



JLP INSPIRING MINDS

JLP Inspiring Minds

- School Parents

Handbook

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Dear JLP Inspiring Minds Families,

Please allow me to extend a warm welcome to each and every one of you. At JLP Inspiring Minds, we are committed to partnering with you to maximize your child's educational success, as well as their social-emotional and physical development. As a staff, we strongly believe that open communication between home and school is the foundation upon which to build a successful school year.

This handbook provides a great deal of information for you about JLP Inspiring Minds School. The policies and procedures included in this handbook have been established to ensure a safe and positive environment for all students.

As always, we are receptive to and appreciate your engagement and support. Education is a team responsibility, beginning with the family, extending to the school, and encompassing the entire community. Working together, we can help our students achieve their highest potential. Thank you for trusting us to help educate your children, preparing them with the skills needed for their future as students and contributing members of the world.

Sincerely,

Julie Bergeron, Principal

Anti-Bullying Policy

JLP Inspiring Minds School Community is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Definition: Bullying is unfair and one-sided. Bullying behavior happens when someone keeps hurting, harassing, intimidating, threatening, or causing substantial emotional distress to a person. Cyberbullying is the use of electronic communication media (cell phones, text messages, instant messaging, social networks, etc.) to bully another student in the ways described above. Bullying and cyberbullying interfere with a student's educational opportunities and can substantially disrupt the orderly operations of the school.

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs (i.e., insulting or making fun of someone)
- Name calling
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone
- Using any electronic communication device (texting, cell phones, social networks, etc.) to insult, threaten, or post untrue information or embarrassing photos about another student

Students at JLP Inspiring Minds School will do the following things to prevent bullying:

- Treat everyone with respect and kindness
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying behavior to an adult

Teachers and staff at JLP Inspiring Minds will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying behavior and stop it when it happens

- Respond quickly and sensitively to bullying reports using the Four-A-Response Process (**A**ffirm **F**eelings, **A**sk Questions, **A**ssess Safety, and **A**ct by coaching the child on what to do in the future)
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Assign immediate consequences for retaliation against students who report bullying

Consequences for Violation of the Anti-Bullying Policy

Bully behavior, including cyberbullying, will not be tolerated. If cyberbullying occurs outside of school hours, but the repercussions are brought to school and disrupt the school and/or interfere with a student's emotional/social wellbeing, consequences will be given. Depending on the severity and nature of the incident, JLP Inspiring Minds School will take one or more of the following steps when bullying occurs:

- **Intervention, Warning, and Redirection**

A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student who is doing the bullying that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success should they find themselves in a similar situation in the future.

- **Notification of Parents**

School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher and/or the school guidance counselor.

- **Resolution with the Target of the Bullying**

The student who is bullying may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.

- **Referral to School Support Staff**

The student who is bullying may meet with the school guidance counselor to help prevent future violations.

- **Consequences**

The student who is bullying may receive a blue ticket, serving one or more days of afterschool detention or lose school privileges (i.e., serving on student council, school newspaper, yearbook, etc.).

- **Suspension**

In cases of severe or repeated bullying, the student will be suspended.

Attendance

Studies show that there is a direct correlation between good school attendance and student achievement. Therefore, we encourage parents to reinforce the importance of good school attendance and to make every effort to send your child to school on time and on a regular basis.

School Attendance

Attendance and tardiness are monitored closely throughout the school year, per Florida Education Code. Truancy letters are sent out to students each time they receive three unexcused absences or three tardiness over 30 minutes

When a student accumulates seven absences, families will receive a notification as a reminder of the school's attendance policy and requirements. After ten absences, in order to prevent absences from becoming unlawful and requiring intervention, families will receive a notification. When a student has ten or more absences, a doctor's note is required to report student sickness and building principals may contact families to arrange an attendance improvement plan.

Absences

The following conditions constitute reasonable cause for absence from school: · illness · obtaining professional health care or therapy service rendered by a licensed practitioner · quarantine · family emergency · recovery from accident · required court attendance · death in family · observance of a religious holiday · non-school-sponsored educational tour or trip · other urgent reasons

If your child is to be absent or tardy, you must call the school attendance number or send an email to the attendance email address to report the absence or tardy arrival. You may call at any time.

