

JEFFERSON COUNTY PUBLIC SCHOOLS

Parent and Student Handbook

James E. Farmer Elementary School

2021-2022



485-8625

6405 Gellhaus Lane • Louisville, Kentucky 40299

<http://schools.jefferson.kyschools.us/elementary/farmer>

The mind is not an empty vessel to be filled, but a fire to be ignited. ~ Plutarch

To All Parents/Guardians:

Welcome to the James E. Farmer Elementary School family. We are thrilled that you have selected Farmer Elementary for your child to attend school, and we are dedicated to providing a warm, caring, and safe learning environment. The exceptional faculty and staff of Farmer Elementary consist of National Board Certification Teachers (NBCT), teachers involved with the Louisville Writing Project, master teachers who have earned the Excellence in Classroom and Educational Leadership (ExCEL) Award, a recipient of the Stacy Bufkin Halleron Technology Award, the 2009 Jefferson County School Media Association—Outstanding School Media Librarian, Hilliard Lyons Excellence Award Winner, a 2014 recipient of the Presidential Award for Excellence in Mathematics Teaching, and teachers who have earned a certification in Orton Gillingham and endorsements in technology. ESL and gifted and talented education. As part of the Jefferson County Public School (JCPS) District, we hold high expectations for the success and achievement of all of our students.

Our goal is to assist our families with a productive and rewarding school year by providing the *Parent and Student Handbook*. The purpose of the handbook is to acquaint families with Farmer's policies and procedures. Many answers to questions concerning Farmer Elementary may quickly and easily be answered by referring to the handbook. Please sign and return the Acknowledgment Form on the last page to your child's teacher.

To facilitate an amazing school year for you and your child, we also encourage you to become an active participant in your child's education at Farmer Elementary School. There are many ways you can support your child and our school, including the following:

- Ask your child about his or her day.
- Assign a daily homework time each afternoon or evening.
- Check your child's backpack daily.
- Encourage your child to read every day.
- Read the school newsletter and School CNXT messages..
- Communicate with your child's teacher by attending parent-teacher conferences, calling, or emailing.
- Participate in school events and support school activities.
- Join the Parent Teacher Association (PTA).
- Volunteer.

Together, we will make this one of the best school years for your child at Farmer Elementary!

Sincerely,
Shannon Conlon, Ed.D.
Principal

Table of Contents

| | |
|---|---|
| Important Telephone Numbers | 3 |
| Bus Compounds | 3 |
| Our Mission, Our Promise | 4 |
| About James E. Farmer Elementary | 4 |
| General Information | 4 |
| Arrival and Dismissal | 4 |
| Arrival..... | 4 |
| Dismissal..... | 4 |
| Late Arrival..... | 4 |
| EarlyDismissal..... | 4 |
| Parking..... | 4 |
| Transportation on the First Day of School..... | 4 |
| Changes in Transportation..... | 5 |
| Bus Riders..... | 5 |
| Car Riders..... | 5 |
| Walkers..... | 6 |
| Attendance | 6 |
| How Attendance Is Recorded..... | 6 |
| Truancy..... | 6 |
| Consequences for Unexcused Absences..... | 7 |
| Transfers and Withdrawals..... | 7 |
| Cancellation of School, Delayed Opening, Closing Early..... | 7 |
| Celebrations | 7 |
| Chaperones | 7 |
| Child Enrichment Program | 7 |
| Classroom Observation | 7 |
| Conferences | 7 |
| Deliveries | 7 |
| Electronic Devices | 7 |
| Enrollment Information | 7 |
| Enrollment Requirements..... | 7 |
| Health Regulations..... | 7 |
| Birth Certificate..... | 8 |
| Academic Expectations | 8 |
| Homework Guidelines..... | 8 |
| Purpose of Homework..... | 8 |
| Amount..... | 8 |
| Make-Up Work..... | 8 |
| Parent/Guardian Responsibilities..... | 8 |
| Student Responsibilities..... | 8 |
| Teacher Responsibilities..... | 8 |

Table of Contents

| | |
|---|----|
| Components of Academic Grades | 8 |
| Explanation of Academic Grades..... | 9 |
| Behavior Expectations | 9 |
| Goals..... | 9 |
| Action Plan..... | 9 |
| Consequences..... | 9 |
| Notes..... | 10 |
| Emergency Drills | 10 |
| Field Trips | 10 |
| Health and Safety | 10 |
| School Health Guidelines..... | 10 |
| Medication at School..... | 11 |
| Illness/Injury at School..... | 11 |
| Pertinent Health Information..... | 11 |
| Interviewing Children in Schools | 11 |
| Library Policy | 11 |
| Lost and Found/Personal Property | 11 |
| Newsletters and Other School-to-Home Communications | 12 |
| Noncustodial Parents | 12 |
| Nutrition Services | 12 |
| À la Carte Items..... | 12 |
| Cafeteria Rules..... | 12 |
| Food Allergies..... | 12 |
| Visitors for Lunch..... | 12 |
| Wellness Policy Statement..... | 12 |
| Parent Teacher Association | 13 |
| Parent-Teacher Conferences | 13 |
| School Activities | 13 |
| School Supplies | 13 |
| School-Based Decision Making Council | 13 |
| Severe Weather Information | 13 |
| Visitors | 13 |
| Volunteers | 13 |
| Uniform Information | 14 |
| Uniform Break | 14 |
| <i>James E. Farmer Elementary School Parent and Student Handbook Acknowledgment Form</i> .. | 15 |

Important Telephone Numbers

| | |
|---|----------------------|
| JCPS Call Center | 313-4357 |
| Transportation | 485-3470 |
| Parent Assistance Center | 485-6250 or 485-6771 |
| Elementary Student Assignment | 485-3802 |
| Academic Achievement Area 4 | 485-3673 or 485-3152 |
| Early Childhood Programs | 485-3919 |
| Family Resource and Youth Services Center (FRYSC) | 485-3703 |
| Guidance/Counseling | 485-3255 |
| Health Services | 485-3387 |
| Optional, Magnet, and Advance Programs | 485-3323 |
| Exceptional Child Education (ECE) | 485-8500 |
| Other Administrative Offices | 485-3011 |
| PTA (15th District) | 485-3535 |

Bus Compounds

Use these numbers for transportation concerns and for assistance before and after school hours.*

| | |
|-------------------------|----------|
| BB Blankenbaker | 485-3162 |
| BL Blue Lick (Fairdale) | 485-3145 |
| BU Burks | 485-6690 |
| DE Detrick | 485-3169 |
| HO Hoke | 485-3147 |
| JA Jacob | 485-7660 |
| JE Jeffersontown | 485-3153 |
| LE Lees Lane | 485-7055 |
| MO Moore | 485-3163 |
| NI Nichols | 485-3057 |
| R Special Needs East | 485-6099 |
| SO Southeast | 485-6690 |
| U Special Needs West | 485-6088 |
| WI Wilhoit | 485-8595 |

*Farmer Elementary uses the Burks Compound and Jeffersontown Compound.

