

**UNIVERSITY SCHOOL OF JACKSON
LOWER SCHOOL
STUDENT HANDBOOK
2010-2011**

General Information

Mission Statement

The University School of Jackson, a distinctive college preparatory school, seeks to instill a passion for academic excellence and life-long learning so each student will reach his or her maximum potential.

Identity Statement

The University School of Jackson is a non-denominational, non-sectarian, college preparatory school dedicated to academic excellence and to our founding principles of faith, service, and scholarship. Based on a heritage grounded in Judeo-Christian values we provide an educational environment where students of all ethnic, cultural, and religious backgrounds are valued and respected. The faculty, administration, and students are empowered to nurture and embrace the Judeo-Christian values and our operating principles. Through the fulfillment of our mission and adherence to these core principles and values, we prepare our graduates to be responsible and informed world citizens.

Values and Operating Principles

1. Integrity

- A. We are firm and compassionate as we build strong character.
- B. We create an environment based on moral values and principles.
- C. We are fair and consistent with the discipline and ethical development of each student.

2. Honesty

- A. We are truthful in all dealings.
- B. We honor and keep our commitments.
- C. We use facts as a basis for decision-making and problem-solving.

3. Respect

- A. We respect each other and value each person's self-worth.
- B. We respect authority, the property of others, and the environment.
- C. We value the diversity of our student body.

4. Responsibility

- A. We accept responsibility for our own actions and give credit to others for their accomplishments.
- B. We develop good work habits by striving for academic excellence.
- C. We encourage confidence and independence.

5. Excellence

- A. We hire and retain the best available faculty, consistent with our mission.
- B. We set high standards and cultivate an environment of excellence.
- C. We evaluate and pursue all alternatives for enhancing the academic strength of the school.



History

Officially founded on July 1, 1987, University School emerged through the consolidation of two independent schools, the Episcopal Day School and Old Hickory Academy.

Accreditation

University School is accredited by the Southern Association of Colleges and Schools (SACS) and is a member of the Tennessee Association of Independent Schools (TAIS), the Southern Association of Independent Schools (SAIS), the National Association of Independent School (NAIS), the Tennessee Secondary School Athletic Association (TSSAA), the Educational Records Bureau (ERB), the College Board, The Tennessee Library Association, The American Library Association, The Tennessee Association for the Gifted, Tennessee Teachers of Foreign Languages, the National Association of Secondary School Principals, the National Association of Elementary School Principals, the Jackson Arts Council, and the National Council of Teachers of English.

Attendance

Regular attendance and participation in a carefully planned sequence of activities is essential to success at school; therefore, we encourage children to strive for perfect attendance, unless they are suffering from a cold, fever, communicable disease, or other illnesses.

Please help your child receive the most from the school day by ensuring that he/she is here before the 7:50 bell. When a student is tardy to school, important directions or announcements are missed, and prime instructional time is lost.

Prearranged Absences in Grades 2-5

This type of absence includes those family trips, outings, activities, and events, which are the result of a parent decision and for which some degree of advance planning is necessary. Parents wishing to prearrange an absence should inform the classroom teacher of their intention as far in advance as possible. It is the parent's responsibility to fill out the proper request form that will be signed by the teacher and the director. The student will be help responsible for all assignments and evaluations during the absence.

Excessive Absences

In the event that a student's absences are excessive or are jeopardizing his/her academic success, the school reserves the right to require a doctor's excuse.

In accordance with Tennessee state law (49-6-3007) which applies to all independent schools in the state of Tennessee, when a student accrues five (5) unexcused absences from school, written notice will be given to the student's parent or guardian and disciplinary action will be taken. If the parent or guardian fails to rectify the absenteeism, the USJ administration is required by law to report said absenteeism to the appropriate local governmental authorities.

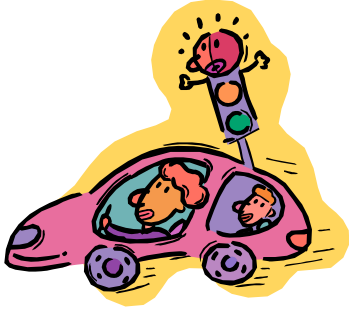
Arrival

Early Bird is a free 15-minute drop-off childcare time for parents who need to get to work early. The students meet in the cafeteria as early as 7:15 and are dismissed at 7:30. The morning bell rings at 7:50 a.m. and the school day officially begins.

Dismissal

It is important that all children are dismissed from school in a safe and careful manner. Our staggered schedule allows for smooth traffic flow. Please use any of the parking lots at the front, back, or ends of the building. We have four parking lots that can accommodate 450 cars. The first two lanes of parking near the Jr. Cubs-First grade gym are reserved for Jr.Cub and Cub parents drop off and pick up. Always drive slowly when on our campus.

Shuttle: USJ provides a shuttle for students between the Lower and Middle/Upper schools. The shuttle leaves the Middle/Upper School theater entrance at 3:00 to go to the Lower School, where parents can pick up their children at 3:05. The bus will arrive in front of the Lower School. Parents should park in the front parking lot and enter the building to pick up their children in the cafeteria.