When your child is absent due to illness or for a doctor or dental appointment or another reasons, please call the school at 954-933-2982, or send us an email. The law requires that the exact nature of an illness be stated; this type of absence is defined as an excused absence.

Arriving late and leaving early

If your child will be late or needs to leave before the end of the school day, a parent or guardian must sign the child in/out at the office. The office will send for the child.

Checking In and Out

Students must be checked in and out through the school office when coming in late or leaving early. Students may ONLY be released to those persons designated on their registration application form as approved pick up. We are unable to make any exceptions. Parents must insure they have listed the names of any individual who may pick up their child in the Registration Application Form. You will need to inform the school if you wish to update the pickup list. If someone listed in the contact section is going to pick up your student early, you must call the school office to let them know they will be picked up.

Prompt Afterschool Pickup

Staff supervision ends at 2:00 p.m. Students not picked up by 2:30 p.m. will be directed to All Sports After School Care Staff and may be charged a fee.

Medical Appointments

We urge parents to schedule medical and dental appointments, so they do not conflict with class time. However, if you are picking your child up for an appointment during the school day, you must come to the office to sign them out (and back in when they return). We will call the classroom to have your child come to the office when you arrive at the office.

Physical Education Exclusion

Students who are to be excluded from physical education classes (or recess) for medical reasons must bring a note from the parent/guardian stating the reason for that exclusion. In cases involving exclusion for more than one physical education period (or recess period), a medical doctor's statement with the reason for exclusion and the anticipated length of exclusion must be provided. The child still will attend physical education class and be expected to participate within the constraints delineated by the medical doctor. A physician's note must be provided to the school before student returns to full physical education activities without restriction.

Back to School Night

Back to School Night will be held on Thursday September 6, 2022, from 6:30 – 7:30 p.m. This is an opportunity for teachers to present the curriculum, policies, and procedures for the year. It is also an opportunity for parents to sign up for a variety of volunteer opportunities. This is a night for parents only. Staff will present general information, not specific student progress.

Birthday Celebrations

Each child will be celebrated in their classroom, by their teacher and classmates. It might look slightly different in each classroom or grade, but each child will get their Special Day! We ask the parents to inform the administration or the teachers in advance if you wish to bring treats such as cakes, cookies and drinks to celebrate your child's birthday.

Cell Phones/Student Watches

With more and more students coming to school with cell phones, it is imperative that you are aware of the following:

1. The school cannot assume any responsibility for any loss or damage to a cell phone.
2. Cell phones may not be used during school hours. They must be turned off (not on silent or vibrate mode) as soon as students walk through the gates and on to the campus and may not be turned back on until students walk out of the gates to leave the school campus.
3. Cell phones must be kept in the student's backpack at all times during the school day.
4. If students need to call a parent during school hours, they may ask to use a school phone. The school phone should not be used to schedule after-school play dates.
5. Cell phones confiscated for failure to adhere to these rules will be turned in to the principal and will be returned to the student's parents only.
6. Many of our students are currently wearing smart watches such as Apple watches, Gizmo's, FiLIP's, etc. to school. We recognize that they are an excellent way for parents to communicate with their children; however, we are observing that students are receiving texts, and sometimes calls, on their watches during the school day, often from their parents. We have made the decision to treat student smart watches in the same manner as cell phones. Students may wear their watches to school, however, upon entering in the school, they must put them in their backpacks and keep them there until school has ended and they leave the campus. We appreciate your support with this policy. If you have any further questions, please don't hesitate to contact us.

Childcare

JLP Inspiring Minds through All Sports offer an After School Child Care Program. In order for children to participate in the After School Program, they must be registered with All Sports. All Sports Before Care is from 6:30am-8:30am and After Care from 2:00pm to 7:00pm. AM care is on an "as-needed basis," and the after-school care offers after school basis (excluding school days off) and after school plus (including school days off where we open from 7:00am to 7:00pm).

Classroom Assignments

When we assign students to classes for the next school year, we endeavor to meet the needs of the individual child and develop classes whose balance and dynamics contribute to a positive learning environment.

To achieve well-balanced classes, we consider academic ability; to help maintain positive class dynamics, we consider which pupils should and should not be placed together.

