

WEST JEFFERSON HILLS SCHOOL DISTRICT



Jefferson Elementary



Gill Hall Elementary



McClellan Elementary

ELEMENTARY HANDBOOK 2016-2017

REV. 7-5-16

Mission Statement

Students are the primary focus of the West Jefferson Hills School District where, in partnership with families and community, the mission is to educate and prepare all students to become responsible and active contributing members of society by providing a challenging, innovative educational program guided by an exceptional staff in a safe, positive, caring environment, all of which promote excellence.

Foreword

This booklet is intended to provide you with information that will be helpful to you as your child progresses throughout the year. It will acquaint you with our programs, school regulations, and general information concerning the Elementary Program in the West Jefferson Hills School District.

In addition to making use of this booklet to familiarize yourself with the Elementary Program, we sincerely hope that you will take every opportunity to become acquainted with your child's teacher and other professional staff members in the school. Please feel free to contact your child's school principal at any time if you have questions about the program or your child's progress.

Anti-Discrimination Policy

It is the policy of the West Jefferson Hills School District not to discriminate on the basis of sex, handicap, age, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI. For information concerning services, activities, programs, and facilities that are accessible to and usable by handicapped persons or about your rights or grievance procedures, contact the Superintendent at 412-655-8450, Extension 2225.

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Please visit the District’s website for the most current version of the Board Policies referenced in this handbook can be found at the West Jefferson Hills School District Website: www.wjhsd.net

Building Information

ADMINISTRATION BUILDING

835 Old Clairton Road
Jefferson Hills, PA 15025-3131
412-655-8452
Fax: 412-655-9544
www.wjhsd.net

Superintendent TBA
Dir. of Curriculum, Instruction & Assessment TBA
Supervisor Special Ed./Pupil Services Mrs. Elizabeth Wheat
Director of Human ResourcesDr. Lindsay Pfister
Director of Finance/TransportationMrs. Tracy Harris
Director of FacilitiesMr. Ryan Snodgrass

GILL HALL ELEMENTARY SCHOOL

829 Gill Hall Road
Jefferson Hills, PA 15025-3297
412-655-4732
Fax: 412-655-3888

Tina Mayer, Principal

JEFFERSON ELEMENTARY SCHOOL

875 Old Clairton Road
Jefferson Hills, PA 15025-3131
412-655-4163
Fax: 412-655-4973

Christopher Very, Principal

MCCLELLAN ELEMENTARY SCHOOL

360 School Lane
Pittsburgh, PA 15236-4193
412-655-2700
Fax: 412-655-3526

Justin Liberatore, Principal

A Message from Your Principals

It is our pleasure to welcome you to the West Jefferson Hills Elementary Schools. The teachers and staff join us in saying we are happy to have you as part of the school district. We hope this will be a successful and satisfying year for you.

We have prepared this handbook to tell you about our schools. You will find that the rules and regulations that govern our lives here at elementary school make it possible for all of us to live, learn, work, and play together.

Please take the time to read this book carefully. Be sure you understand everything. If you have any questions about anything, see the teachers, administrators, or other staff members. They will be glad to answer your questions.

Your school will be a reflection of you. Be proud of your school. Take good care of your school. Become part of your school. You have the power to determine your success or failures. Start off on the right foot. Remember, the longest journey starts with just a single step. Put your best foot forward.

Good Luck!

The Elementary Principals:

Tina Mayer - Gill Hall Elementary

Christopher Very – Jefferson Elementary

Justin Liberatore – McClellan Elementary

The School Day

Except for those students for which his or her bus schedule dictates otherwise, **no student should arrive or be dropped off at any elementary school earlier than 8:10 a.m.** Students who are enrolled in the Before and After School Care program should follow the schedule of that program.

Homeroom period begins at 8:30 a.m. Any student is considered tardy when arriving after 8:30 a.m., and should report to the office upon his/her arrival.

Elementary Schedule

Time	Schedule
7:55 a.m.	Teachers' Workday Begins
8:30 a.m.	Homeroom Period Begins
8:31 a.m.	Late/Tardy Report to Office
8:40 a.m.	Instruction Begins
3:10 p.m.	Student Dismissal

Kindergarten Schedule

Session	Regular	Modified
A.M. Session:	8:30 a.m. - 11:15 a.m.	10:25 a.m. - 12:20 p.m.
P.M. Session:	12:25 p.m. - 3:10 p.m.	1:15 p.m. - 3:10 p.m.