Carpool

School administrators have devised a carpool plan so that the process goes as smoothly as possible.

- Parents can help the carpool process by following arrival and dismissal times.
- Never park your car where it blocks traffic.
- Students can help the process by getting to their carpool pick-up spot as soon as possible after dismissal.
- Every Lower School child will have a carpool number and a color-coded mirror tag. Each family will be given a pack of two tags. Carpool numbers will be available in your child's classroom as students return to school.
- The McClellan Road campus has four entrances.
- Traffic directors, hired by USJ, will control traffic at the main Lower School entrance and the Middle School entrance.
- Roads on campus are two-way unless noted otherwise.
- Happy carpooling!

Morning Carpool

You may drop off at any school entrance in the morning. Carpool begins at 7:30 a.m. **Please do not drop off your child until the staff has opened the doors.**

Late Arrival

If you arrive **after morning carpool** is over, you will find that **outside doors are locked** and that you can enter the building only at the main entrance. Additionally, you will need to check your child in with the receptionist so that attendance records will be accurate.

Afternoon Carpool

Please do not arrive early at your designated pick-up point. This causes unnecessary congestion.

- **Jr.Cubs and Cubs** are dismissed at **2:20** and should be picked up from their **classrooms**.
- **Junior Kindergarten, Kindergarten and First Grade** are dismissed at **2:25**.
- **Mixed JrK-3rd, Second, and Third grades** are dismissed at **2:30**.
- **Fourth and Fifth grades and 2-5 Mixed and JrK-5 Mixed** are dismissed at **2:40**.

Tuition

Tuition can be left at either the Lower or Middle/Upper Schools. If a receipt is needed, the tuition needs to be paid at the Middle/Upper School. See Rhonda Klipfel, Accounts Receivable.

Communication

It is essential for the school to have current addresses, telephone numbers (work and home), e-mail addresses, and emergency contacts. Please send new information, in writing, to the homeroom teacher and Rhonda Klipfel, Accounts Receivable, as quickly as changes occur during the school year.

USJ provides general information for all parents through the USJ web site, www.usjbruins.org and through our Weekly Walk Home. The Weekly Walk Home will be sent to parents via e-mail and posted on the USJ website on Friday. Detailed information is found also on the annually published school calendar which is mailed in July.

Communicating with Separate Households

In case of divorce or separation, the school will communicate with the parent or guardian who has legal custody of a student. Arrangements to share in this communication will need to be made directly with the parent having legal custody.

School Uniforms

Uniforms are to be purchased at Parker School Uniforms. Pamphlets can be picked up at either school campus's reception desk.

Parker School Uniforms
1147 Rushmeade Road
Jackson, Tennessee 38305
Phone: 731-984-7366
Fax: 731-984-7488
www.parkersu.com
USJ web id: ME067113

All students attending the University School of Jackson are expected to be in accord with the Dress Code on a daily basis. Our policy on school uniforms is based on the notion that school uniforms:

- promote a sense of pride in the school.
- engender a sense of community and belonging towards the school.
- are practical and smart.
- prevent students from coming to school in fashion clothes that could be distracting in class.
- make children feel equal to their peers in terms of appearance.
- are regarded as suitable wear for school and good value for money for most parents.

All USJ parents are expected to support the school uniform policy. We believe that parents have a duty to send their child to school correctly dressed and ready for their daily schoolwork. One of the responsibilities of parents is to ensure that their child has the correct uniform and that it fits properly, is clean and in good repair. At the discretion of the Division Director, students who are out of uniform in an emergency may be excused without penalty.

Points to consider involving daily attire/appearance are the following:

- All USJ uniforms are to be purchased from Parker School Uniforms, Inc.
- Skirts must be no shorter than 3 inches above the top of the knee. Skirts must have hems.
- Shoes must be clean and in good repair. Students may wear brown, blue(navy, dark blue, or light blue), black, burgundy, red, closed-toe shoes. Variance from these colors is not acceptable. They may also wear athletic shoes. **No crocs, sandals, flip-flops**, or any shoe that has an open toe is acceptable. Comfortable, playground-worthy shoes are suggested.
- Non-USJ outerwear may be worn outside but should be placed in the student's locker or cubbie upon arrival at school. **Outerwear worn in the building must comply with the uniform policy.**
- Students may not wear hats, bandanas, scarves or other headwear inside the building.
- Undershirt sleeves must be shorter than the uniform shirt sleeves.

- No accessories should be attached to clothing. Watches, bracelets, necklaces, and earrings should be appropriate and non-distracting.
- The school administration may designate non-uniform days.
- Shirttails are to be tucked in at all times, with the exception of the girl's Oxford overblouse and the girl's knit polo. (2nd-5th grade)
- A belt must be worn with pants or shorts designed with belt loops.
- Girls may wear tights and leggings in the following solid colors: brown, blue, white, black, burgundy, or red. Socks must also be in the same colors as stated above.
- **Parents are urged to put their child's name in all uniforms.**
- Students who are not in compliance with the school uniform policy will be asked to call a parent/guardian to bring acceptable clothing.

