

Jeff Davis Pre-K Student/Parent Handbook 2017-2018



Deidra Higgins, Pre-K Director
Chris Davis, Assistant Director

Accredited by the Southern Association of Colleges and Schools
And the Georgia Accrediting Commission

All educational programs at Jeff Davis County Board of Education Pre-K are available to students without regard to race, color, national origin, age, sex, or handicap.

This handbook was issued to _____ Date _____

Dear Parents:

We are excited to have the opportunity to work with your child. Parent Involvement is very important to the success of your child. Please plan to attend the following scheduled parent activities:

August 4th, 2017 – Open House / PTA Kick-off Meeting

September 26th, 2017 – Fall, Families, and School Fun

October 20th, 2017 – Poppell Farms Visit

November 16th, 2017 – Thanksgiving Lunch

December 14th, 2017 – Christmas Lunch

February 8th, 2018 – Winter, Writing, and Love of Literacy

April 20th, 2018 – County Farm Visit

May 22nd, 2018 – Honor's Day

Our team provides high quality instruction to every student in an extended effort to prepare your child for a successful Kindergarten experience.

If you have any questions about the Georgia Pre-K program, you can visit the Bright From the Start web-site www.decal.ga.gov or the Jeff Davis County Schools web-site www.jeff-davis.k12.ga.us. You may also call the Georgia Pre-K office (1-888-4GA-PreK) or contact me (375-5048) for further information.

We look forward to an excellent year!

Deidra C. Higgins

&

Chris Davis

Deidra C. Higgins
Pre-K Director

Chris Davis
Assistant Director

JEFF DAVIS COUNTY BOE PRE-K STAFF

CLASSROOM TEACHERS

Angela Carter
Betty Daughtry
Christian Edwards
Bobbie Jane Herrin
Megan Lanier
Katie Medders
Maria Rea
Kara Summerlin

PARAPROFESSIONALS

Sharon Rooks
Rena Miles
Pam Hurley
Kim Baker
Sandra Hughes
Cynthia Poore
Sheila Wilcox
Shellie Carelock

SPECIAL EDUCATION

Leah King - Teacher
Kaitlin Spell –Teacher
Freddie Blackshear - Paraprofessional

PRE-K CLERICAL

Harriette McDaniel – Front Office
Haley Davis - Nurse

PRE-K DIRECTOR
Deidra Higgins
ASSISTANT DIRECTOR
Chris Davis

Jeff Davis County Board of Education Pre-K
96 West Jefferson Street
Hazlehurst, GA 31539
Phone: 912-375-5048
FAX: 912-375-1464



July 31 – August 7	Pre-Preplanning
August 8	1 st Day of School
September 4	Labor Day Holiday
September 5	PLC Day (School closed for students)
October 6 - 9	Fall Break
November 20-24	Thanksgiving Holidays
December 20	End of Fall Semester
December 21	Teacher Planning
December 22- January 5	Christmas Holidays
January 8	PLC Day (School closed for students)
January 9	Teacher Planning
January 10 th	1 st Day of Second Semester
January 15	MLK Holiday
February 19-20	Winter Break
March 29 th	PLC Day (School closed for students)
March 30 th – April 6	Spring Break
May 25	Last Day of School
May 28 – 30	Post-Planning

For frequent updates on activities, like the Jeff Davis County Schools Facebook page or follow us on Twitter.



Jeff Davis Board of Education Mission Statement

The mission of the Jeff Davis County School System is to develop successful, productive citizens who make a positive contribution to society.

Bright From the Start Mission Statement

Bright From the Start: Early Care and Learning delivers exemplary early care and educational programs that improve the quality of early learning experiences, increase school readiness, and improve overall school performance.

ATTENDANCE

Regular attendance is very important. Our state guidelines require that we monitor attendance. We hope that good attendance habits developed now will become life-long patterns. All parts of the Pre-K day are considered instructional. When a child is late or leaves early, he/she is missing instructional time.