"Sending" and "Receiving" teachers will consider the benefits of possible assignments to each student, as well as the contributions each student and various groupings of students can bring to the dynamics and balance of each class.

Communication

Our commitment is that we will regularly and thoroughly communicate with parents. This communication will be accomplished through a variety of methods and formally scheduled activities throughout the year.

- **Back to School Night** Back to School Night is held on September 6, 2022, from 6:30 – 7:30 p.m. This is an opportunity for teachers to present the curriculum, policies, and procedures for the year. It is also an opportunity for parents to sign up for a variety of volunteer opportunities. This is a night for parents only. Staff will present general information, not specific student progress.
- **Progress Reports** Three times per year, report cards are issued for all students in grades K-3.
- **Parent/Teacher Conferences** Conferences are scheduled two times per year, once in the fall during the week of November 18 – 22, 2022, and once in the spring TBD in March.

- **Open House** Open House is scheduled for Thursday, May 28, from 6:30 – 7:30p.m., and is a showcase of student progress. This event is an acknowledgement of the commendable efforts our students make throughout the year. Family and friends are invited to experience this popular event with their student.
- **JLP Inspiring Minds Website** - www.jlpinspiringminds.com
- **Weekly Communication** JLP Inspiring Minds sends out a bi-weekly email/newsletter **every two Sunday mornings** that contains the Principal Message, important upcoming dates/events as well as community flyers and announcements.
- **Weekly Folders** In an effort to ensure that materials reach home, each student has an envelope or folder that parents should expect to be brought home during the week throughout the school year. The specific day will be dependent upon the specific teacher and/or grade level. The conduit might contain both class/school communication and schoolwork/homework. We hope that you will allow time to review the information with your child and return the envelope or folder to school on Friday.

Curriculum

Kindergarten – 1st Grade

Inspiring Minds' Kindergarten -1st Grade Class focuses on providing a well-balanced, developmentally appropriate curriculum that meets individual needs of each child in literacy, mathematics, science, computer science, social studies, technology, and the arts.

There is a teacher and an assistant in the kindergarten and 1st grade classroom, who provide a nurturing learning environment that fosters each student's love of learning. With encouragement and support from their teachers, students become independent thinkers in a challenging academic setting.

The kindergarten and 1st grade curricular programs are enriched by experiences in technology, library, character development, movement, modern language, art and music appreciation.

Inspiring Minds superior kindergarten and 1st grade environment includes:

- A safe and secure campus
- Access to modern technology and instruction
- Easy access to a state of the art developmentally appropriate playground
- Healthy Snack and lunch choices in our dining hall
- Computer Science lessons

- Sports classes which include such as soccer, basketball, football, cheerleading and dance

2nd – 3rd Grade

In our 2nd -3rd grade class we have a state-of-the-art classroom with a fulltime teacher and an assistant who foster a love of learning and thinking in all students. Each 2nd – 3rd grade class will be held by a full-time teacher who will teach all subjects.

English Language Arts

Our Reading and Writing Program is structured to teach reading, writing, comprehension as an active student-centered process. Our literacy program is dedicated to foster a lifelong love of learning and reading. We are designed to lay a strong foundation for reading, motivate individual learning and the class.

Computer Science/Coding

From Kindergarten through 3rd grade our students will explore computing practices and coding skills. Students will learn how to construct and deconstruct a computer while engaging in a collaborative and cooperative learning environment. Our computer science curriculum focuses on design, engineering, critical thinking and maker activities. All students will practice problem decomposition, transmission and sorting of data, designing and building a digital environment.

Mathematics

Math at our Kindergarten and 1st grade level is designed to foster problem-solving skill. Students are introduced to the concepts of geometry, measurement, time, money, and graphing. Using manipulatives, teachers guide students in gaining an understanding of numeration, patterning, estimation and classification. These concepts lay a strong foundation for the understanding and development of number sense.

In our 2nd and 3rd grade classes, the instructors support the development of critical thinking through real world applications. This method our approach helps students to retell, act out and create pictorial representations of known as well as unknown numbers, supports flexible mathematical thinking, conceptual understanding and the development of algebraic thinking.

Science

The science program encourages our students to ask questions, make predictions and draw conclusions about their surroundings.

