

# Pre-Kindergarten Parent Handbook

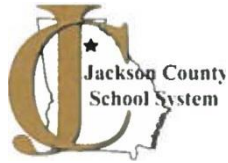
*“Building a solid foundation for learning”*



Jackson County School System  
Dr. April Howard - Superintendent  
706-367-5151  
[www.jackson.k12.ga.us](http://www.jackson.k12.ga.us)

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Mr. Steve Bryant, Chairman

1660 Winder Highway  
Jefferson, GA 30549  
[www.jackson.k12.ga.us](http://www.jackson.k12.ga.us)

Dr. April Howard, Superintendent

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Dear Pre-K Parents,

Welcome! We are excited to partner with you in your child's journey of discovering the joy of learning in Pre-K. We take our role in your child's development very seriously, but we also know how important it is to make learning FUN! Thank you for allowing us to play an integral role in your child's education. We are embarking on a wonderful, exciting journey together.

It is our goal to ensure that your child learns in a safe, challenging, exciting, and fun atmosphere.

This handbook will help familiarize you with our policies and procedures, as well as our pre-kindergarten vision. We hope you find this information helpful and will use it as a reference throughout the school year. Please feel free to contact your child's teacher or school administrator if you have any questions or concerns.

Thank you again for giving us the opportunity to serve you and your child during these formative years. We look forward to a rewarding time together.

Sincerely,

Linda Bell  
Pre-K Director

## **Pre-K Policy**

The Department of Early Care and Learning requires that children enrolled in the lottery-funded Pre-K programs be in school for a minimum of 6 ½ hours daily and attend 180 days during the year. It is designed to ensure that children are prepared for success in kindergarten by providing four year olds with child-centered developmentally appropriate curriculum and experiences. Tardy arrivals and early checkouts disrupt the daily routine and are strongly discouraged. Pre-K parents should note that Bright from the Start – Georgia’s Department of Early Care and Learning specifies, “Children who do not attend class or are late for two consecutive weeks without a medical or other reasonable explanation must be removed from the roster.” If a child is disenrolled for attendance reasons, the slot is immediately filled with the next student on the waiting list.

## **Parent Orientation**

Jackson County School System Pre-K holds a parent orientation in the fall. This orientation is required by **all** parents and has to be conducted within the first 20 days of school. The orientation will include specific information about our Curriculum, Assessment, Parent Engagement, Georgia Early Learning and Development Standards (GELDS), and other general program information.

## **Dress Code**

### **Pre-K students:**

Students will wear attire appropriate for the occasion. Comfortable tops (T-shirts), shorts/pants, and tennis shoes are recommended. This makes playground activities, bathroom times, and other activities easier for children.

### **Parents / Adults:**

All parents and adults visiting the school should dress in a manner appropriate for our program and follow the same guidelines that are expected of students.

## **Attendance:**

Parents of the children who were selected for JCSS Pre-K Program commit to sending their children to school for the complete 6.5 hour day, 180 days per year.

Regular school attendance is a key component to a child's academic success. Children who are late, leave early, or are absent for 10 consecutive days without a medical or other reasonable excuse may face disenrollment.

The following are considered **excused absences**, **tardies**, and **checkouts**:

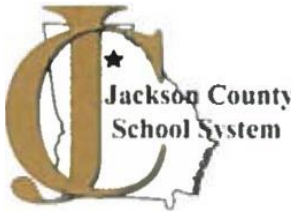
- Personal illness when attendance would endanger the student's health or the health of others;
- Death or serious illness in the immediate family which necessitates absence from school;
- Recognized religious holidays observed by family;
- Mandates issued by governmental agencies;
- Conditions render attendance impossible or hazardous to health or safety.

Upon returning to school, students should provide a written excuse from a parent/guardian, doctor or agency. Parents may write notes to the school excusing up to 5 absences per school year without documentation for any of the reasons listed above. Phone calls will not be accepted.

**Unexcused absences** include but are not limited to the following: missing the bus, oversleeping, power outage, vacations, trips, family visits, car trouble, and/or running errand, etc.

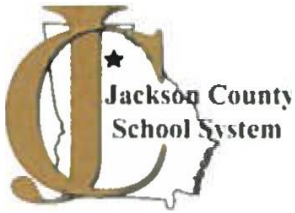
## **Illness**

It is difficult for students to focus and learn when they are not feeling well. Please allow your child ample time to recuperate at home if he/she has symptoms including vomiting, diarrhea and/or fever over 100 degrees. Children should be fever-free for 24-hours before returning to school.



## **Jackson County School System Pre-K Attendance Policy 2017-2018**

1. **3 unexcused absences** – The school will send home a letter notifying the parent/guardian of student’s attendance record to date.
  
2. **5 unexcused absences** – The school social worker will be contacted at this time and a meeting at the school will be arranged with the parent/guardian. The school will make two reasonable attempts to notify parent/guardians with information concerning the meeting date and time. Along with this notification will be a copy of the student’s attendance record to date.
  
3. **10 unexcused absences** – If the unexcused absences do not improve, the parent/guardian will be referred to the System Pre-K Director. A parent conference will be arranged to determine the reason(s) for the problem and to review the documented efforts to resolve the problem. Inability to resolve the problem after documented interventions should be referred to Bright from the Start: Georgia Department of Early Care and Learning using the Chronic Absenteeism Report for disenrollment consideration.
  - **10 unexcused tardies** - The school will send home a letter notifying the parent/guardian of student’s tardy record.
  