Our Mission, Our Promise

James E. Farmer Elementary School is committed to developing a lifetime of purposeful learning for all students by enriching the mind and igniting the imagination in a nurturing, child-centered environment.

About James E. Farmer Elementary

Our school is named after James E. Farmer, who was a respected teacher, principal, and deputy superintendent in JCPS. Farmer Elementary is one of seven schools in Cluster 8, which includes Alex Kennedy, Bates, Fern Creek, Jeffersontown, Watterson, and Wheeler Elementary Schools. The 79,000-square-foot facility is designed to accommodate students in prekindergarten through grade five. Farmer Elementary offers a range of educational resources, including:

- Flat panels and each classroom and 1:1 student-device ratio
- Special Area classes: art, library; music, practical living, and science, technology, engineering, and math (STEM). 5th grade students have the option to enroll in band or orchestra and classes are held at Ramsey Middle School.
- Suzuki cello, guitar, and violin.
- The Advance Program (AP), Special Education ECE, including Moderate and Severe Disability (MSD), English as a Second Language (ESL), and Daytime Extended School Services (ESS)
- Extracurricular activities, including Academic Competition, (Quick Recall and Problem Solving), basketball, cheerleading, cross-country, Equestrian Club, National Junior Beta Society, Safety Patrol, and Student Council, just to name a few. Other activities may be added based on interest.

General Information

Address: 6405 Gellhaus Lane, Louisville, KY 40299

Telephone:

- **School Office:** 485-8625
- **Fax:** 313-3454
- **Absentee Line:** 485-8625
- **Cafeteria:** 313-2454

Web Addresses: www.jefferson.kyschools.us <http://schools.jefferson.kyschools.us/elementary/farmer>

Transportation: jcps-farmer.transportation@jefferson.kyschools.us

Hours of Operation: The school office is open for business between 8:00 a.m. and 4:30 p.m., Monday through Friday.

School Day for Students

8:40 a.m.

- Doors open for students in kindergarten through grade five.
- Breakfast service begins at 8:40 am. (Walkers and car riders eating breakfast at school should arrive at 8:40 a.m. to allow enough time to eat and arrive at their classrooms by 9:05 a.m.)
- Doors open for prekindergarten students at 9:45 am

9:00 a.m.

- First Bell—Teachers escort students to classrooms.
- Breakfast service line closes.

9:05 a.m.

- Second Bell—Instructional day officially begins.

10:50 a.m.–1:50 p.m.

- Lunch (20 minutes per class)

3:45 p.m.

- Instructional day officially ends.

3:45–4:05 p.m.

- Dismissal

Arrival and Dismissal

Staff supervision begins at 8:40 a.m. Dismissal ends approximately at 4:00 p.m.

Arrival

- Arrival time is 8:40 to 9:02 a.m.
- Car riders and walkers enter through the main entrance.
- Buses unload in the bus loop located next to the cafeteria.
- Breakfast is served from 8:40 to 8:55 a.m. Walkers and car riders should arrive for breakfast at 8:40 a.m. to ensure enough time to eat.
- Teachers escort students to their classrooms at 8:55 a.m.

Dismissal

- School ends at 3:45 p.m.
- Walkers are dismissed through the main school entrance.
- Bus riders are dismissed through the doors outside the cafeteria.
- The parent will be notified to pick up his or her child in the front office if the child has either missed the bus or has not been picked up by 4:05 p.m. from the car rider line.

Late Arrival

Any student arriving late to school must be accompanied by an adult and signed in to school on the Tardy Log in the front office. At 9:02 a.m., a red flag is displayed at the school entrance to indicate that the official tardy period has begun. Please park in a space in the front parking lot to avoid the fire lane.

Early Dismissal

Early dismissal of students is strongly discouraged; however, we realize that occasionally it is necessary for a student to leave school early. Students must be signed out in the office by an authorized adult who has been designated on the student's Enrollment Information Form. Personal identification (ID) is always requested for verification. No student will be dismissed after 3:30 p.m. Note: We do not interrupt instructional time to deliver messages. If it is an emergency, please call the school and we will have a counselor assist you.

Parking

Visitors may park in a designated space in the parking lot in front of the school.

Transportation on the First Day of School

Parents are encouraged to allow their child who is considered a bus rider to ride the bus to school on the first day. If, however, parents choose to bring their child on the first day of school and expect him or her to ride the bus home, they must notify the school immediately. This will help ensure that students are properly tagged as bus riders. Students who are dropped off at school with no instruction will remain at school, and parents will be notified to pick them up.

Changes in Transportation

Changes in the normal way a child goes home, including early dismissals from school, require a note sent to the teacher that day and approval by an administrator. To assist in the safety of dismissal for all students, transportation changes must be written or emailed to jcps-farmer.transportation@jefferson.kyschools.us to school personnel and submitted by 2:30 p.m. Parents will receive an email confirmation of the transportation change. Transportation changes by phone or after 2:30 p.m. will not be accepted unless it is a true emergency.

Necessary plans should be made before students leave home in the morning.

Bus Riders

Morning Arrival

- All buses are unloaded in the loop in front of the cafeteria, where a staff member will meet and greet the bus riders.
- If your child misses the bus and you transport him or her, please follow the car rider procedures as outlined in the “Car Riders” section of this handbook. If your child arrives at school after 9:02 a.m., please park your car in a parking space and walk your child to the front office to sign in tardy on the Tardy Log.

Afternoon Dismissal

Bus riders are dismissed to doors outside the cafeteria. If a student misses the bus, the parent will be notified to pick up the child in the front office.