By using hands on activities, the science curriculum offers students the opportunity to apply scientific and engineering practices to address local and global challenges. Later, through

investigative labs, students transition from teacher-directed inquiry to more independent activities, where they plan a test of a hypothesis, make observations, and collect and interpret data.

Social Studies

Our Kindergarten-1st grade students will explore topics such as family, community, citizenship, historical figures, holidays and various cultures. Students will learn about American History, geography, economics, civic and government with a focus on leadership, tolerance, and respect – all traits of responsible citizens.

The 2nd-3rd grade students social studies curriculum focuses on collaboration and cross-curricular integration activities to encourage students to discuss international studies. Our interdisciplinary approach provides students with the opportunity to make connections between what they are learning in class and the world around them. Our students are given opportunities to ask and investigate authentic questions about historical and current events, so they become independent thinkers and problem solvers. Students will learn about international studies, geography, economics, civics, government with a focus on leadership, tolerance and respect.

Arts

Our Arts program enriches our students by exposing them to a wide range of art forms – dance, music and art through a variety of art mediums.

Physical Education

Our Physical Education program develops students' locomotor skills by focusing on developmentally appropriate individual and team skills. We implement activities that develop teamwork, collaboration, and leadership skills with an emphasis on the ideals of sportsmanship, such as fairness, respect, and the importance of putting forth your best effort.

Daily Schedules

Students in grades 3-6 may enter the front gate next to the office when the 8:20 a.m. bell rings. At that time, they may proceed up to the blacktop area to line up with class peers. Morning supervisors will monitor from 8:20 a.m. to 8:40 a.m. When the bell rings, their teacher will escort them to their classroom. Students in grades K-2 will enter the front gates next to the office when the 8:20 a.m. bell rings and proceed to their classroom.

Early Release Days

All students begin at 8:00 a.m. and finish at 12:00 p.m.

Regular Schedule

Students begin at 8:00 a.m. and finish at 2:00 p.m. (Monday - Friday)

Discipline

At JLP Inspiring Minds School, it is our priority to maintain a positive environment for all students, staff members, and families. All members of the school community are expected to demonstrate kindness, courtesy, and respect to themselves and others, to be responsible for their actions, words, and belongings, and to ensure safety at all times. These expectations are built on the following three principles:

- Take care of yourself
- Take care of each other
- Take care of our school

When students choose to not follow JLP Inspiring Minds' behavioral expectations, conversations and/or consequences will result. We strive to help students to change inappropriate behaviors and help them understand how to handle situations differently in the future. Positive behavioral interventions may be implemented and could include walking the track, writing a reflection and/or letter of apology, speaking with the school guidance counselor, loss of privileges during school hours and after care, time away from peers and/or the classroom, or a chat with the principal, including a student call to the parent/guardian. These positive consequences will promote smooth student interactions and enhance the harmonious environment that makes Skyline such a special place in the Solana Beach community.

All staff members have a responsibility for assisting in explaining and implementing school expectations. Students may be redirected by any staff member on campus.

As a general rule, more serious consequences are used only when other positive behavioral interventions have failed to bring about a change in behavior. More serious incidents or persistent problems may result in parents being invited to a conference at school, creation of behavior plan for the student, or in very serious cases, in-school or off- campus suspension.

Dogs

To support student safety, JLP Inspiring Minds will be enforcing a No Dogs on the School Site.

Dress Code

The purpose of a school-wide DRESS CODE is to establish a school environment that supports a productive academic atmosphere, which supports students' learning and reflects the educational values of the staff and the parents. These standards are consistent with those established by Florida Education Code and JLP Inspiring Minds. Please take the time to review this policy with your children.

