



Jenny Lynn Prep School Handbook

408 Wyoming Avenue

Kingston, PA 18704

(570)-762-2501

www.jennylynn.net

Teacher Contacts: lastname@jennylynn.net

Contents

Absence/Health Policy
Attendance Policy/Makeup Work
Before and After School Care
Change of Address or Phone Number
Clearances
Code of Conduct/Behavior Action Plan
CPR/First Aid Training
Curriculum
Custody Papers
Discipline Policy
Dismissal and Pick-Up Procedures
Dress Code
Early Dismissals
Emergency Dismissal
Grading and Assessment
Homework Policy
Internet and Technology
Lost or Damaged School Books and Materials
Lunch
Parent-Teacher Meetings
Pick Up and Drop Off
PTO
Remind System
Safety/Visitors
Snow Days/Virtual Days
Student Records
Tuition

Absence/Health Policy

Please call and notify the school in the morning if your child is sick and will not be attending school that day. Any child suffering from an infectious disease (such as chicken pox, strep throat etc.) will need a doctor's permission slip to return to school. **If your child misses more than one school day, missed assignments must be picked up to ensure important assignments are completed.**

Health records and dental records are required for all students attending Jenny Lynn Elementary. Your child's vaccination records can be mailed directly from the doctor's office. Please submit these forms prior to the beginning of school.

Attendance Policy/Makeup Work

Attendance is recorded daily and documented on report cards. Daily attendance is vital in the education of our students. All students are expected to attend daily unless medically excused. In the event of a scheduled trip, please contact your child's teacher with as much notice as possible.

If any absences occur, missed assignments will be provided by your child's teacher. All missed work must be fully completed and turned in within 2 days of returning to school. Late or unreturned work will be graded as a 0 and counted toward that marking period grade.

If your child is sick and will not be attending school that day, please call and notify the school. Arrangements must be made with the teacher to pick up missed assignments. Any child suffering from an infectious disease (such as chicken pox, strep throat etc.) will need a doctor's permission slip to return to school.

Before and After School Care

Before and after school care is available for families in need of early drop offs or after hours childcare. Childcare will be offered Monday through Friday before school from 7:30-8:30 a.m. and 3:00-4:00 p.m. after school. Extra care is a minimal per hour cost. Families may sign up

for weekly care for the full school year for any combination of days/times or on an as needed basis. If your childcare needs vary week to week, please schedule the Friday before to ensure your needed days/times are accommodated.

Change of Address or Phone Number

Please notify the classroom teacher as soon as possible if there is a change in any student/parent information; it is critical that we maintain updated information on all of our students in case of an emergency.

Clearances

All parents and regular volunteers must have the following clearances to visit school and work with our children: **Child Abuse History Clearance** and **Criminal Background Check**. All clearances are free of cost when you select "volunteer" and can be accessed using the following websites:

<https://www.compass.state.pa.us/CWIS>

<https://epatch.state.pa.us/Home.jsp>

***Please submit your clearances to school prior to volunteering for school functions.**

Code of Conduct/Behavior Action Plan

At Jenny Lynn Elementary we expect our students to accept and respect others through both their words and their actions. We believe and teach prosocial skills so that all of our students will learn in an environment where they help, share, value, and respect others. If a student demonstrates negative behaviors towards other students or staff, the following actions will be taken.

1) First Occurrence: Student will meet with teacher/administrator to make sure they understand what they are doing wrong and assume responsibility for their actions. The child will help construct a verbal plan for a better way to handle the behavior.

2) Second Occurrence: Parents will be notified to make them aware of the behaviors occurring. The student will use their free recess period to write an explanation of their actions including the following consequences of subsequent behaviors. The explanation must be signed and returned by the child's parent.

3) Third Occurrence: The student will receive 3 days of in-school suspension where they must complete all school assignments outside of their classroom. The student will not participate in group activities during that time.

4) Fourth Occurrence: The student will receive out of school suspension for a period of 3 days. All work must be completed and returned the day the child is returning to school.

CPR/First Aid Training

We have teachers on staff certified to respond to emergency situations. The certifications have been obtained through the American Red Cross and include Adult and Pediatric First Aid/CPR/AED training.

Curriculum

Our program standards are designed as a blended approach of traditional methods while incorporating the Common Core Standards according to grade level. It is centered on a globalized education design and is focused on cultivating critical thinking skills in all facets to promote cultural understanding and social awareness in our diverse world. The core mission of the program is to develop the whole self through nurturing of each individual child's heart, mind and body. For more information on our curriculum goals and standards visit our website at www.jennylynn.net

Custody Papers

If parents or guardians have a shared custody agreement, please provide the proper paperwork. It is important that the school is kept

informed of these matters to ensure safety and wellbeing for all students.

Discipline Policy

Our goal is to create an atmosphere that supports pro-social skills including cooperation, the development of empathy, understanding, and acceptance of others. We expect our students and faculty to be respectful of others at all times. Through strong leadership and example, students will develop a sense of understanding, acceptance of others and empathy for all; recognizing the importance of giving and maintaining a strong sense of respect for themselves and to honor all other's individuality.

Behaviors that affect others in adverse ways will be addressed immediately. Collaboration between home and school is essential for successful social and emotional growth.

Dismissal and Pick-Up Procedures

Drop off and pick up is located at the side parking lot entrance of the school. For drop off, parents should enter from Maple Ave and exit through the front exit onto Wyoming Ave. A classroom teacher will greet students at the door.

Grades 1-3: Arrival is at the main door for all grades. Drop off time is between 8:30-8:45. Pick up is also at the main door at 3:00 for grades 1-3.

Grades 4-8: Arrival is at the main door for all grades. Dismissal is at the rear door at 3:00 for grades 4-8.