Before and After School Care

Little Kids Playcare provides a before-and-after-school program for students enrolled in the West Jefferson Hills School District's elementary schools. Parents/ guardians who choose to enroll their students into this program are responsible for all associated costs. For more information on the before-and-after-school program, call 412-650-9020.

Emergency Closing of School

Barring unforeseen situations or emergencies, the school calendar is fixed for the term. To close any or all of the schools due to weather conditions, or for other reasons, announcements will be made over Television stations KDKA (1020 AM), WTAE (1250 AM), and WPXI-TV (Channel 11) as early as possible. Announcements will also be posted on our WJHSD website at www.wjhsd.net and sent via **Connect5**. See Notification System section.

Student Supervision Outside of Normal School Hours

Upon arrival at school, all students should go to areas within their school as designated by their school principal. No adult supervision of playground areas is provided before or after school and students are expected to leave school grounds immediately following dismissal.

Attendance Requirements

Children in grades K-5 are covered by the compulsory attendance laws of the Commonwealth of Pennsylvania. **The only excused absences are for personal illness, urgent reasons such as serious illness or death in the immediate family, emergency medical or dental attention, authorized religious holidays, and pre-approved Educational Trips.** Examples of illegal and un-excused absences are vacations and truancy.

Upon return to school, a signed excuse written by a parent/ guardian must be sent to the homeroom teacher stating the reason and date(s) of absence. If a written statement is not presented within three (3) days of the student's return to school, the absence will be considered an unexcused absence. A doctor's statement may be required for extended illness, stating the reason for being absent. Make-up work is required when applicable. A student who accumulates ten (10) days of absence will be required to have a doctor's excuse for each subsequent absence, in accordance with board policy. Prolonged absences must have a written doctor's excuse.

Attendance and Health

Your child should attend school each day they are well. Every absence, even part of a school day, interferes with your child's progress at school. Each subject is taught in sequence which builds understanding and correct habits of study. In order to be ready for new steps in learning, your child must have mastered the previous steps and be sufficiently ready for the new materials.

For the protection of your child and others, please do not send your child to school with symptoms of any of the following:

Fever of 100 degrees or higher in the last 24 hours

Vomited in the last 12 hours

Diarrhea

Persistent cough

Sore throat with swollen glands

Earache

Widespread body rash

Contagious illness, eye or skin infection until treated by your physician and released for school attendance

If your child does not feel well before coming to school, keep the child at home under supervision. Communicable diseases such as colds, strep throat, pneumonia or influenza frequently begin with symptoms such as fever, vomiting, sore throat, or skin rash.

According to the Allegheny County Health Department (ACHD), children are excluded from school for the following communicable diseases **until properly treated and cleared by a physician:**

Chicken Pox

Hand, Foot & Mouth

Infectious Hepatitis

MRSA²

Rubella

Strep Throat

Conjunctivitis

Head Lice¹

Measles

Mumps

Scabies

Whooping Cough

Fifth Disease

Impetigo

Mononucleosis

Ringworm

Scarlet Fever

¹ *Head Lice*- Exclude from school until immediately after first treatment, and

until nits (eggs) have been removed. Re-admitted to school after nurse does a head/nit check. Head re-examined by nurse after 7 to 10 days for infestation.

² *MRSA- Methicillin-resistant Staphylococcus aureus*

When your child returns to school from an absence, please send an excuse. Children may only be excused from physical education classes and recess with a physician's excuse. A physician's excuse is needed when physical education classes and recess are ceased and resumed due to an injury or illness.

Unexcused Absences and Make-Up Privileges

The following un-excused absences carry make-up privileges:

1. *Emergency at home* - One or more days of absence can carry make-up privileges depending upon the nature of the emergency.
2. *Runaways* - Each case must be dealt with on its own individual merit. A decision to grant make-up privileges must rest with the administrator involved.
3. *Weddings and Graduations* - Make-up work will be granted for the day and reasonable travel time.

The following un-excused absences from school do ***not*** carry make-up privileges:

1. Truancy
2. Un-excused absence during semester or final examinations.
3. Recreational purposes: baseball games, fishing, hunting, etc.
4. Failure to bring an excuse within the three (3)-day period immediately following the student's return to school.
5. *Non-educational vacations* - When, in the judgment of the building administrator, a vacation is considered to be one of convenience and has no documented educational value to the child, no make-up privileges will be granted.

Homework Requests

Requests for homework, due to absences, must be made by calling the school office prior to 8:30 a.m. Homework can be picked up in the office after 2:00 p.m. the day of the request. At the request of the parent,

homework may be sent home with another student.