Bright From the Start requires regular attendance in the Pre-K program. A parent must agree to send the child to the Pre-K program for 6.5 hours of instructional time, five days per week, and 180 days per year. A child who is chronically tardy or absent can be dis-enrolled from the program. Children who do not attend on a regular basis, are routinely late, or routinely leave the program early will be referred to the Pre-K Project Director. Jeff Davis Pre-K will adhere to the policies set by Bright From the Start and the Jeff Davis County Board of Education regarding attendance. Bright From the Start FY18 guidelines are posted on the DECAL website (www.dec.state.ga.us) and on the Jeff Davis County Schools website (www.jeff-davis.k12.ga.us)

ANY TIME YOUR CHILD IS ABSENT FROM SCHOOL, HE/SHE MUST BRING A NOTE FROM HOME EXPLAINING THE ABSENCE. WITHOUT A NOTE, THE ABSENCE IS RECORDED AS UNEXCUSED. (SEE BOARD POLICY ON WEBSITE.)

ATTENDANCE

The students at JD Pre-K will be recognized both monthly and at the end of each nine weeks for perfect attendance. Monthly rewards will consist of a small treat. Each class will take a picture of kids with perfect attendance that will be posted beside the classroom doors. Students earning the Five-Five-Five award will be recognized at Honor's Day. Students with perfect attendance for the year will be recognized at Honor's Day and receive a perfect attendance award. Students with perfect attendance including no early sign out and no tardies will be recognized at a board of education meeting. Additional attendance rewards such as invitations to special events may be given to students throughout the school year.

FIVE-FIVE-FIVE AWARD

Students who miss five or fewer days of schools, have five or fewer tardies, and five or fewer sign outs will earn a special reward. They will also be recognized on Honor's Day.

DESIGNATED PERSON/PERSONS TO PICK UP YOUR CHILD

Only people who have been designated by the enrolling parent or guardian will be allowed to pick students up from school. A picture ID may be required before the student is called to the office and the designated person must be 18 years old or older. In order to change or add a name, the enrolling parent **MUST** come to the school. Please make necessary changes promptly. **We will not release your child to anyone whose name is not listed on the documentation.** This procedure is important in order to protect your child. **The school will contact the parent if there is a pick-up concern.**

SIGNING YOUR CHILD IN LATE or OUT EARLY

Please remember that all parents should report to the office upon arrival. Jeff Davis Pre-K has a student sign-in and sign-out procedure to help protect our students. In order to provide a more secure learning environment, students who are tardy or leave early will be signed in or out through our office. Individuals designated to sign students out of school early should be at least 18 years old or have prior arrangements approved by the director. A photo ID is required.

THE SCHOOL DAY

Our teachers will begin instructional activities by 7:30 a.m. Your child is tardy after 8:00 a.m.

7:15- 8:00	Student Drop - off
7:30	Instructional activities/ breakfast begins in the lunchroom.
8:00	ALL doors are locked except the office entrance.
11:00	Lunch begins
2:50	Pick-up students are dismissed
2:55	Bus Students are walked to buses
3:15	Teacher Dismissal

Children are encouraged to arrive at school between 7:15 a.m. and 7:45 a.m. If you drop your child off at school, you must use the designated procedures. Our tardy bell rings at 8:00 a.m. After this time, a child is counted tardy, and an adult must sign him/her in at the front office. Students who are tardy cause disruptions in class routines and will miss important class work. Students leaving school before **11:30 a.m.** or signing in after **11:30 a.m.** will be counted absent for the day.

Procedures for drop-off (7:15 a.m. - 8:00 a.m.):

1. Student drop-off in the mornings will take place in the circle drive located in the parking lot off of Broxton Highway. Parents may enter the parking lot/drop off area from the Broxton Highway, drive through the circle and drop the student off with the staff members on duty. Students may be dropped off from 7:15 a.m. until 8:00 a.m. Students should exit the car on the school side, otherwise, you will need to park and walk your child to the building. Students may not be dropped off at any other entrance. **If an adult is not on duty you must park and walk your child in. Please do not park in the circle drive.**
2. We have staff members to assist with students being dropped off. We need your help. Please approach the drop off area so that your child exits the car next to the school. **(Your child should not have to cross a lane of traffic to get to the school building.)**
3. If you want to walk your child inside to the lunchroom for drop off, you must park in a designated parking space. Please do not park in the student drop off area. All doors except the front doors are locked at 8:00 a.m. For the safety of our children, everyone is required to enter and exit through the front doors.
4. Students arriving after 8:00 a.m. are tardy and must be signed in by the adult who brings them to school.