Kindergarten Bus Riders

Kindergarten students use the same service provided for elementary students, which involves being picked up at bus stops that may be several blocks from home. **Kindergarten students must have an adult present at the bus stop before they will be released from the bus.** Students living within a one-mile radius of school will not be provided bus service unless unsafe walking conditions exist. Residential streets with a reduced speed limit (25 mph) will be considered walking areas. Bus stops will not be scheduled on dead-end streets. During the first two weeks of school, your child may experience a 30- to 60-minute delay. This is to ensure that all students are assigned to and loaded on the appropriate buses. All students riding the bus will receive a backpack tag displaying bus information. **This backpack tag must be placed and kept on the backpack for the first ten days of school.**

Bus Rider Expectations

The safety of students is a top priority, and misbehavior on a school bus will not be tolerated. The following rules exist for the safety of all bus riders:

- Be seated at all times.
- Do not throw objects inside or outside the bus.
- Eating is not allowed.
- No horseplaying
- Listen to the bus driver at all times.
- No running or playing around on the bus or at the bus stop(s).
- State Regulation 702 KAR 5:080 states that helium balloons, as well as live animals and preserved specimens, are expressly prohibited on school buses.

Misconduct on the School Bus

Bus drivers address misconduct on the bus in various ways prior to a referral to a school administrator. When a referral becomes necessary, the driver submits a written referral to the school administrator. Each time a student is written up by a driver for misconduct, the parent will receive a copy of the Referral Form.

Bus Referral Consequences

- First Referral—A school administrator holds a conference with the student.
- Second Referral—A school administrator holds a conference with the parent(s)/guardian(s).
- Third Referral— The student is suspended from riding the bus. The number of days depends upon the offense. Each student is dealt with fairly, and discipline will be consistent and appropriate.

Please note that when a student is suspended from the bus, he or she may not ride any public school bus during the suspension. Parents are responsible for getting the student to and from school. Suspension from the

bus is not a suspension from school.

Late Bus Information If the bus is late or does not arrive, please call the JCPS Transportation Department at 485-3470.

Car Riders

If your child will be a car rider at any time during the school year, please read this section carefully.

Morning Arrival

- Please enter the main entrance of the Farmer/Ramsey campus, and follow the traffic pattern through Ramsey's parking lot.
- Starting at 8:40 a.m., a staff member will meet students at their cars and supervise them walking into the building. Please do not allow your child to exit the car until the staff member is present.
- For the safety of walkers, please do not drop off your child in the parking lot area or Billtown Farms neighborhood.
- The car rider line closes promptly at 9:02 a.m. After 9:02 a.m., please follow late arrival procedures.
- Drivers are to remain in the car.
- Students are to exit the vehicle by themselves.

Afternoon Dismissal

- When you pick your child up, a member of the Farmer staff will use the school's car tag numbering system to release students.
- New car tags (with new colors) are distributed before each school year at registration/orientation. Your child will bring home a car tag number on the first day of school if the tag was not picked up at registration. Please make sure that your child memorizes his or her number.
- Hang your car tag on your rearview mirror with the number facing the windshield.
- Please enter the main entrance of the Farmer/Ramsey campus, and follow the traffic pattern through Ramsey's parking lot.
- A staff member will radio your car rider number to the dismissal area, where your child will be seated.
- Once the child's number is announced, your child will be released to come to your car.
- Exit the loop using the main entrance to the James E. Farmer parking lot.
- Car rider tags are needed to pick up your child. If you do not have your tag, you must wait until 4:05 p.m. to come to the front office and present an ID for your child to be released.
- In an effort to keep students as safe as possible during dismissal, if you park and leave your vehicle, your child will not be released to you until 4:05 p.m.
- If you are unable to arrive by 4 p.m., it will be necessary to make arrangements for either CEP or bus transportation.

Walkers Morning Arrival

- Walkers are permitted to enter the building only at the main school entrance. The doors will open at 8:40 a.m. For your child's safety, please tell him or her that the cafeteria door is not a walkers' entrance, because of the buses entering and exiting the parking lot and loop.
- Only those students residing within one mile of school are classified as walkers.
- Walkers may not be picked up in a car. This is considered a car rider, and car rider procedures must be followed.

Afternoon Dismissal

- Walkers are dismissed at 3:45 p.m. through the school's main entrance.
- If you want to escort your child home, be sure to be at the walkers' exit at 3:45 p.m.

Please note: In the event of an emergency that renders you unable to pick up your child promptly at dismissal,

please notify the office in a timely manner. The Child Enrichment Program (CEP) is available for families who need after-school care. See the section on CEP for more information.

Attendance

Students are required by law to attend school every day. Regular attendance at school is necessary for children to learn and is a life skill that will help them throughout their lives. Keeping students at home for minor aches and pains is not necessary and can become a habit.

- Also, missing buses and oversleeping are not valid reasons for absences from school.
- Students intending to participate in an extracurricular activity or sports must be present at school on the day of the scheduled event.

We understand that students have illnesses that require that they miss school, but we encourage you to send your child to school each and every day if possible. If an absence is necessary, follow these procedures to notify the school and to document the reason for the absence:

- Please call the absentee line at 485-8625, and leave your message by 9:30 a.m.
- After three consecutive absences, assignments may be picked up in the office at 4 p.m.
- When the student returns to school, a note is required to explain the absence.
- After a total of ten cumulative full-day absences due to illness, parents are required to present a written statement from a medical professional for additional absences during the current school year in order for the student to be excused.
- Perfect attendance is calculated with a percentage of absence equal to zero and less than four tardies.

The following are recorded as excused absences:

- Illness
- Doctor or dentist visits
- Death in the family

Note: If a student has frequent unexcused absences or tardies or if social services are needed that cannot be provided through the school, a referral will be made to the Pupil Personnel Department.

How Attendance Is Recorded

The Kentucky Department of Education (KDE) calculates student attendance (702 KAR 7:125) as follows:

- A full day of attendance shall be recorded for a pupil who is in attendance more than 84 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 to 84 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.
- Education Enhancement Opportunity (EHO) Request Forms are available in the front office. An EHO is a unique educational opportunity that has a significant educational value and is related to the Kentucky Core Curriculum. It is an opportunity offered during the school year that the school is unable to provide. EHOs cannot be used to excuse absences for the purpose of vacations. Vacations need to be planned at times other than during the school year to avoid unexcused absences.

An EHO form must be completed and turned in for approval at least five (5) days prior to the event. An EHO provides ten (10) days to help families who have an educational opportunity that requires travel far from home. It is essential that the trip is connected to the Kentucky Academic Standard. This information can be found on the JCPS website. If you are unclear on how to complete the form, please contact the school.