Early Dismissal

If a student must leave for an appointment during the school day, parents should send a note to the homeroom teacher stating the reason and time of the necessary dismissal. The teacher will send the child to the office at the time indicated. Parents must meet their child in the school office at the time indicated. Do not go directly to the classroom. Standing in the hall while waiting for your child or the teacher may be disruptive to the learning environment. Parents are encouraged to make all appointments before or after regular school hours.

Students who report to school after 11:00 a.m. will be marked absent for one-half ($\frac{1}{2}$) of the day. Leaving elementary school before 11:00 a.m., the student will be marked P.M. absent.

Extra-curricular activities (i.e., music, tennis, organized sports lessons/games) must be scheduled for before or after school hours.

Homebound Instruction

Students who are unable to attend regular school classes due to illness may qualify for homebound instruction. If a child is absent from school for an extended period of time, and if a physician recommends homebound instruction, the school will employ a homebound teacher. This involves up to five hours of instruction per week in the home. Parents should contact the principal when this service is warranted.

Birthday/Classroom Treats

Many families like to celebrate their children's birthday or other special occasions with classmates by sending treats. However, no food items may be brought to school to be passed out in the classroom/cafeteria. Acceptable substitutes may be pencils, stickers, or any other non-food item.

If your child would like to invite classmates to a birthday party, they will only be permitted to pass out invitations if all of the students in a class are invited. The only exception is if a boy invites only all of the boys or if a girl

invites only all of the girls. If you prefer to mail invitations to individual students, grade-level directories will be provided by the respective Parent-Teacher Association (PTA) at the beginning of the school year.

Bus Schedule

Bussing information will be posted in *PowerSchool* a few days prior to the beginning of the school year. This will include the **estimated** time of pickup and/or drop off, location of stop, and bus number. Please make every effort to have your child ride the bus to school. If it is necessary to drop off or pick up your child, please do not park in front of the school building or around the schools' driveway circles. This creates a safety hazard for the children. If a school bus does not arrive to pick up a student, please call Matthews Bus Company at 412-384-8810. If you are unable to reach the bus garage, please contact the school office (see Page 1) or the Administration Building at 412-655-8450 x2221.

Bus Stop Locations

Students are picked-up and dropped-off at a bus stop location as close to the student's home as possible. Bus stop locations will generally be located at intersections and not a student's home. Bus stop locations are generally located no closer than .3 miles except on hazardous routes as defined by the Department of Transportation.

Day Care/Child Care Transportation

Students may be picked up or dropped off at a licensed day care facility provided that:

1. Parent submits a written request
2. Location is on an appropriate run with an existing bus stop
3. There is available seating on the vehicle
4. The request is for a long-term arrangement

Pupil Regulations Affecting Bus Students

Students must ride the bus that is assigned to them. Students are not permitted to change buses. Please do not ask to have your child ride another bus other than the one that is assigned. We cannot honor these

requests.

Bus Regulations

Students must obey bus drivers promptly as they are in full charge of buses and pupils while in transit.

Students must be on time at the designated bus stop.

Students must stay off of the roadway at all times while waiting for the bus.

Students must cross in front of the bus when crossing a highway.

Students must wait until the bus comes to a stop before attempting to enter or leave the bus.

Students must keep their arms and heads inside the bus at all times.

Students must remain seated at all times while the bus is in motion.

Any damage to the bus should be reported to the driver at once.

Students will be picked up and discharged only at designated stops.

Smoking is not permitted on the bus.

Students must not cause disturbances on the bus. This is a serious matter which endangers the safety of the driver and all passengers on the bus and will not be tolerated.

Students vandalizing buses will be subject to disciplinary action and may be held responsible for damages which they cause.

Audio-Video recording equipment may be utilized on the school buses for the purposes of safety and security.

Students who do not comply with the above regulations will be subject to disciplinary action and may have their riding privileges suspended by the school principal.

Surveillance Cameras

Please be advised that the West Jefferson Hills School District utilizes surveillance cameras inside and outside Jefferson Elementary, McClellan Elementary and Gill Hall Elementary Schools. The surveillance cameras will provide safety for our students, staff and property of the School District.

Emergency Drills

Fire Drills are conducted once each month. Lock-Down Drills are conducted twice annually. Bus Evacuation Drills are conducted twice annually and Weather Drills are conducted once a year. Detailed escape plans are posted inside the doors of each classroom.