The following items of clothing/accessories are considered inappropriate and/or disruptive to the educational process and are unacceptable for school attire:

- Strapless, halter or tube tops worn without a cover-up (sweatshirt, shirt, sweater, etc.)
- Tops that are unbuttoned below the sternum, bare midriffs when arms are resting at side, or open back shirts
- Shorts, skirts, dresses that are shorter than a student's knuckles when shoulders are down at side and hands are in the shape of a fist.
- Undergarments showing or lack of undergarments
- Emblems, lettering, or pictures related to drugs, alcohol, sex, profanity, or promote racial, ethnic or religious prejudice
- Chains or weapons on clothing
- Hats worn inside the classroom
- Flip-flop sandals, platform or slip-on shoes which could be unsafe
- Jewelry that dangles and could be unsafe
- Hair sprayed by any coloring that would drip when wet
- Any items of clothing or manner of wearing clothing which contributes to the disruption of a productive learning environment and the safe operation of the school

Of great concern due to safety issues is the style of footwear that students wear. Shoes should have hard soles and be strapped or tied. Athletic shoes are always a good choice and allow students to fully participate in outdoor/physical education activities. Students who choose to wear sandals may be asked to bring tennis shoes so they can participate safely in indoor and outdoor/PE activities without injury. Hats, caps, or visors may be appropriate on the playground during recess to protect students from the sun. Students should be reminded that wearing these items is a privilege which may be lost if they become a distraction in the classroom or a problem on the playground.

Please know how very much your support and cooperation with our school dress code policy is valued. The positive message that schools is a place to work and learn is reinforced when our students come to school dressed appropriately. Thank you for reviewing this policy with your child and helping us to reinforce appropriate school attire.

JLP Inspiring Minds also require that each child wear the School Uniform as Discussed with Parents and according to our Daily Schedule

Grounds for Suspension

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold or furnished firearm, knife, explosive, or another dangerous object.
- Possessed, used, sold, furnished or been under the influence of drugs, alcohol, a controlled substance or intoxicant.
- Offered, arranged, or negotiated to sell look-alike-controlled substances, alcohol, or intoxicants.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school or private property.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco or product containing tobacco or nicotine.
- Committed obscene act or engaged in habitual profanity or vulgarity.
- Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities, willfully defied valid school personnel in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault.
- Engaged in an act of bullying, including, but not limited to, bullying committed by a means of an electronic act, directed specifically toward pupil or school personnel.
- Committed sexual harassment
- Participated in an act of hate violence
- Harassed, threatened, or intimidated another student.

Head Lice

Please look out for symptoms of excessive itching and white nit eggs on hair follicles. Students with head lice will be sent home for treatment.

Teach your children to avoid sharing hats, combs and barrettes.

Homework Policy

Rational

The purpose of homework is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness. Positive results of homework include better retention of factual knowledge, increased understanding of material, improve critical thinking, concept formation and information processing skills, as well as enrichment of the core curriculum. Our goal is to create assignments that promote one or more of these outcomes. We recognize that homework is not the only circumstance under which after-school learning takes place. Many leisure-time activities teach important academic and life skills. We believe in the importance of balancing leisure, learning and family time.

Amount of Homework

The amount of homework assigned shall be related to the maturity and ability level of the students in a given class. The following chart suggests these homework schedules as guides for students. These schedules can be used as guidelines for parents and teachers in monitoring student time devoted to homework.

Grades K-2 10 – 30 minutes up to 4 days per week

Grades 4-5 30 – 60 minutes up to 4 days per week

Be advised that students on occasion may spend more than one hour and/or more than four days a week completing schoolwork, as time at home may be spent doing assigned homework, long-term projects, and completing unfinished classroom assignments. Students have varying abilities to use class time efficiently, and the amount of time spent on homework varies from one child to another.

Student's Responsibility

It is the responsibility of the student to record and understand the homework assignment, complete it, and return it to school on the required day.

Parent's Responsibility

It is the responsibility of the parent to set a specific time and place for doing homework and to monitor the student's homework. Parents who have concerns about homework should contact their child's teacher. Parents should provide guidance to students, not answers.

Homework Requests

Requests for homework should be called in before 10:00 a.m. and can be picked up before 7:00pm that day.

Hot Lunch

JLP Inspiring Minds offers meal services for our students. Lunch is 3\$ per child (Friday 5\$ Pizzas) and it includes milk or apple juice. Menu is provided to the parents at the beginning of

the year and is available upon request. JLP Inspiring Minds is currently applying for free lunch. When it is approved, parents will be notified immediately.