Truancy Kentucky School Law KRS 159.150 states: "Any student absent for more than three days, or tardy on

three or more days, without a valid excuse is truant, and any student reported truant more than 3 times is a habitual truant.”

Consequences for Unexcused Absences

- Third Unexcused Absence: Warning letter to parent
- Fourth Unexcused Absence: Referral to the counselor for conferencing and other preventive measures
- Sixth Unexcused Absence: Referral to an ADDP (School Social Worker)
- Ninth Unexcused Absence: Final Notice sent and referral for further legal action processed

Remember: For students to be successful in school, they must be present to learn.

Transfers and Withdrawals

The parents/guardians of any student who will be moving should contact the school so that the student's records may be completed for transfer.

Cancellation of School, Delayed Opening, Closing Early

Cancellation of school takes place only during such circumstances as extreme weather, equipment failure, or public crisis. Cancellation of school, delayed opening, and early dismissal are published widely on local TV, Facebook, Twitter, and radio stations as well as posted on the JCPS website: www.jefferson.kyschools.us.

Celebrations

Farmer Elementary values the importance of teaching healthy living. Please purchase healthy, store-bought snacks for classroom celebrations. All food items shall meet the USDA Smart Snacks in School regulations. No cupcakes and sweet desserts are allowed. Classroom celebrations are limited to two adult visitors, due to limited space. Siblings are not permitted to attend any classroom functions.

The school also recognizes students' birthdays, but birthday parties are best conducted at home. Party invitations may not be distributed at school unless every student in the class receives an invitation. Please give party invitations to the teacher to distribute. Gifts, such as balloons and flowers, will not be delivered to students. Balloons are not allowed at any celebrations or promotion ceremonies.

Chaperones

A chaperone is an adult who escorts students to a function for the purpose of ensuring proper supervision. In order to fulfill this responsibility, no siblings may accompany the chaperone to any event. All adults interested in chaperoning must have an approved background check.

Child Enrichment Program (CEP)

Farmer Elementary offers before- and after-school childcare. For more information, visit the JCPS website at www.jefferson.kyschools.us or www.ymcalsouthern.org, call the School-Age Child Care Services Branch at 637-1575 or JCPS at 485-3834, or send an email to melissa.barman@jefferson.kyschools.us.

Classroom Observation

Parents/Guardians requesting to observe their child in class must make prior arrangements with the teacher and principal. Forms are available in the front office.

Conferences

Ongoing communication regarding student progress is extremely important to students' academic success. Parents/Guardians are encouraged to send a note or email the teacher to schedule conferences. The teacher

will return calls or emails within 24 hours.

Deliveries

Flowers and balloons may not be delivered to school. Classroom instructional time is not interrupted to deliver gifts, messages, or donations. Necessary instructional items may be delivered to the appropriate classrooms by Farmer staff.

Electronic Devices

Electronic devices may not be used, activated, carried, or displayed from the time students enter the building until they leave at the end of the school day.

- Lost or stolen electronic devices are not the responsibility of James E. Farmer Elementary.
- Any devices taken during the school day will be returned to the student at the end of the day.

Enrollment Information

It is very important that all JCPS Enrollment Forms and the school Important Information Forms be completed and returned to school by the second day of enrollment. In case of an illness or emergency, information on the form is used to contact the student's parent(s)/ guardian(s) or relatives(s). Therefore, information on the form must be accurate and up to date. If a student's address or telephone number changes during the school year, parents/guardians should notify the school immediately. Copies of all legal documents and/or custodial papers need to be turned in to the office. These forms are maintained only for the current school year. School staff are discreet in handling students' personal information.

Enrollment Requirements

We follow strict guidelines for maintaining immunization and enrollment requirements as mandated by the district and state.

Health Regulations

State health regulations for students require that all students have the following items on file at the school they are currently attending:

- Immunizations—A current and valid Kentucky Immunization Certificate is due within two weeks after the first day of attendance.
- Medical examinations
- Students entering school for the first time must have a Kentucky Preventable Health Care Examination Form, which is due within two months after the first day of attendance.
- Vision examinations
- Students entering school for the first time—ages 3, 4, 5, or 6 only—must have a Kentucky Vision Examination Form that is due no later than January 1 of the first year that the student is enrolled in a public school, public preschool, or Head Start. This examination must be completed by an optometrist or ophthalmologist.
- Dental examinations
- Students entering kindergarten or first grade for the first time—ages 5 or 6 only—should have a Kentucky Dental Form on file at the school they are attending no later than January 1 of the first year that the student is enrolled in a public school.

Birth Certificate

A certified copy of a student's birth certificate is required to be on file at the school the student is attending.

Academic Expectations

Guiding Purposes of Assessment and Grading

- Inform teaching and improve learning
- Communicate the learning, growth, and achievements of learners to learners, parents, and stakeholders

Guiding Principles of Assessment and Grading

- Flexibility
- Reporting accurately reflects learning, growth, and achievement
- Reporting shall be fair, consistent, support learning, and promote communication amongst stakeholders
- Assessing with descriptive and/or competency based rubrics (includes standards and/or success skills)
- Equity: Assessing and grading in a variety of ways that recognize the strengths, competencies, and progress of every learner

Standards-based Grading

| Performance Description | Standards Based Grading Marks | Letter Grade |
|-------------------------------|-------------------------------|--------------|
| Above Standards | 4 | A |
| Meets Standards | 3 | B |
| Approaching Standards | 2 | C |
| Below Standards | 1 | D |
| Substantially Below Standards | – | U |

Components of Academic Grades

(In accordance with the *SPP&G Handbook* at www.jefferson.kyschools.us.)

Teachers will use Standard Based Grading using two grading categories, Student Progression, and Student Mastery, to determine grades for each subject. Academic grades are based on standards and reflect what the student knows and is able to do. Both categories must be represented, and shall include a variety of components/assignments. Participation points are not equivalent to attendance, and are not part of the academic grade. In addition, academic grades are not reduced as punishment for misconduct. Special area teachers shall ensure that both categories are represented; however, special area teachers' grades may not always include a variety of components/ assignments in each category.