Procedures for pick-up (2:50 p.m.):

1. Our pick-up students may be picked up at **2:50 p.m.** from the lunchroom. Parents will enter the building through the front entrance and walk through the lunchroom to pick up their child. Please park in the designated parking areas near the gym.
2. Children feel more secure when they have a regular routine. If there is a change in your child's way home, we must have a note or a phone call **prior to 2:00 p.m.** We do not take students off the bus, and if they are already in the lunchroom for pick-up, you must follow the pick-up procedures.
3. Please be patient with us during the first few weeks of school until we all learn the routine. Our main concern is the safety of our students.

BUS STUDENTS (An adult must be home upon student arrival)

Our bus students will load at **2:55 p.m.** Once students are loaded on the bus you have designated, you will need to let them ride the bus home or to the destination you have specified. **Please remember that an adult must be at home when the bus arrives.** Our bus drivers do not leave our small children without adult supervision.

If an emergency creates the need for you to change how your child is getting home, you will need to call 375-5048 by 2:00 p.m.

Procedures for changing your child's school bus

If your child needs to ride a bus other than his/her regular one, please provide the bus driver and the teacher with a note/bus form indicating the new bus number and the drop-off point (name of person and relationship as well as physical address). If there is an emergency that will cause a bus change, please call Jeff Davis Pre-K (375-5048) and leave a message before 2:00 p.m. Please do not make changes in the way your child gets home unless it is an emergency. There must be a responsible person to watch your child when the bus drops him/her off at the end of the day.

Riding the bus is a new experience for your child. Please discuss the importance of listening to and following the directions of the bus driver with your child. We have listed some general safety rules for you to review periodically with your child.

Jeff Davis County School Bus Student Rules

1. Students must stay in seat and out of aisle at all times.
2. Students must clean up after themselves.
3. Students must keep hands and feet inside the Bus. Never throw items out of or inside the Bus.
4. The Bus is a part of the School; use your best School behavior.
5. Be respectful of the Driver and other Bus riders.

Jeff Davis County Bus Discipline Progression List	
1.	Student Warning
2.	Driver Contacts Parent
3. Office Referrals	
1 st Office Referral	1 Day Suspension off the bus
2 nd Office Referral	2 Days Suspension off the bus
3 rd Office Referral	3 Days Suspension off the bus
4 th Office Referral	5 Days Suspension off the bus
5 th Office Referral	10 Days Suspension off the bus
6 th Office Referral	Parent and Student must meet with transportation director before a student will be permitted to ride the bus again.

During the term of Suspension, students are not permitted to ride any Jeff Davis County School Bus.

Any Major incidents may result in permanent suspension from Jeff Davis School Buses.

"It is our pleasure to provide your school transportation! Please remember that riding a bus is a privilege, not a right." Alvin Merritt, Jeff Davis County Transportation Director

MESSAGES

If at any time you would like to leave a message for your child or his/her teacher, you can do so by calling the Pre-K office at 375-5048. We will not interrupt instruction for you to speak to the teacher unless it is an emergency; however, we will give the teacher the message and she can return your call during nap time or after the children have left for the day. Mrs. Higgins and Mr. Davis are available throughout the school day. If he/she is not able to speak with you when you call, he/she will return your call as soon as possible. Messages regarding how your child is getting home will need to be received prior to 2:00 p.m.

DISCIPLINE

An important goal of Jeff Davis Pre-K is to improve your child's social skills so that he/she will be prepared for kindergarten. The following strategies will be used for discipline:

- (1) Children will be encouraged to discuss problems with others.
- (2) Children will be taught conflict resolution skills.
- (3) Time-out will be used for behaviors that are harmful or disruptive to other students.
- (4) Pre-K teachers will work closely with parents and communicate frequently.
- (5) Students are encouraged to practice good manners with both peers and adults.

DRESS CODE

Students MUST obey the following dress rules:

1. Wear shoes appropriate for school. Healy (shoes with wheels) shoes cannot be worn.
2. All tops and shirts must come to the top of pants with no midriff showing.
3. Shorts and pants with holes cut out or cut off shorts will not be allowed. Make sure the length is appropriate.
4. All pants and tops should fit properly. Wearing oversized pants without using a belt to hold them up will not be allowed.
5. Overalls must have both straps fastened properly.
6. No clothing may be worn that displays or advertises alcohol, tobacco, wrestling logos/wording and/or rude or offensive graphics or remarks.
7. Unconventional (draws attention to the point that it disrupts classroom instruction) haircuts or hair coloring are not allowed.
8. Shorts may need to be worn under dresses and skirts.

THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DETERMINE IF THE OVERALL APPEARANCE (CLOTHING AND HAIRSTYLE) IS APPROPRIATE. PARENTS WILL BE NOTIFIED TO COME GET THE STUDENT OR BRING MORE CLOTHING WHEN THAT DETERMINATION IS MADE.

ENROLLMENT

All parents of students enrolled in the Jeff Davis Pre-K program must complete all enrollment requirements of Bright From the Start as well as the Jeff Davis County Board of Education. This includes providing required documentation as requested upon applying for enrollment and attending required parent orientation and parent/teacher conferences during the two weeks before Christmas vacation and the last two weeks of the school year. If you have not met all of the guidelines, we are required by the Office of School Readiness to remove him/her from the enrollment roster. If medical or cultural reasons are prohibiting the completion of these requirements, please ask about waivers that may be available.

INSURANCE

Early in the school year, your child's teacher will be sending home an insurance brochure explaining school insurance. You will have the option of choosing school coverage only or full-time coverage. The school will inform you of the insurance rates and the deadline date for returning insurance forms and money. This insurance is optional.

YOUR CHILD'S HEALTH

Jeff Davis Pre-K has a school nurse. We encourage good health and good health habits at school. In order to promote the health and well-being of students and staff, the health program of our school suggests the following guidelines:

Medication taken during school hours must follow these rules:

- The medication must be in the original container, both over the counter and prescription medication.
- The container must have the student's name, dosage, time to be given, name of the doctor or pharmacist, and the expiration date. (Ask the pharmacist for an extra bottle with a label for school.)
- A note from the child's parent or guardian, requesting that the medication be given, and the time of the last dose given, must accompany the medication, also.
- Medication to be given longer than ten days requires a statement signed by your doctor.
- Medication request forms may be picked up from the school at any time.
- Any prescription medication needing to be kept at school and used as needed will also require a physician's signature stating under what condition the medication is to be used for (such as asthma, allergic reactions, or any other problems.)
- **Board Policy for asthma medications is located on BOE website (www.jeff-davis.k12.ga.us).**

ANY MEDICATION THAT IS SENT WITHOUT PROPER LABELING AND REQUEST SLIPS WILL NOT BE GIVEN. THESE RULES ARE FOR THE PROTECTION OF OUR STUDENTS, AND WE HOPE THIS WILL NOT BE A PROBLEM. WE WILL BE GLAD TO DISCUSS ANY QUESTIONS YOU MIGHT HAVE.

SENDING YOUR CHILD TO SCHOOL WHEN HE IS NOT FEELING WELL

The health of all of our children needs to be protected. It is very important that your child remain at home if he/she has a contagious disease. Please remember that these precautions are for the welfare of all of our children. There will be times when your child does not feel well but still comes to school. If your child is not feeling well when he/she leaves home, please make every effort to be near a phone in case the school needs to contact you. Please update numbers in the school office promptly. Jeff Davis Pre-K will appreciate your cooperation in this matter.

HEADLICE

If your child is found with live head lice or nits, you or a person that you have designated as a contact person will be notified to pick the child up from school. Head Lice is contagious! The child cannot ride the bus and risk spreading the head lice to other children. All live head lice, nits and or eggs must be removed from the child before the child returns to school. To prevent recurring problems with head lice, you will also need to treat all areas that your child has touched such as bedding, furniture, toys, etc. to get rid of the lice. If you send your child to school without proper treatment, you will be notified to pick up your child.

CAMPUS VISITORS

ALL Visitors, including parents, are required to report to the office before going into classes or any other areas of the school. Teachers are asked not to permit visitors to enter classrooms or to meet with visitors in the halls unless they have a pass from the office. Visitors will not be allowed to go to a classroom unless an appointment has been made with that teacher. This procedure is in place to prevent intruders from having access to our building and to prevent interruption of instruction. **All exterior doors, except for the ones entering the front office area will be locked after 8:00 a.m. All persons, other than staff members assigned to Jeff Davis**

BOE Pre-K, entering the building must come through the front office doors, sign in and receive a visitor or volunteer pass.