Illnesses

Each year schools have an average of five to seven common infections such as colds and intestinal problems. For the protection of your child and his/her classmates, please keep your child at home when ill. Please notify the school when your child is ill. The following symptoms may mean that an illness is contagious:

- o **Fever, diarrhea, vomiting** within the last 24 hours. Children need to be symptom-free for 24 hours before returning to school.
- o **Thick mucus** or **pus** draining from **eyes**.
- o **Sore throat**, especially if combined with **fever** or **swollen neck glands**.
- o **Rashes with fever** or rashes of unknown origin.
- o **Upper respiratory infection** and/or **severe cold**, especially if accompanied with green or yellow nasal discharge and/or ear pain. A cough spreads germs, and a cough that keeps a child up at night means they will be too tired to learn the next day.
- o **Stiff neck**.
- o **Unusual fatigue, paleness, loss of appetite, confusion** and **irritability**.
- o **If your child has tested COVID positive, you are required to keep your child home for 5 consecutive days. After that he/she may wear a mask for an additional 5 consecutive days.**

Immunizations

The Florida School Immunization law requires that all children entering school receive proper immunizations to protect them from serious illness and to prevent the spread of communicable diseases: polio, measles, rubella, mumps, hepatitis B, varicella (chickenpox), diphtheria, tetanus, haemophilus influenzae, Type b (Hib meningitis), and whooping cough.

Leaving Early

If your child needs to leave before the end of the school day, a parent or guardian must sign the child out at the office. The office will send for the child.

Library/Media Center

The library/media center program aims to prepare students to become literate, life-long learners and trains them to be effective users of information. JLP Inspiring Minds is pleased to have a state-of-the-library/media center that is run by our Curriculum Resource Teacher, Ms. Nina Green.

Lost and Found

Lost and found items are located in the front office area; small or valuable items will be kept in a drawer in the school office.

After a period of time, items are donated to charity, so please encourage your children to check the lost and found boxes periodically and label all personal belongings. JLP Inspiring Minds is not responsible of lost items.

Medical Insurance

JLP Inspiring Minds does not provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities.

Medication at School

The school district recognizes that some children need to take medication at school. The following precautions must be observed for the safety of your child and others:

1. A Physician's Statement form must be completed and signed by you and your doctor, stating the name of the medicine, dosage, time to be given, etc.
2. Medication must be brought to the health office by an adult in the original prescription bottle or over-the-counter packaging. Students are not permitted to carry medicine while at school.
3. Medication will be kept in the health office in a safe place. While we will take every precaution possible, we cannot accept responsibility for loss or for the administration of the medication.
4. Children should report to the office to take their medication at the appropriate time.
- 5.

PTA

The Parent Teacher Association is an association of parents and teachers dedicated to supporting the children and community. To reach these goals, PTA members volunteer many

hours and raise funds to support classrooms, encourage communication, and develop community spirit.

Monies, Personal Items and Toys

Students may not use toys, including spinners, cell phones, or other personal electronic equipment during school hours unless they have approval from the teacher. If they have approval, the item may only be used within the classroom. Students may only bring personal balls (i.e., football, basketball) to school if they are going to donate the ball to the school. If students need to call a parent during school hours, they may use a school phone. The school phone should not be used to schedule after-school play dates. These dates should be arranged in advance

Students should not carry large sums of money or other valuables to school. If it is necessary for a student to bring money or other valuables to school, the student should arrange for safekeeping with the teacher. The school is not responsible for lost, stolen, or missing items.

Photographs

School photos are taken in the early fall, with finished photos coming home in late October. Class photos will be taken. Individual photos are optional. You will be notified beforehand of the various options for the purchase of prints. You are not required to purchase photographs.

Sexual Harassment

The school prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of sexual nature made against another person of the same or opposite gender, in the education setting.

School Registration

We welcome all new families to JLP Inspiring Minds. Requirements for new students include:

1. Verification of Age:

One (1) of the following:

- Certified copy of a birth record
- Passport if any

- If none of the above is obtainable, an affidavit of the parent, guardian, custodian, or any other appropriate means of proving the child's age is acceptable

2. Proof of Residence:

One (1) of the following:

- Grant Deed or Property Tax Statement
- Valid and current Rental/Lease Agreement with Property Management Company or Real Estate Agency (PRIVATE PARTY LEASES require a notarized affidavit from property owners. Form available at school office upon request.)
- If none of the above is obtainable, utility bills are accepted.