Grading Categories

| Categories of Academic Grades | Evidence/Assignments for Each Category (Examples include, but are not limited to, the following: |
|--|---|
| Student Engagement With Standards and Success Skills <ul style="list-style-type: none"> • Shall be communicated through descriptive feedback | Participation, group work, class discussion, journals/logs/notebooks, rubrics, projects, teacher observation, student reflection, demonstrations of learning, defenses, and/or other evidence of student interaction and engagement |
| Student Progress Toward Standards and Success Skills <ul style="list-style-type: none"> • Shall count for 50% of the total academic grade | Homework, problem solving, class assignments, quizzes, anecdotal records, rubrics, projects, student self-assessment, demonstrations of learning, defenses, and/or other evidence of student progress |
| Student Mastery of Standards and Success Skills <ul style="list-style-type: none"> • Shall count for 50% of the total academic grade | Tests/proficiency assessments, projects (e.g. project or problem-based), performance assessments, rubrics, demonstrations of learning, authentic assessments, presentations/defenses, and/or other evidence of student mastery. |
| <ul style="list-style-type: none"> • Teachers must use both categories listed above (Progress and Mastery) when setting up their gradebook, Infinite Campus, or other electronic gradebook. • No one assignment can count for more than one-third of an entire category (Progress and Mastery). • Engagement should be communicated to students and parents through comments or descriptive feedback. | |

Note:

- A “zero” will not be used but instead, an “I” for incomplete
- A copy of the teacher’s grading procedure must be provided to the students, parents/guardians, and the principal.

Consistent Practices for Grading and Feedback

- Teachers shall be required to enter assignments with grades no more than once every three (3) weeks. Teachers shall not be required to enter a specific number of grades per grading period but may be required to enter all grades that will be part of a student’s final grade once every three (3) weeks with the exception of teachers who see students less frequently such as Special Area teachers who do not have graded work for students during a three (3) week period. Multiple assignments may be combined for grade entry purposes but all entered work must be clearly identifiable. However, at least one grading mark entry per week is encouraged (in the progress category)
- Learners have access to descriptive feedback from teachers throughout learning process
- Learners have multiple opportunities to revise assignments when possible
- Learners have multiple opportunities to demonstrate learning when possible
- Assignments and reported progress are rooted in standards, competencies, and Success Skills
- Reporting is based on learner’s progress, growth, and achievement rather than completion of tasks or mathematical averages over time
- Multiple and varied sources should be used as evidence of learning

Amount of Homework

All students will receive weekly homework assignments on Fridays. Intermediate students are expected to write their daily assignments in their Agendas. Daily homework should follow this suggested time frame:

| <u>Grade Level</u> | <u>Average Time Spent on Homework Daily</u> |
|--------------------|---|
| Kindergarten | 10 minutes |
| First grade | 10 minutes |
| Second grade | 20 minutes |
| Third grade | 30 minutes |
| Fourth grade | 40 minutes |
| Fifth grade | 50 minutes |

Homework Guidelines

Homework guidelines for James E. Farmer Elementary School are based on educational research, which suggests that homework positively influences the achievement of elementary students.

Purpose of Homework

- Provide students with opportunities to practice skills
- Reinforce classroom learning
- Develop good study habits
- Foster a positive attitude toward school
- Communicate to students the idea that learning takes work at home as well as school

Make-Up Work

A student returning to school after an excused absence or suspension may request make-up work within three school days of his or her return to class. The student will have the number of school days of absence or suspension plus one school day from the time he or she receives the make-up work to complete the work and submit it to the teacher (in accordance with the JCS *Student Support and Behavior Intervention Handbook* and the *Student Bill of Rights*).

Parent/Guardian Responsibilities

- Set up a quiet, organized place to do homework.
- Establish a consistent daily schedule for homework.
- Ensure that your child has all the materials/supplies he or she needs to complete assignments.
- Encourage, motivate, and prompt your child to do homework, but don't do it for him or her.
- Look over homework when he or she is finished, and discuss homework concepts.
- If your child continuously has difficulty completing homework within the given time frame, please notify the teacher.

Student Responsibilities

- Complete required homework to the best of his or her ability.
- Return homework to the teacher the following school day or on the day it is due.

Teacher Responsibilities

- Design homework assignments that clearly show purpose and outcomes.
- Grade and record homework—In accordance with the JCS *Student Progression, Promotion, and Grading (SPP&G) Handbook*, homework will be counted as one component of the student's grade.
- Review, discuss, and return homework to students in a reasonable time frame.
- Set consequences, which may include the loss of special privileges, parent/guardian notification, or a parent-teacher conference.

Note: Anytime a parent chooses for his or her child to be excluded from any planned curriculum on an instructional day, the request must be made in advance and in writing with a rationale for exclusion and given to the child's teacher. Whenever possible, an alternative assignment will be given.

Behavior Expectations

The JCPS District has developed the *Student Support and Behavior Intervention Handbook*. Each student receives a copy. Parents/Guardians are asked to review the handbook carefully with their child and to send the *Acknowledgement Form* back to the school. In addition, James E. Farmer Elementary has developed a Schoolwide Discipline Plan. Each student is responsible for his or her actions. Rules are life skills. They are learned behaviors and must be reviewed and practiced. Your help and cooperation are essential for an effective discipline program.

The purpose of the Schoolwide Discipline Plan is to understand that discipline is a process that involves individuals, families, and the school community and that allows individuals to become self-motivated, self-directed, and responsible members of society. We at Farmer believe that all students, staff, and families have a right to a safe, supportive, learning environment.

Goals

- James E. Farmer Elementary School embraces and promotes a safe learning environment.
- We at Farmer will respect the rights, feelings, and property of each other.

Action Plan

To achieve these goals, James E. Farmer Elementary School adopted the following Action Plan:

- We will hold high expectations for student conduct at all times.
- We will provide activities to build each student's self-esteem.
- We will teach students appropriate strategies for resolving conflicts.

Farmer's teachers and school administrators will provide mediation with students as needed.

We will have zero tolerance for the following behaviors, with consistent and appropriate consequences:

- Verbal aggression (e.g., threats, obscene language, defiance)
- Physical aggression (e.g., fighting, violating another's space, stealing, possession of a weapon)
- Leaving the room or the area without permission
- Deliberate disruption
- Destroying school property
- Harassment (physical, verbal, or sexual)

Consequences

- **First Referral:** The student is sent to a time-out location with appropriate assignments, and a letter is sent home describing the behavior. The student will complete work assigned in time-out until the letter is signed and returned to school.
- **Second Referral:** The student is sent to a time-out location with appropriate assignments, and a letter is sent home describing the behavior and requesting a parent conference within 24 hours with the student and teacher. During the conference, the teacher will describe the behavior that led to the referral and the student will have an opportunity to respond. The teacher will explain the classroom behavior-management strategies used to avert the referral. All parties will work together to determine appropriate actions, such as establishing a behavior contract or providing consequences at home. The student will complete work assigned in time-out until the conference is held.
- **Third Referral:** The student is sent to a time-out location with appropriate assignments, and a letter is

sent home describing the behavior and requesting a parent conference with the counselor to discuss possible support. The student will complete work assigned in time-out until the conference is held.