Lunch Program

A hot lunch is available in the elementary schools each day of the school year. The cost of a regular lunch is \$2.50 at the elementary level. Menus are available on-line through the West Jefferson Hills School District website (www.wjhdsd.net) on a monthly basis. Students may buy either a standard lunch or milk.

Lunches are purchased using the QSP (Quickly-Simply-Practically) Point-of-Sale software. Each student is assigned an account number. The student's account number is keyed in for each lunch they purchase. **THE ACCOUNT IS A DEBIT ACCOUNT.** The parent provides *Metz Culinary Management* with a sum of money at the beginning of the week, month, or school year and each lunch purchase is deducted from that sum of money.

PLEASE MAKE CHECKS PAYABLE TO: WJHSD CAFETERIA. You will be notified when your sum of money is low. Accounts may also be monitored by logging on to www.payforit.net. Please remember, this is a debit account and not a credit account. We cannot carry a negative balance. Parents who do not want their child to be able to charge snacks on QSP may write a letter stating so to the cafeteria manager.

No food may be taken from the cafeteria. *Fast food or food from outside establishments may not be brought into school.*

Lunch aides are provided to help the children with their lunches, as well as to supervise their recreational time.

Medical Services

The School Health Service Program is the area in education which maintains, protects, and promotes the optimal health, physical, mental, and

social environment of the school-age student. Its prime objective is the promotion of good health habits as an adjunct to the home responsibility for health care. Besides performing the state mandated screening programs, the Health Service Department acts as a resource and becomes involved in many health teacher programs.

Thorough screening is done on all new entrants to insure that all students have had the required immunizations and are physically healthy, with no visual or hearing problems. Teaching children at an early age the importance of preventive health and safety habits is stressed.

The school nurse keeps a health record for each child. The parent must complete a health history, giving all information requested upon enrollment in the school district. The health record includes yearly height, weight, BMI notification, results of vision and hearing tests, and other important health information. It is very important to notify the office of any specific health problems such as allergies, seizure disorders, etc. that your child may have so that this may become part of the child's health file. This information is considered confidential and is only available to school personnel on a need-to-know basis.

If your child becomes ill or is injured at school, you may be notified. Parents are responsible for transportation of their children when they become ill or injured. If both parents work outside the home, it is important that the school be given the telephone number of both places of employment. The school should also have the telephone number of a relative or neighbor who may be contacted if we are unable to reach you. This information can be supplied on the Emergency Procedure Card that is completed at the beginning of each school year. If these numbers change, please inform the school of the new numbers.

If your child does not feel well before coming to school, keep the child home under observation. Communicable diseases such as colds, strep throat, pneumonia or influenza frequently begin with symptoms such as fever, vomiting, sore throat, or skin rash. Please call your school nurse if you have any questions or concerns.

Student Information/ Emergency Card

During the first week of school, instructions will be sent home by the teacher as to how to complete the information cards. The Emergency Procedure Card is kept in the main office and the Emergency Care Card is kept in the nurse's office. Please make sure all telephone numbers and addresses are accurate. The persons listed should be available to pick up your child in case of an emergency. Make sure the contact person has been notified of this important detail.

These cards may also be used in case of an early dismissal. They are consulted only when that action is considered necessary to best provide for the safety of the students.

Medications

Only essential medication prescribed by a physician or dentist will be given by school personnel. Over the counter medications such as cold tablets and Tylenol cannot be given in school without a doctor's written order. If your child needs to take any type of medication in school, you must follow the following procedure:

All oral medications will be administered by the school nurse or the student him/ herself, where the family physician so directs;

Medications will be securely stored and kept in the original labeled container; and

The school nurse will maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration. (WJHSD Policy 210)

Remember the weather delays will often disrupt medication times at home. The time for the school medication must be adjusted accordingly. For your child's safety, NO MEDICATION will be given to your child on a delay day unless you contact the school, in writing, to indicate the time medication should be given.

Kindergarten Medical Services

The following medical services are performed during your child's year in kindergarten:

Height, Weight, and Body Mass Index (BMI) are measured and recorded yearly. BMI is a standardized screening tool which helps to identify over or underweight conditions that may lead to health problems. A student who is overweight has an increased risk of developing serious conditions including diabetes, heart disease, high blood pressure, stroke, and certain cancers. A student who is underweight has an increased risk for heart problems, loss of bone mass, anemia, or other medical conditions. Height, weight, and BMI measurements will be sent to the parent/guardian.