To facilitate easy registration for incoming students, families may access all registration information on JLP Inspiring Minds website. Families interested in applying Scholarships may contact our School for more information. At JLP Inspiring Minds we accept all Scholarships.

Surveillance Cameras

The Board of Education believes that reasonable use of surveillance cameras will help the school to support its goals for campus security. Cameras are not in areas where students, staff, or community members have a reasonable expectation for privacy. The school's audio capability on the surveillance equipment is disabled so sounds are not recorded.

Emergency School Closings and Delay Opening

Closing Due to Emergency Conditions Developing During the School Day When conditions warrant, a decision to close schools will be made during the normal school day.

Parents/Guardians are urged to anticipate such action and to have a family emergency plan in place beforehand. You will be expected to inform the school of your intentions with regard to your child's dismissal: and pick up your child from school.

In cases of emergency, the school will notify the parents by Phone and Text Messages of the early dismissal. It is critical for all parents to keep all emergency contact information up to date,

Individual School Closing Due to Emergency Conditions If, and when, emergency conditions warrant, a decision to close an individual school may be made during the normal school day. Because the safety of the children is our primary concern, students may be transported to a safe area located near the school site. In this case, the student will then be dismissed at their normal dismissal time. In other cases, the students may be dismissed at the time of the school closing. Again, in this situation, Parents will be notified by Phone and Text Messages to provide timely communication to parents on matters such as weather closings/delays and district emergencies. In order to enhance our ability to reach you quickly and efficiently, it is

important that you create and update your email and phone numbers with the Front Office Staff.

Field Trips

As a part of our students' educational experience, they have the opportunity to participate in one field trip experience during each school year. These field trips are curricular-based and extend the learning from the classroom. We view these field trip experiences as a valuable part of our students' learning experience. Signed permission slips are required for students to participate in field trips. These will be sent home in advance of the trip and will include specific information about the trip including costs. Students not participating in field trips still must attend school on the day of the trip. During the time of the field trip, they will be placed in another classroom with appropriate class work. Staying home during a field trip (if not ill) will be considered an unlawful absence. Students and parents/guardians are reminded that field trip attendance is a privilege. Inappropriate behavior will be a reason to have the privilege rescinded.

Tobacco Free School Site

JLP Inspiring Minds is a tobacco-free site. Use of all tobacco products shall be prohibited within any district building, facility, or vehicle. In addition, the use of all tobacco products is prohibited on school grounds or premises. This prohibition shall also apply to all individuals attending or representing the school district at school-sponsored activities held off district property.

Visitors to School

No visitor will be allowed to pass the Front Office unless it is permitted (e.g., Parents Conference held in the School or Special Events such as Open House)

Volunteers

Under the teacher's direction, parents work with children individually or in small groups, giving students immediate feedback on their work and helping them through problems. Volunteers provide additional support for classroom learning activities. Others can help out on field trips, by sharing special talents or helping to prepare materials at school. All volunteers are asked to sign in daily in the office and sign out when they leave the campus.

Each volunteer working with children **must** sign up with their child's teacher at the beginning of the school year. The teacher will provide a list of volunteers to the office. Before volunteers can begin working in the classroom, the office will check to ensure that each volunteer has either a current TB test report **OR** Adult Tuberculosis (TB) Risk Assessment Questionnaire

filled out by a health care provider on file. Volunteers will not be allowed to work in the classroom until providing these results. These results are good for 4 years. Finally, each volunteer must complete the *Skyline Volunteer Code of Conduct*.

Because volunteers are such an integral part of JLP Inspiring Minds, it is important to keep our standards high. It is important for all volunteers to remember the following:

- Be responsible and safe -- always put children first.
- Respect confidentiality. Students and staff have a right to privacy.
- Be professional.
- Communicate.
- When things come up and you can't fulfill a promise, let someone know.
- Ask for help -- don't suffer in silence!
- Share your experience with others and encourage new volunteers. Commitment - Once you become a volunteer others depend on you.
- Try to pick what is manageable and interesting to you.
- Be prepared. Communicate with teachers and other staff members ahead of time.
- Be on time. If you can't make it, let someone know.