- **Fourth Referral:** An immediate intervention conference is scheduled with the parent/guardian and the principal or suspension at the discretion of the principal. The student may not return to class until the parent/guardian and the principal have intervened.

Notes

- A referral is considered a first referral for any student who has maintained a minimum of 20 school days of appropriate behavior since his or her last referral.
- If a referral is given for drastic violent behavior, the parent/ guardian will be notified immediately. The behavior may result in suspension if deemed appropriate by the principal, regardless of the number of referrals a student has previously received.
- Use of the word *teacher* refers to the teacher, instructional assistant, or other staff member who gave the referral.

Emergency Drills

The safety of your child is one of our greatest concerns. Farmer Elementary holds regularly scheduled drills to teach students to respond calmly in the event of an emergency. The school is required to conduct two fire drills within the first 30 days of school. During the school year, each school is also required to conduct two earthquake drills, one lockdown drill, two tornado drills (one to be held in March), and monthly fire drills. Detailed instructions and escape routes or designated areas for each drill are posted inside the door of each classroom.

Field Trips

A field trip is an educational activity that is an extension of classroom instruction and is conducted away from school. Therefore, only approved chaperones may attend the field trip. Chaperones are to meet at the venue unless they are approved to ride the bus to the field trip.

Students are expected to participate in the learning experience provided by field trips with their homeroom teacher. However, field trip fees must be paid before any student is allowed to attend the field trip. Due to liability reasons, a child may participate in field trips only if a parent/guardian signs and returns the Field Trip Permission Forms, which are available on the school website. Siblings may not participate in field trips. Students must ride the bus to and from the field trip. If students are to be checked out early, the parent must return to the school office to sign the student out. Early dismissal from a field trip is considered unexcused unless approved by the principal.

If a student's behavior is inappropriate and/or poses a safety risk for self or others, the student may be excluded from participating in a field trip. If a student is to be excluded for misbehavior, the principal reviews the exclusion and the parent/guardian is notified prior to the field trip.

Health and Safety

Please inform the teacher and the school nurse of any chronic health problems, disabilities, allergies, or physical restrictions that your child may have. Parents also need to notify the office if their child has lice so the proper JCPS procedures can be followed.

School Health Guidelines

Students only need to be excluded from school if any of the following exist.

Students with a fever:

- Fever of 100.5° F or higher without fever-reducing medication such as Tylenol or Motrin (Note: The child must be fever-free for at least 24 hours to return to school.)
- Temperatures of less than 100.5° F and they have other signs of illness —The student should be

evaluated by a healthcare provider immediately if he or she is experiencing difficulty breathing, unusual lethargy, irritability, persistent crying, blurry vision, confusion, and/or disorientation.

- If temperature is 102.5° F or greater and less than one (1) hour of school remains and the school is unable to contact parent/ guardian to pick up the child, EMS is to be notified immediately. EMS should be notified sooner if the student also displays additional signs of respiratory difficulties or a change in mental status.
- If temperature is less than 102.5° F, students may go home on their usual mode of transportation, unless they are experiencing respiratory difficulties or a change in mental status. This will then require calling EMS immediately.

Student with physical symptoms:

- *Diarrhea* is defined as an increased number of stools compared with the child's normal pattern and/or stool that is not contained by diapers or toilet use.
- Vomiting two (2) or more times in the previous 24 hours, unless the vomiting is self-limited, is determined to be due to a noncommunicable condition, and the child is not in danger of dehydration.
- Undiagnosed rash —A student with a rash should be excluded from school unless he or she has a current statement from a licensed health care provider stating: (1) The presence of the rash does not represent an illness that is contagious. (2) The student is well enough to perform normal daily activities.
 - The school nurse will call the parent/guardian to pick their child up from school as soon as a rash is noticed.
 - The school nurse will send home the “Notice of Exclusion From School for Undiagnosed Rash” letter with the student.
- Conjunctivitis (pink eye) with purulent (pus) drainage until resolved or until the student provides a statement from their healthcare provider that he or she can return to school and is not contagious.
- Diagnosed impetigo or strep throat until 24 hours after treatment has begun and the child has been fever-free for 24 hours.
- Head lice as per JCPS protocol
- Scabies until 24 hours after treatment has begun
- Any illness that prevents the child from participating comfortably in program activities
- Any illness that results in a greater care need than the staff can provide without compromising the health and safety of other children

Generalized symptoms that may require further evaluation by the student's Primary Care Provider:

- Dry mouth
- Increased urination
- Increased hunger
- Increased thirst
- Dry/Itchy skin
- Fatigue
- Sores or infections that will not heal
- Blood in urine or stool
- Persistent headache
- Neck pain/stiffness
- Irritability
- Blurry vision
- Double vision
- Confusion
- Disorientation
- Dizziness

Note: Some of these symptoms may require an immediate call to EMS.

Medication at School

- Medication should be given at home when possible. If it is necessary for a student to receive medication at school, the parent/guardian must complete an Authorization to Give Prescription or Over the Counter Medication Form. Additional forms are required for asthma, seizure, EpiPens, and diabetic equipment.
- A separate form must be completed for each medication and a new form completed each time the dosage of medication administration times change.
- The preferred means of delivering medicine to the school is by an adult. If unable to personally bring the medication to school, the parent/guardian must send the medicine in a sealed envelope with the student's name written on the outside. A phone call must be made to the school office to inform them that the student is bringing medication to school.
- Over-the-counter medications, such as aspirin or cough syrup, cannot be given without a complete Authorization to Give Over the Counter Medication Form.
- Medications are stored in the school office for the safety of all students.
- Please send an adequate supply of medication to avoid having to send it back and forth. For example, if the medication is for all year, send a one-month supply; if the medication is only temporary (such as an antibiotic), send all that is needed to be given through the ending date.
- Please notify us regarding medication needing refrigeration.
- Unless you notify us otherwise, medication may be administered within 30 minutes before or after the time specified on the authorization form. If a student arrives late or leaves early, he or she may miss a scheduled time.