Vision is tested for reading and far distances. The parent/guardian will be notified if their child fails the screening.

Hearing is tested by an audiometer, an instrument which detects early defects long before a hearing loss can be noticed by parents. The parent/guardian will be notified if their child fails the screening.

Physical examinations may be done by the school doctor for those children who have not been examined by a family doctor in the past year. The parent/guardian will be notified of the date and time and may be present if they wish. To schedule a school physical, the parent/guardian must sign and return the examination permission form to the nurse.

Dental examinations may be done by the school dentist for children who have not been examined by a family dentist in the past year. The parent/guardian will be notified of the date and time and may be present if they wish. To schedule a school dental exam, the parent/guardian must sign and return the examination permission form to the nurse.

Parent-Teacher Association

All of the elementary schools have Parent-Teacher Associations (PTA) which help in a supportive manner. Membership in these organizations is voluntary and you can join your school's PTA at any time throughout the

year. Please contact your school for more information.

Program of Studies

Students will receive instruction in various subjects including, but not limited to: reading, writing, mathematics, science, social studies, art, music, and physical education. The curriculum for each course aligns with the Commonwealth of Pennsylvania's regulations; as such, state and national standards will be addressed when applicable. Course duration and options vary by grade-level. For more information please visit the West Jefferson Hills School District website.

School Regulations

Routines may vary from building to building, but the following procedures are, for the most part, standard in each elementary school.

A parent should report to the school office when it is necessary to come for a child. The principal or secretary will get the child from the classroom.

Children are not permitted to enter any car other than that of their parents. Please talk with your child about the seriousness of this regulation. Car pools may be arranged for transportation, but please inform the school secretary of such an arrangement.

If you give your child money for any reason, put it in an envelope, identified with your child's name and the purpose for which the money is sent.

Notify the school office if you change your address, telephone number or cell-phone number. This enables us to contact you in case of an emergency.

If you plan to move to another district, notify the office prior to the last day of attendance. If the name and address of the new school are provided, your child's records may be forwarded to the new school

Discipline

Efforts are directed toward teaching students to learn self-discipline. In those cases where students are unwilling to accept this mode of behavior,

corrective measures may be used. Discipline is in accordance with School Board Policy.

Dress Code

Children should wear comfortable and weather-appropriate clothing to school. For comfort during the warm weather, shorts may be worn. Open-toed or strapless sandals and “flip-flops” are not considered appropriate footwear since they can cause an injury while on the playground, on the stairs, or during gym class. The students are physically active throughout the school day especially during recess and going up and down the stairs. To help keep your child safe, sensible and supportive shoes should be worn to school.

During the winter months, layering your child’s clothing may provide greater comfort due to the variation of temperatures within the building.

Remember to have your child dress appropriately for school. Clothing which promotes drugs, alcohol, tobacco, or obscenities is not permitted. Please use your own judgment as to your child’s dress at school.

Student Services

Hearing Support Services

Gifted Support Services

Vision Support Services

Social Work

Learning Support Services

Title I/Tutorial Program

Speech/Language Support Services

English as a Second Language
(ESL) Program

Child Find

District procedures for locating, identifying, and evaluating students who may be eligible for special education, medically necessary support services, and/or gifted support services can be found on the West Jefferson Hills School District website www.wjhsd.net under Special Education, and in the District’s calendar.

Multi-Tiered System of Support (MTSS) Process

The MTSS Process is a positive, problem-solving, team-based process that uses instruction and intervention strategies to support student achievement and to help all students achieve success in the general education classroom.

The Tier 1, 2, and 3 meetings may include the child's classroom teacher, the school principal, school nurse, school social worker, and school psychologist. Depending on the needs of the student, the speech therapist, Title I or tutorial teacher, and representatives from community agencies may also participate in the process.

The process involves these steps:

1. Providing appropriate instruction to all students
2. Identifying students for academic and/or behavior support that are not responding to instruction
3. Determining research-based strategies needed to assist students
4. Implementing intervention strategies through a continuum of services

After reviewing students' academic and/or behavioral needs, the team recommends strategies and determines types of support to help students achieve success in the regular classroom; parents will be contacted by the school if their child is involved in this process. These strategies are implemented and monitored then evaluated by the team. If teachers report a positive change, the strategies are continued. If there isn't a positive change, more intensive interventions are implemented and progress is monitored.