We always welcome parents and hope they will visit to see programs and activities planned for their children. Additionally, parents are invited to eat lunch with their children. Please wait for several weeks before joining students for meals, so they can become accustomed to the school routines prior to your visit. All parents are asked to wait at the lunchroom entrance until their child's class arrives and to have correct change to pay for their meal. Family members joining our students for lunch are expected to purchase a visitor's plate and eat with the child. Family members should exit the building through the lobby when students leave the lunchroom. If fast food is brought in for lunch, it must be put into a lunch box or bag.

PARENTAL INVOLVEMENT

The Jeff Davis Pre-K Program promotes parental involvement. We ask that you try to participate in parent workshops, family days, field trips, family literacy activities, and parent/teacher meetings. We encourage you to get involved and volunteer in the program. If you would like to volunteer in your child's classroom, please discuss this with his/her teacher. This will allow her to schedule your visit at a time that is convenient to everyone. Parents will also be given an opportunity to volunteer for field trips and or special activities. Please check your child's book bag for newsletters and announcements!

We ask all parents and family members to join our parent and teacher association (PTA). Throughout the year, our PTA provides special events for students and staff members. These are made possible by fund raisers which are held a few times during the year.

BIRTHDAYS

Birthdays are special at Jeff Davis Pre-K. Our faculty and staff recognize students on their special day. Singing Happy Birthday to our young boys and girls is something that we always enjoy. Students are **not** permitted to bring birthday party invitations to school to distribute to friends **unless** all students are included. **Also, birthday presents or balloons are not to be delivered or brought to school for students.** We try very hard to be sensitive to the feelings of all of our students; therefore, we respectfully request that birthday presents or balloons be handled outside the school setting. You are welcome to send treats for your child's class on his or her birthday, **but please remember that we do not allow any homemade goodies for safety reasons.**

CELEBRATIONS

The Georgia Early Learning and Development Standards (GELDS) include a study of seasons and holidays. Often our teachers incorporate parties during these units of study. The Christmas party is usually on the last day before our Christmas break. Our Valentine's party is usually on Valentine's Day or the school day closest to Valentine's Day. On Valentine's Day, the children may exchange valentine cards with classmates. (A class list will be provided.)

Teachers will select the time for the parties. The teacher will send a note asking for donations for the party. Since each class has twenty two students, you will not be asked to contribute each time. If parents would like to send treats, please remember: **NO HOMEBAKED GOODS are allowed. Also presents, flowers, balloons, etc. are not to be delivered or brought to school for students.**

BREAKFAST AND LUNCH

Jeff Davis County Schools: Pre-K, Primary, Elementary and Middle (Pre-K through 8th grade)- will be participating in the Community Eligibility Option (CEO) which allows the School Nutrition Program to serve students in the identified grade group breakfast and lunch at no cost to the student. Jeff Davis County is eligible because of the high numbers of families/students participating in SNAP, TANF, Migrant Education, and Pre-K.

No free or reduced priced meal applications will be collected for Pre-K, Primary, Elementary or Middle

schools. It is very important to complete the free or reduced priced meal application for any Jeff Davis student attending Jeff Davis High School.

Jeff Davis Pre-K is fortunate to have an efficient lunchroom staff. They do an excellent job of providing nutritious meals for our students and adults. Many parents enjoy eating with their children in our lunchroom. Visitors are always welcome for lunch and tickets may be purchased from the lunchroom manager for \$3.00. Breakfast will be served in the classroom in an effort to protect instructional time.

Students may bring a lunch from home. **Students are not allowed to bring food from “fast food” establishments packaged in the original wrapping.** The food needs to be in another kind of container. Also, can or glass bottled drinks cannot be brought for lunch or snack time.

Other important documents are available. For information regarding these items, reference the Jeff Davis School System Website www.jeff-davis.k12.ga.us

- ✓ 2017-2018 Bright From the Start Operating Guidelines
- ✓ 2017-2018 Jeff Davis BOE Pre-K Handbook
- ✓ Bright From the Start Family Handbook
- ✓ Jeff Davis County School System Attendance Protocol
- ✓ Jeff Davis Striving Reader Comprehensive Literacy Birth to Five Information
- ✓ Parent’s Right to Know Professional Qualifications of Teachers/Paraprofessionals
- ✓ Georgia Special Needs Scholarship
- ✓ Uninterrupted Scholars Act (Public Law 112-278)
- ✓ 2017-2018 Title I Plans
- ✓ Jeff Davis County School System Notice of Rights of Students and Parents Under Section 504
- ✓ Jeff Davis County School System Policies