Illness/Injury at School

Students who become ill or injured or have a fever during school hours will be sent to the office. Parents will receive a phone call from the school nurse if their child experiences continued discomfort, pain, or fever. If we cannot reach the parent, we will use the emergency contact information provided by the parent. Please remember, we cannot keep students who are ill at school. A parent or designated emergency contact must pick up the student in a reasonable amount of time once he or she has been notified.

Pertinent Health Information

Information concerning any specific health problem or condition a student may have should be reported to the school principal or counselor and recorded on the permanent health record.

Interviewing Children in Schools

Family service workers have the authority to investigate child abuse, neglect, and dependency reports at school without parental consent. Before interviewing a child in the school, social workers will show their identification card to appropriate school personnel.

Library Policy

Students must return or pay for all unreturned library materials by Spring Fling, which is scheduled at the end of the school year. Any student with unreturned library materials must forfeit time during Spring Fling. The amount of time required is as follows: Kindergarten—0 minutes First—5 minutes Second—10 minutes Third—15 minutes Fourth—20 minutes Fifth—25 minutes The amount of time doubles if a missing or unpaid item is an audio-visual item, such as Playaways, Nooks, etc.

Lost and Found/Personal Property

Students are responsible for the safety and security of their own personal property. Please don't allow your child to bring items of great value or large amounts of money to school.

Please write your child's name on clothing and personal items with a permanent marking pen. Clothing left in and around the school will be placed in bins in front of the cafeteria. Unclaimed lost and found articles will be sent to the JCPS Clothes Closet in December, March, and June.

Toys, games, music CD/DVD players, and cell phones are distracting in school and should be left at home. Confiscated items will be held in the school office, and only parents/guardians may claim them.

Newsletters and Other School-to- Home Communications

A school newsletter is sent home electronically on Fridays in an effort to keep our school families informed about school activities, policies, and other important information.

Noncustodial Parents

All noncustodial parents have the right to review records, request parent conferences, and pick up their child. The only exception is when a court order states otherwise. Official custody papers must be on file in the school office, or noncustodial parents will have all parental rights.

Nutrition Services

A nutritious breakfast and lunch are served daily in the school cafeteria. Farmer is a Community Eligibility (CE) site, which provides breakfast and lunch for all students at no charge.

À la Carte Items

À la carte items may be available daily at each school location. Items available for à la carte sale may include individual portions of items on the lunch menu, favorite snack items, spring water, and canned juice drinks. All items available for à la carte sale meet JCPS nutrition guidelines for beverages and snacks. À la carte purchases may be restricted by written parental direction to the school manager.

Cafeteria Rules

- Students will enter and exit the cafeteria quietly.
- Students will remain seated at their assigned tables.
- Students are not to run or engage in horseplay in the cafeteria or hallways.
- Students should not share food for safety reasons, such as food allergies.
- Students should not bring carbonated drinks to school for breakfast or lunch.
- No lunches from fast food restaurants are to be brought into the cafeteria. Nutritional federal guidelines prohibit restaurant food during breakfast and lunch hours.

Food Allergies

Students with food allergies that affect a vital life function are permitted to request meal modifications when a medical authority completes a USDA-required form. Forms are available from the school Nutrition Services manager and must be completed and signed by a physician. Parents and Nutrition Services staff are encouraged to make the school office aware of all students' allergies.

Items specifically listed on medical referral forms by a physician as a life-threatening allergen will be noted in the student's record and withheld from that student's meal service. Due to the possibility of residual or cross-contamination of allergens and nonallergens in manufacturing plants and the ability of manufacturers to omit small percentage ingredients in ingredient listings, it is impossible to guarantee an allergen-free environment.

Visitors for Lunch

Adult visitors are welcome to eat lunch with students in the cafeteria after Labor Day. Each class is allotted 20 minutes for lunch. Visitors under the age of 18 are not permitted for lunch.

Please refrain from coming for lunch on Lunch Bunch Days, which are typically on Fridays.

Wellness Policy Statement

At Farmer Elementary School, we believe in educating the whole child. The purpose of the wellness policy is to ensure that all students are provided a healthy environment that promotes wellness to aid student learning and success. Student health has an impact on academic performance. There is a positive correlation between physical activity and attention span, classroom behavior/conduct, and achievement test scores.

At Farmer Elementary School, students will receive instruction to promote making healthy choices to be implemented through the following:

Goals for nutrition education

- The practical living/health education Kentucky Core Academic Standards (KCAS) will be taught across disciplines and throughout the school environment.
- Foods and practices in the school environment will be consistent with nutrition education.
- Goals for physical education/physical activity
- All students shall participate in a KCAS-based physical education (PE) class.
- Every student will participate in moderate to vigorous physical activity each day, not to exceed 30 minutes a day. This will be part of the instructional day. Outside temperatures will be taken into consideration when planning activities.
- Teachers shall make a reasonable effort to avoid long periods when students are physically inactive by providing classroom physical activity.
- Physical activity will be positively promoted. Students will not be denied participation in physical activity as a punishment for deficient behavior or academic performance.

Goals for nutrition promotion

- The school will regularly provide opportunities for all students to become health-literate by practicing nutrition education skills that establish, promote, and support health-enhancing choices.
- The school will provide an environment of scientifically based nutrition messages throughout the school, within classrooms, and in school marketing that will be consistent with nutrition education and promotion.

Goals for other school-based activities to promote student wellness

- Food used as a reward or to celebrate holidays, birthdays, etc., should be discouraged. However, if food is a part of classroom parties or celebrations, only healthy snacks and beverages will be provided. Teachers will communicate with families regarding appropriate classroom celebration guidelines.
- When food/beverage items are used as rewards, items that do not comply with nutritional guidelines set out in Kentucky
- Administrative Regulation shall not be served until (30) minutes after the close of the last lunch period (JCBE policy 07.111: Competitive Foods).
- In an effort to promote healthy food choices, visitors cannot bring their child fast food lunches to school and to consider enjoying the healthy offerings and drinks in the cafeteria or bringing their own healthy lunch option.

Parent Teacher Association

The PTA plays an important role in providing services to all Farmer students. James E. Farmer Elementary families and staff are encouraged to join our PTA. You may visit

<https://www.facebook.com/FarmerElementaryPTA> for additional information.

