certificate is due to expire.

Medical Examination Requirements - Medical and dental examinations and an eye examination by an ophthalmologist or optometrist are required for students between the ages of 3 and 6 entering the first year of school. The dental and eye examination must be completed by January 1 of the school year. The medical examination is required at the time of enrollment. The school should be informed of any health concerns that may affect the student in school.

Medication - In order for school personnel to administer any type of medication, prescription or nonprescription, to your child at school, an Authorization to Give Medication Form must be completed in the school office. Authorization to give prescription and over-the-counter (OTC) medication forms no longer have to be notarized. Please keep all prescription medication in the original container with the label attached. Office personnel are to administer the medication.

Dental - Dental exams are required for all students ages 5 and 6 entering JCPS for the first time.

Physicals - Physicals are due for any student entering JCPS for the first time

Library

All students enrolled in the school have access to the library and its resources. Students are scheduled for library time each week. Families will have the opportunity to sign permission slips for their child to check out materials from the library. The permission slips will acknowledge responsibility for replacement of materials in the event the materials are lost. Students will not receive a grade for library on the school report card.

Parent Teacher Association

Klondike's (PTA) is an active organization that provides invaluable support to our students, their families, and our school staff. Our PTA provides volunteer and financial support for activities and equipment/supplies that could not be afforded through school or classroom funding. Families, please support our PTA by joining the organization, attending its functions, and volunteering your services.

Parent-Teacher Conferences

Parent-teacher conferences are encouraged. Teachers may call families, send a note home, or indicate on a student's report card if a conference is desired. Families who desire a conference should send a note to the teacher or call the school to schedule an appointment. Scheduled conference days occur in early fall and late winter. Please make every attempt to meet with your child's teacher on those days. It is important that families meet with their child's teacher at least twice during the year to monitor progress. The teachers are to contact families to set up a time for a conference on the scheduled conference days.

Safety

A primary goal of Klondike Lane Elementary is to provide a safe, secure environment for our students. We have many procedures in place to ensure safety, such as telephones in each room and a requirement that all visitors sign in and receive a pass. We also have developed an

extensive safety plan that defines procedures for emergencies. Drills are held periodically to prepare students for emergencies, and the staff reviews the procedures throughout the year.

Our staff and students abide by the JCPS Student Support and Behavior Intervention Handbook. All students receive a copy of this in the fall of each school year. Our school employs Restorative Practice and Positive Behavior Intervention Supports (PBIS), a proactive behavior-management program. PBIS encourages and recognizes good behavior, which in turn leads to a positive learning environment.

Student Personal Property

Property that is hazardous, dangerous, or disruptive is confiscated and returned only to the parent/guardian. Students are responsible for the safety and security of their personal property. Cell phones, if brought to school, are to remain in backpacks and turned off.

Student Rights

Students can expect to be treated fairly by those in authority. The student's right to courtesy and respect is honored. Klondike students are expected to respect the same rights of others. Students can expect the school staff to help with problems to the best of their abilities. Students can expect to be given the chance to tell their view of what happened when being questioned about doing something for which disciplinary action may occur. Families can expect the school staff to be available for appointments to review progress or the information in records. Students can expect school staff to be serious about teaching; the staff expects students to be serious about learning.

Supplies

Klondike uses the fundamental supply list approved by the Jefferson County Board of Education. The lists are available in the school office and accessible through the school website.

Textbooks/School Property

Students are responsible for all textbooks, library books, and other school property issued during the school year. Students are required to reimburse the school for all lost or damaged books and equipment. All monies collected are recorded by the school bookkeeper and are credited to the proper fund for replacement purposes. If a lost book is found, the money that was paid will not be refunded and you may keep the book.

Visitors/Volunteers

Volunteers are at the heart of every service we provide to Klondike students. Families can volunteer in the areas of tutoring, clerical assistance, and chaperoning. A School Volunteer Records Check Form must be completed prior to volunteering. Forms are available in the school office or can be accessed online. We welcome and encourage visitors to our school. Please stop by the office to sign in and receive a visitor's badge prior to visit-ing classrooms.

No visitors will be allowed inside the school lobby between 3:30 and 4 p.m.

Parent-Guardian/Student Agreement

I, the parent/guardian of _____ ,
have read and understand the Klondike Lane Elementary
Uniform Policy. I understand that I will be contacted if my child
is in violation of the policy and will assume responsibility for
correcting the violation. My child and I have also read and
discussed the *Klondike Lane Elementary School Handbook*.

Parent's/Guardian's Signature: _____

Student's Signature: _____

Date: _____

Please return this section to your child's teacher. Thank you!