Dismissal time is 3:00 p.m. and parents should also enter from Maple Ave and exit on Wyoming Ave.

First-third grade will be dismissed at the main school entrance.

Fourth-eighth grade will be dismissed from the back side entrance.

*If your child has an early dismissal or any change in whom will be picking them up on a particular school day, a note signed by the parent/guardian will be necessary.

Dress Code

There is a school dress code policy and uniform order form posted on the homepage of our school website jennylynn.net. There is a separate dress code policy for primary and upper grades. Please review the policy carefully.

All students should adhere to the dress code daily.

Early Dismissals

If your child has an early dismissal or any change in whom will be picking them up on a particular school day, a note signed by the parent/guardian will be necessary.

Emergency Dismissal

It is the responsibility of each parent/guardian to have an emergency plan in place with your child in case of an unscheduled or emergency dismissal from school if you are not home. If there is an early dismissal, the time will be announced on WYOU and WBRE. The classroom teacher will also send a text notification. Parents should make arrangements FOR and WITH children if no one will be home when an early dismissal occurs.

In case of an emergency evacuation, the students will be walked to Good Shepherd Academy. Parents will be notified to pick up their child there.

Grading and Assessment

All assessment strategies will be ongoing and reflective of educational content. A variety of measures will be used: formal and informal evaluation, anecdotal notes/records, teacher observation, discussion and participation, teacher-presented interview, written samples, and small group collaboration.

We request that parents sign and return all assessments to ensure a mutual understanding of student growth. Weekly tests will be sent home each Monday; please sign and return them to school on Tuesdays.

Your child will receive a report card for each of the four marking periods with their academic percentage scores and corresponding letter grades.

Homework Policy

We have a school wide homework policy to help our students achieve important organizational skills. All students will keep a JLE homework notebook to record assignments daily. Parents are asked to sign the homework notebook each night.

Homework assignments will also be posted on your child's google classroom. Missed assignments due to absence must be made up.

Internet and Technology

Internet and media policy forms will be issued at the start of the school year. Parents must sign and return these forms as soon as possible to ensure Internet access and safety.

Lost or Damaged School Books and Materials

Students are responsible for all textbooks, workbooks, library books, and technological tools used during the school year. Students who lose or damage these items will be required to pay for the replacement cost.

Lunch

Students should bring a packed lunch to school and an extra snack for recess time. Students may keep a water bottle at their seats during the school day. There will also be an option for parents to pay \$4.00 to participate in pizza Fridays. Parents are welcome to donate healthy

snacks to their child's class snack cabinet at any time throughout the school year.

Parent-Teacher Meetings

We encourage open communication between home and school. Individual conferences will be scheduled in November to discuss your child's individual academic and social progress. If you require additional meetings with the teacher they must be scheduled in advance.

PTO

All parents are encouraged to attend our monthly PTO Meetings. The meetings will take place the second Wednesday of each month at 6:00 p.m. in the great room of Jenny Lynn Elementary.

Remind System

Important announcements will be sent through our school remind system.

Please join by texting @jennylynne to number: 81010

You will also receive information the first week of school to join your child's classroom remind system for important classroom announcements.

Safety/Visitors

Your child's safety is our number one concern. Parents or visitors must enter and leave the building by way of the main (side) entrance. Please press the buzzer and wait for acknowledgement from the building secretary before entering. All visits must be scheduled in advance. Under NO circumstances will a child be dismissed from class until the parent/guardian has presented themselves at the school office. If anyone other than a parent or legal guardian is picking a child up, a written note/signed must be handed to the teacher prior to the dismissal.

***Please see the *clearances* section of the handbook for the specific documents needed prior to volunteering for school functions.**

Snow Days/Virtual Days

Much consideration goes into the decision to delay or cancel school due to inclement weather. Announcements will be made on WYOU and WBRE. You will also receive a Remind notification. Often times school delays result in school closings, please stay alert for this possibility.

The first 2 snow cancellation days of the school year will be excused snow days. Any additional cancellation days will be required virtual instruction days.

Class assignments, instruction, and google meets will be conducted through your child's google classroom. Students are required to complete all assignments that day in order to receive attendance credit. All work assigned that day will be a requirement and counted as a part of the marking period grades.

If you have any difficulty accessing a computer or internet service, the classroom teacher must be notified immediately by the child's parent.

Student Records

The following records are mandated for your child to attend school:

Immunization Records

JLE Dental Form

Health History

Emergency Form

Custody Papers (if applicable)

Test Policy

Students will take a variety of assessments throughout the school year to assess mastery and guide further instruction. All tests will be sent

home. **We request that parents sign and return all assessments to ensure a mutual understanding of student growth.**

Tuition

There are 3 tuition payment options. Tuition must be paid by on time, in the method indicated on your application. All tuition payments must be paid to continue enrollment.

12 Month Option (June-May)

9 Month Option (September-May)

1 Annual Payment (Paid prior to September 1)

Additional Fees Include:

Application Fee (Submitted with application)- \$50 one-time fee

Technology/Supply Fee (Paid prior to September 1)- **\$200 annually**

Monthly tuition payments will be due the first day of each month. A \$20 late fee will be charged if tuition is not paid by the 15th of the month. If two consecutive months of missed payments occur, the tuition bills will be forwarded to our finance department for processing. If tuition payments are not received, further ramifications or fees may occur. If extenuating circumstances hinder the ability to make payments, please immediately contact John Nackley in our finance department at 570-466-6132.

Our Mission

We are committed to the academic success of every individual child, challenging their quest for knowledge in a responsible and productive way, inspiring them to embrace the opportunities of our global world in the 21st century with knowledge and confidence.