Parent-Teacher Conferences

Refer to the school calendar for parent-teacher conference dates. Other conferences can be scheduled by emailing the teacher or calling the school office and leaving a message or by sending a note. The teacher will contact you within 24 hours.

School Activities

James E. Farmer Elementary School strives to offer school activities that meet the needs of our students. The following activities have been established:

- Academic Teams (Quick Recall and Future Problem Solving)
- Band
- Basketball
- Cheerleading
- Cross-Country
- Ensemble
- Equestrian Club
- National Jr. Beta Society
- Orchestra
- Safety Patrol
- Soccer
- Student Technology Leadership Program (STLP)
- Student Council
- Suzuki Cello, Guitar, and Violin Programs
- VEX Robotics

School Services

The school counselor provides services to students, teachers, and parents. The main objective of our school counselors is to help you and your child have a successful school year. Individual appointments can be made by calling the school counselor at 485-8625.

Counseling programs and activities:

- Advance Program
- Assessment
- Classroom Guidance
- Individual Counseling
- MTSS
- Safety Patrol
- Small-Group Counseling
- Student Council
- Student Records
- Student-Staff Support Team
- Tutoring Information

School Supplies

A list of school supplies for grades one through five is distributed with the final report card at the end of the school year. Information concerning school supplies can also be found on the Farmer Elementary School website at <http://schools.jefferson.kyschools.us/elementary/farmer>.

School-Based Decision Making Council

Our school will operate with a School-Based Decision Making (SBDM) management system. Elected representatives from staff and parents, together with the principal, will form the SBDM Council and meet monthly in an open forum to conduct business concerning the school program.

Severe Weather Information

JCPS may use an alternate schedule in the event of ice, snow, or other weather-related events. Parents should have a backup plan for childcare—especially for young children—in case severe weather strikes during the school day. In the event of weather-related closings, delays, and/or early dismissals, JCPS will notify local TV stations, radio stations, and the JCPS Facebook fan page ([www.jcpsky.net /facebook](http://www.jcpsky.net/facebook)) and website (www.jefferson.kyschools.us). Please check these resources for updated information concerning school closings or delays. Telephone lines need to remain open for emergencies.

- If school is canceled, then all scheduled activities are also canceled.
- If school opens on a delayed schedule, then all bus pick-up times are delayed accordingly.
- If school dismisses early, then all after-school activities, classes, and programs are canceled.

Visitors

Visitors are invited to Farmer Elementary School for special events. For the safety and protection of our students and staff during the school day, all visitors must enter the school through the main entrance and go directly to the office to sign in and receive a badge. School events hosted in the classroom must be limited to two adult visitors due to limited space. Non School-age siblings are invited to school events occurring in large areas, such as the gym and cafeteria, unless otherwise stated. School-aged children are not allowed to miss school in order to attend a Farmer school event during the instructional day.

Also see visitor information under Nutrition Services, page 12.

Volunteers

James E. Farmer Elementary realizes that parents are our partners. Volunteers serve as a very special resource. Parents/Guardians are encouraged to serve on committees, to help in classrooms, and to assist with programs and extracurricular activities. State law and JCPS require a criminal/background check on every volunteer working with youth in our schools. The JCPS School Volunteer Records Check Forms are available on the website for those parents/guardians interested in chaperoning field trips, helping in classrooms, and assisting with school programs.

Uniform

No need to worry about what to wear to school! James E. Farmer Elementary students show their school spirit every day by wearing school uniforms. The uniform helps build a sense of unity, pride, and teamwork at Farmer. Our bold and unique school colors are deep purple and bright orange with lime green as our accent color. *“Why fit in when you are born to stand out?” ~ Dr. Seuss.*

Clothing Apparel

Shirts

- Colors: Solid white, deep purple, bright orange, or lime green
- Styles: Short-/Long-sleeved polo-style shirts, turtlenecks, oxford shirts, or blouse shirts
- All shirts must have sleeves and collars.
- Shirts are to be tucked in.
- Farmer spirit shirts may be worn any day of the week.

Sweaters

- Colors: White, deep purple, bright orange, and lime green
- Styles: Crew, V-neck, or cardigan styles are all acceptable.
- A uniform shirt must be worn under sweaters.

Slacks, Shorts, Jumpers, Skirts, Skorts, Capris

- Colors: Khaki, navy blue, or purple plaid
- Styles: Cotton twill or a cotton blend, plain or pleated front, appropriately sized
- No denim jeans or cargo pants are to be worn.
- Slacks are to be worn at the waist.
- Pants with belt loops require a belt. (Students in kindergarten and first grade are exempt from wearing belts if they so choose.)
- Shorts and skorts should be uniform-length (no more than 4" above the knee) or Bermuda-length.

Note: Only the Farmer school name, logo, or mascot is permissible on the uniform.

Accessories

Belts

- Colors: Black, brown, or navy
- Styles: Plain or braided

Socks/Tights/Leggings

- Colors: White or navy blue (or black if worn with plaid attire.)
- Styles: Ankle, crew, and knee-high socks or tights may be worn.
- Socks or tights must be worn every day.
- White, navy blue or black leggings are permissible to wear under skirts/skorts/jumpers during cold weather.

Shoes

- Tennis shoes are strongly recommended and are required for Practical Living classes.
- Color: No specific requirements
- Style: Shoes with an enclosed heel that provide safety, comfort, and support
- Shoes without a back, such as flip-flops, clogs, Crocs, sandals, and mules, as well as platforms, skate shoes, high heels, and shoes with flashing lights, are unacceptable.

Jackets/Coats

- Color: No specific requirements
- Style: No specific requirements
- Please dress according to the weather conditions. Jackets and coats will be worn while students are outside, not inside the school building.

Backpacks

- Style: No specific requirements except no backpacks with wheels.
- Backpacks must be easily stored inside the student's locker or cubby.

Additional Accessory Guidelines:

- Accessories, including jewelry, hair color and/or styles, may not distract from the instructional school day or be a safety issue.

James E. Farmer Elementary Parent and Student Handbook

Acknowledgment Form

I have reviewed the *James E. Farmer Elementary School Parent and Student Handbook* and have read the information with my child.

Student's Name/Signature: _____

Parent's/Guardian's Signature: _____

Homeroom Teacher: _____

Date: _____

Car Rider Privileges

Car rider privileges may be revoked if car rider guidelines are not followed. Students are not allowed to walk to cars that are parked in the parking lot. Car riders must follow the traffic pattern in place for the carpool line.

Parent Signature: _____

Date: _____