Student Use of Phone

The school phone is for business purposes. Students are not permitted to use the school phone to make personal arrangements such as to visit a friend after school. We do not interrupt the school program to have students come to the phone. The office will accept only emergency-type messages to relay to students. If you wish to speak with a teacher please call the school's main office, and the secretary will transfer you to the

teacher's voice mail to leave a message.

Reporting to Parents

PowerSchool

PowerSchool software has been designed to provide an opportunity for improved communication with the school administration, counselors, and teachers. A parent/guardian will be able to inquire about his or her child's school assignments, upcoming events, grades, attendance, and course selections. ***In Kindergarten, parents/guardians can only view PowerSchool for attendance and transportation purposes.*** A link to this URL will be listed on the WJHSD website, www.wjhsd.net. If you are having trouble accessing *PowerSchool*, please contact your school's main office and speak to the secretary (see page 1 for telephone numbers). Computer access is available at the local libraries or any Internet access site.

Report Cards

Report cards are sent home at the end of each nine-week period. Progress reports are sent to parents indicating subjects in which children are experiencing difficulty. These can be sent at any time after midpoint of the grading period. If a student earns a "D" or "F" or has dropped 2 letter grades at the end of the grading period, teachers will communicate with the parents prior to issuance of the report card.

When you receive your child's report card, study it carefully with him or her, sign and return **the empty envelope** promptly.

Kindergarten Report Cards

Report cards are sent home at the end of each nine-week period. Grades given in kindergarten are:

- 3 - Mastery
- 2 - Progressing
- 1 - Inconsistent

An area of study which is not graded means that the material has not been

covered.

When you receive your child's report card, study it carefully with him/her, sign and return **the empty envelope** promptly.

Notification System

Connect 5 is a community notification system adopted by the West Jefferson Hills School District in 2013. *Connect 5* has the ability to send alerts, warnings and announcements at the district, school, and special group level. These messages can be delivered via voice, e-mail, and SMS text messaging. *Connect 5* can also integrate with the District's student information system to warn parents and guardians of unscheduled student absences. *Connect 5* will be used in addition to announcements on television and the District's website. Listen to your *Connect 5* message. Do not try to contact the school. Please refer to <http://www.wjhsd.net> for information on *Connect 5*.

Parent-Teacher Conferences

Parent-teacher conferences can be initiated by the parent or the teacher. Parents who desire a conference with the teacher can call the school secretary for an appointment or write a note requesting an appointment to see the teacher. Conferences will also be held on Conference Day following the first nine week reporting period.

A few rules must be observed in setting appointment dates:

Teachers, by negotiated contract, must be given a day's notice for all parental conferences.

All parent conferences should be scheduled between 7:55 a.m. and 3:40 p.m., the regular duty day.

Conferences are scheduled during the teacher's preparation period and cannot be scheduled during class time.

Open House

During the first week of September, the elementary schools hold an evening Open House. This year it is scheduled for *Thursday, September 8, 2016, from 6:00 p.m. to 9:00 p.m.* Open House is an excellent time for parents to visit the school, meet the teachers, and learn about the curriculum and

classroom procedures. Parents will also have the opportunity to learn about other matters related to the school environment. Each homeroom teacher, in grades 1-5, will have an allotted time to give classroom presentations, and it is encouraged for parents to attend that session. Our specials teachers and support staff are available to visit during your free time as well. **Kindergarten Orientation and Open House will occur in August before school starts.**

Open House is not the appropriate time to discuss individual student issues. This can be done at Parent-Teacher Conference Days or by appointments scheduled with the teacher. This will ensure a more confidential surrounding in which to discuss any concerns.

Student Records

Student records will be retained and distributed in accordance with Board Policy 216. In order for records to be sent to other educational institutions, the building principal must receive a written request from the child's parent or guardian.

Requirements for Admission

The board will establish age requirements for the admission of beginners which are consistent with statute and sound educational practice and which insure the equitable treatment of all eligible children.

Admission to **kindergarten** in the West Jefferson Hills School District shall be limited to resident children who have attained the age of five (5) years on or before September 1.

Students who do not enter in kindergarten may enter the lowest grade of the primary school above the kindergarten level. They shall be admitted to school only during the first two weeks of the annual school term, with the exception that a child who is eight (8) years of age may begin school at any time during the school year. A beginner is eligible for admission to the lowest grade of the primary school above the kindergarten level if she/he has attained the age of six (6) years on or before September 1.

A birth certificate, completed immunization record, health history, and

proof of residency (2) must be presented when your child first enters the West Jefferson Hills Schools.