  - **15 unexcused tardies** – The parent/guardian will be referred to the System Pre-K Director. A parent conference will be arranged to review the tardy record to determine the reason(s) for the problem. An intervention plan will be developed in efforts to resolve the problem. Inability to resolve the problem after documented interventions should be referred to **Bright from the Start: Georgia Department of Early Care and Learning** using the *Chronic Tardiness Report* for disenrollment consideration.



## **Pre-K Attendance/Tardy Protocol 2017-2018**

### **Attendance**

1. Three unexcused absences .....Letter from Principal
2. Five unexcused absences.....Meeting with School Social Worker
3. Ten unexcused absences.....Referral to System Pre-K Director

**Over 10.....Referral to Bright from the Start Committee for disenrollment**

### **Tardy**

1. Ten unexcused tardies.....Letter from Principal
2. Fifteen unexcused tardies.....Referral to System Pre-K Director

**Over 10.....Referral to Bright from the Start Committee for disenrollment**

*The goal of the Pre-K attendance protocol is to assist families in establishing and maintaining regular school attendance patterns before entering kindergarten.*

## **Portfolio Assessments**

Georgia's Pre-K Program uses a statewide assessment for four-year-olds. It is called Work Sampling System (WSS). WSS assesses the level of performance for each child in the program. It is an assessment completed in the classroom by the teacher as children engage in their routine daily activities throughout the school year. Teachers observe and record student performance every day. They collect student work samples that show development and growth over time. Anecdotal notes, work samples, photos, matrices, and checklists are used to create a database of the student's progress throughout the school year. The assessment system is used to plan instruction and create lessons that meet the individual needs of children. This portfolio system will inform families about a child's cognitive, physical, and social progress.

## **Pre-K Standards**

Georgia Early Learning and Developmental Standards (**GLEDS**) are high quality standards for birth to age five. They were developed to provide a foundation for instruction in all Pre-K classrooms. They reflect current educational research and are aligned with state standards for K-12. The purpose of the GLEDs is to outline what children should know and be able to do before kindergarten entry. These research-based standards will be used to guide teachers in assessment, instruction and the planning of developmental knowledge, skills and concepts that children will need to make progress.

## **Pre-K Curriculum**

Opening the World of Learning (OWL) is a comprehensive curriculum that covers all developmental domains of early learning. The content of each unit is built around the carefully crafted daily routine within an activity centered day. Themes, skills, and concepts are developed through sophisticated children's narrative story books and information trade books. The consistent format and features in every unit makes it easy for teachers to use and children to learn. The OWL curriculum does the following:

- provides guidance for Pre-K teachers with a variety of materials to implement six thematically organized units: family, friends, wind and water, the world of color, shadows and reflections, and things that grow;
- develops language and literacy skills through rich, integrated content in all



- developmental domains of early learning;
- incorporates favorite children’s books, songs, and poems; and
- supports teachers to individualize instruction by providing an ongoing assessment tool.

### **Parent – Teacher Conferences**

A minimum of two parent–teacher conferences will be offered to families during the school year. During the conferences, student progress is shared with parents through the Work Sampling system Summary Report. Teachers will also share suggestions on how parents can support and enhance academic experiences at home.

### **2017-2018 - Meal Prices**

Elementary School	1 Day	1 Week	4 Weeks	90 Days
Student Breakfast	\$ 1.45	\$ 7.25	\$ 29.00	\$ 130.50
Student Lunch	\$ 2.10	\$ 10.50	\$ 42.00	\$ 189.00
Student Breakfast & Lunch	\$ 3.55	\$ 17.75	\$ 71.00	\$ 319.50

### **Resources**

For additional information pertaining to **Bright from the Start**, please visit [www.decal.ga.gov](http://www.decal.ga.gov)

[www.getreadytoread.org](http://www.getreadytoread.org) - Get Ready to Read is a national initiative to build the early literacy skills of preschool-age children. GRTR!'s program vision is that all preschool children will have the skills they need to learn to read when they enter school.

[www.readingrockets.org](http://www.readingrockets.org) - Reading Rockets is a national multimedia project offering information and resources on how young kids learn to read, why so many struggle, and how caring adults can help.

[www.famlit.org](http://www.famlit.org) - The National Center for Family Literacy's mission is to create a literate nation by leveraging the power of the family. Family literacy helps parents and children form a learning partnership that ends the cycle of poverty and low literacy. NCFL works to find solutions to the literacy crisis that build on the family to create a new cycle of ongoing learning and mutual support.

# Jackson County Schools

## 2017-2018 School Calendar

July 2017						
Su	M	Tu	W	Th	F	S
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23	24	25	26	27	28	29
30	31					

August 2017						
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27	28	29	30	31		

September 2017						
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October 2017						
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29	30	31				

November 2017						
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December 2017						
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31						

January 2018						
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28	29	30	31			

February 2018						
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25	26	27	28			

March 2018						
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April 2018						
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29	30					

May 2018						
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27	28	29	30	31		

June 2018						
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24	25	26	27	28	29	30

 Professional Learning

 Student / Teacher Holidays

 Student Days