Immunizations

Oral Polio Vaccine - Three doses (or four doses of Salk Polio Vaccine)

Measles Vaccine - Two doses given on or after the first birthday

Rubella Vaccine - One dose given on or after the first birthday

Mumps Vaccine - Two doses given on or after the first birthday

Hepatitis B Vaccine - Three properly spaced doses

Diphtheria and Tetanus Vaccine - Four doses (The fourth dose must be given on or after the fourth birthday)

Varicella Vaccine - Two doses on or after the first birthday. Serologic proof of immunity, or written document of disease from a physician/designee (month and year of disease are preferred documentation).

Exemption for Immunization

Medical Exemption - Children need not be immunized if a physician or his/her designee provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the child shall be immunized according to this subchapter.

Religious Exemption - Children need not be immunized if the parent, guardian, or emancipated child objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

Visitors

To ensure the safety of all children in the building, all visitors are required to report to the main office to sign in, state purpose of visit, and wear a “visitor” pass before going to other areas in the school. Visitors must return their “visitor” passes prior to leaving the building.

2016-2017 School Calendar

Visit the West Jefferson Hills School District Website at:

www.wjhsd.net

Monthly and Yearly District Calendars may be viewed under

Events and Activities

KINDERGARTEN



Why Kindergarten?

The aim of kindergarten is to provide a basic foundation for your child's education. It is a program geared to make the transition from home to school as smooth as possible, and to make each child's first experience with school a successful and happy one.

The kindergarten program is designed to help stimulate a good self-concept, providing each child with many experiences of achievement. Kindergarten children will work and create independently and learn to cooperate with others in a group. The program will provide opportunities for social and emotional development, inspire language development, and expand physical and mental growth.

Child Growth and Development

Children are alike in many ways. Each goes through the same stages of

growth, yet the time at which each child reaches those same stages may be different. In most instances, kindergarten children start school on the basis of their age. However, all five-year-old children have not reached the same level of development.

Some children may not progress sufficiently in kindergarten to allow them a chance for success in first grade. In these cases, the teacher and principal may suggest that a child will benefit from additional or extended kindergarten experiences. The question, “What is best for this child?” should always be the primary concern.

Language Development

In kindergarten, great emphasis is placed on listening activities and language development. The first part of the year is devoted to helping the children recognize sounds in the environment. Beginning with discrimination of vastly different sounds, the program then works with sounds of animals and human voices, and finally, with the discrimination of speech sounds.

The development of speech is a continual process. Speech sounds are acquired slowly and perfection in speech develops gradually.

Sounds most four-year-olds can make are:

p, b, m, h, w, n, k, g, and f

Sounds most five-year-olds can make are:

v, t, d, ng, and y

Sounds most six-year-olds can make are:

j, sh, ch, and l

Sounds most seven-year-olds can make are:

r, wh, and th

Sounds most eight-year-olds can make are:

s, z, tr, and sl

Children are able to understand language before they can speak. Then they first learn to communicate with a single word or idea and, through increased experience, they learn to communicate at more complex levels. Through language, children learn to try out their own ideas, express their concerns, their social attitudes, and to communicate with both adults and

with their peers. The way others respond to the child will either reinforce language development or frustrate it.

In kindergarten, language skills include:

Story orientation which involves both listening to and recalling stories, as well as creating original stories

Organization which includes categorizing objects and learning to sequence events

Picture orientation which involves determining the main subject of a story and noting the details about the story

Picture-word relationships which illustrate the concept that words are descriptions of pictures

Kindergarten Checklist for Parents

The following is a “yes” or “no” checklist for you to use to make the kindergarten year as successful as possible for your child. The more “yes” answers your child has in September, the more time they can spend getting along and learning with their class next year. Some of the “no” answers at this time could be because your child has not had the chance to do or practice the activity. By all means, teach your child the answers or activities, and give them a chance to do and practice those things they haven’t done yet.

If you think your child has too many “no” answers and you would like to talk about it, call the school for an appointment to find out how the school staff may be able to help.

General Activity Related To Growth:		
<i>Can your child...?</i>	Yes	No
Pay attention to a short story when it is read and answer simple questions about it?		
Draw and color, beyond a simple scribble?		
Tie a shoe?		
Zip or button up a coat?		
Walk backward for a distance of 5 or 6 feet?		
Stand on one foot for 5 or 10 seconds?		
Alternate feet walking downstairs?		

Walk in a straight line?		
Fasten buttons that they can see?		
Tell their left hand from the right?		
Use scissors, pencils, or crayons carefully?		
Use a knife for spreading jam or butter?		
Take care of toilet needs by himself/herself?		
Be away from home for 2-3 hours without being upset?		
Activities Related to Remembering:		
<i>Can your child...?</i>	Yes	No
Repeat a series of four numbers without practice, such as “say after me 6-1-7-4?”		
Repeat 8 to 10 word sentences, such as “The boy ran all the way home from the store?”		
Remember instructions and carry out 2 or 3 simple errands or tasks in the home after being told once (“Pick up the book, bring me the pencil, and close the door?”)		
Activities Related to Understanding:		
<i>Can your child...?</i>	Yes	No
Tell you the meaning of simple words like bicycle, apple, car, hammer, water, shirt, horse, etc.?		
Count 4 objects?		
Supply the last word to all of the following statements? Mother is a woman; Father is a ... A fire is hot; an ice cube is ... A plane goes fast; a turtle goes...		
Put together a puzzle of 3 to 6 pieces?		
Tell what parts are missing if you draw a stick picture of a person and leave out a leg and an arm?		
Draw or copy a square?		
Correctly name simple drawings such as car, dog, cap, chair, etc.?		
Activities Related to General Knowledge:		
<i>Can your child tell you ...?</i>	Yes	No
How many feet he/she has?		
How many ears a dog has?		
Which goes faster, a car or a bicycle?		
What or where meat comes from?		
What things are made of, for instance: cars, chairs, or shoes?		
What is a key?		
The names of various body parts (eyes, ears, nose, arms, etc.?)		
The names of 3 or 4 colors that you point out?		
How a sweater, shoe, and hat are the same?		

Activities Related School Interest:	Yes	No
Do you have books, magazines and newspapers in your home for your child?		
Is your child unafraid of going to school?		
Does your child often ask when he/she will be going to school?		
Does your child pretend to read?		
Have you attempted to create in your child the idea of looking forward to school experiences?		
	Yes	No
TOTALS:		

Cooperation between Home and School

Cooperation between parents and teachers is very important during your child’s first year at school. Both the parents and the school are joint partners in the total education of the child. Any concerns that may arise should be brought to the teacher’s attention. If your child develops or already has a particular fear or dislike, it may be overcome more easily if both the parents and the school are informed and work together cooperatively.

If there is a change in routine at home or in the method of transportation, please send a note to the teacher to prevent confusion for both the child and the teacher.

How Parents Can Help

- Let your child share in home responsibilities, conversations, and activities.
- Give your child duties around the house to develop self-confidence and responsibility such as: putting away toys, taking out the trash, and setting the table.
- Establish a regular pattern for sleep (10 hours), healthy meals (keep snacks to a minimum), and play.
- Teach your child to get dressed independently (how to put on, take off, and hang up outer clothing.)
- Be sure your child listens to others and follows directions (one at a time), and check to see that the directions are carried out.

Teach your child to help others.

Teach appropriate safety procedures.

Supervise viewing of television programs and video games.

Before School Begins

Read and discuss nursery rhymes, poems, and stories with your child to stimulate a love of good books.

Talk to your child. Encourage your child to answer in complete sentences and discourage “baby talk.”

Discuss experiences your child has had and places he/she has been.

Provide opportunities to play and share with other children and make friends.

Teach your child his/her full name, parents’ names, address, and phone number. When learning to print his/her name, he/she should use both capital and lower case letters (John, Mary.)

Teach your child to be independent about appropriate toilet habits.

Encourage your child to look forward to kindergarten as a happy, friendly place.

Once School Begins

Make sure labels are on all personal belongings with both first and last names for example: jackets, sweaters, boots, mittens, books, “Show and Tell” objects, etc.

Encourage regular attendance and punctuality.

If at all possible, put your child on the school bus starting with the first day of school. If you do bring your child to school the first day, your child’s fears and tears will best be overcome if you do not linger. Sometimes the first day of school is more difficult for the parents.

Show interest in all the work your child brings home to help develop a good self-concept. Encourage your child to explain and talk about their work.

When asking your child what happened during their day in kindergarten, ask what happened first, second, and after that. If you ask to have things listed in order, it will help to eliminate

answers of “Nothing”.

Recognize that each child is different and some develop faster than others.

All children become discouraged. Help your child to be happy in the activities they can do well and encourage them to not shed tears or give up when difficulties occur.

Remember, a good parent is the child’s first and most important teacher.

NOTES