Division Directors may declare spirit days and allow students to wear school spirit shirts, or dress up days, or allow students to wear other uniforms such as Boy Scouts or Girl Scouts. Questions concerning uniforms should be directed to the Head of School or Division Directors.

All items are mix and match. There are some variances in uniform items designated for different divisions. Please check with Parker Uniforms to make sure that items are approved for your child's division.

Besides the stated uniform policy, other points to consider involving daily attire/appearance are the following:

- Extreme coloring of hair and unconventional hairstyles are not acceptable.
- Boys' hair should not be worn below the eyebrows or collar.
- Earrings for male students are unacceptable.
- Tattoos are unacceptable.

Electronic Devices/Cell Phones

For the purposes of this policy, "electronic device" means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument. Any electronic devices brought to school, including cell phones, must be kept in the student's backpack between the hours of 7:30 a.m. and 2:40 p.m. Electronic devices may only be used by students in after school care or by students who travel to and from school by bus. Infractions of the policy will result in the following sanctions:

- 1st infraction: The device will be confiscated and the parent will be contacted and asked to pick it up from the Lower School Director.
- 2nd infraction: The device will be confiscated and held for one full week by the Lower School Director.
- 3rd infraction: The device will be confiscated and held for the remainder of the semester by the Lower School Director.

Testing

Students will participate in the following standardized tests:

First grade	Gates-MacGinitie Reading Inventory	May
Second grade	OLSAT	Nov.
Fourth grade	ERB	Nov.
Fifth grade	OLSAT and ERB	Nov.

Discipline

We expect USJ students to be safe, polite, and responsible in all interactions. Teachers explain these expectations early in the year and continue to reinforce them throughout the school year. Student behavior should follow our USJ Operating Principles, which are posted in all classrooms. Students are expected to exhibit high standards of personal and academic honesty, and harassment of any nature will not be tolerated. The classroom teacher and/or Director will handle correction of offenses. Consequences may range from an apology to ISS (In-School Suspension) or suspension. In extreme cases students will be exited from USJ.

Curriculum

The core early childhood/elementary curriculum at USJ includes instruction in:

1. Language Arts
 - a. Reading
 - b. English (punctuation, grammar, composition)
 - c. Spelling
 - d. Handwriting
 - e. Vocabulary
2. Mathematics
3. Social Studies (history, geography, citizenship)
4. Science (life, physical, and earth with lab)
5. Health
6. Music (choral, performance)
7. Art
8. Physical Education
9. Computer Skills (grades 1-5)
10. Character Education
11. Foreign Language
12. Library

Field Trips

Field trips will be scheduled throughout the year to supplement areas of study. Most of the time, transportation will be provided by the parents. A permission slip with field trip information will be sent home with the student about two weeks before the trip. Drivers will be provided with emergency information for each student in their car. It is our policy that Jr.Cubs, Cubs and Jr. Kindergarten students have their presentations come to the school.. No video will be shown in route without prior approval by the teacher.

Homework Rationale:

Teachers will assign homework to help students with:

- increased retention of factual knowledge (i.e. math facts, spelling words, vocabulary)
- formation, and information processing
- development of good study habits
- recognition that they can learn at home as well as at school

Additionally, homework can give parents an opportunity to see what is going on at school and express positive attitudes toward achievement. Homework should be one of several approaches we use, along with extracurricular activities such as sports, scouts, and family outings, to demonstrate to our children that learning takes place everywhere.

Time Requirements for Homework:

We will follow the “10 Minute Rule.” Approximate minutes per day are:

- 1st grade –10 minutes
- 2nd grade –20 minutes
- 3rd grade –30 minutes
- 4th grade –40 minutes
- 5th grade –50 minutes



This time allotment does not include nightly snared reading time. These times will vary with students’ abilities and work habits. Additionally, special projects may require more time.

Academic Evaluation for Jr.Cubs, Cubs, JrK, and Kindergarten

Academic work in Jr.Cubs, Cubs, JrK, and Kindergarten focuses on Reading, Language Arts, and Math. A checklist is sent home quarterly in these grades.

Academic Evaluation for Grades 1-5

Academic work is graded and reported on a numerical scale and a letter scale. The academic year is divided into four quarters. In Grades 1-5., grades are available on NetClassroom on a daily basis. Grading scales for students in 2nd through 5th grades are as follows:

- A= 93-100
- B= 85-92
- C= 75-84
- D= 70-74
- F= Below 70

At the end of the academic year, outstanding balances in tuition, cafeteria, or any other fees, including charges for missing or damaged textbooks and library books must be cleared before report cards are released.



Lost and Found

Students are encouraged to practice responsibility in keeping up with their books, clothes, and other belongings. A “Lost and Found” closet is located near the entry to the cafetorium.

Inclement Weather

In inclement weather situations, every effort will be made to keep school open. If weather conditions or emergencies make it necessary to close school, parents will be notified by radio, television, and telephone committees as early as possible. Listen carefully for the University School of Jackson’s announcements. Parents are asked to resist coming to school to pick up children at the first sign of possible weather closings during school hours. During severe weather alerts, the school monitors the countywide warning system.

If school is closed because of inclement weather, day care will be closed as well. If school closes during the day, after school day care children will need to be picked up as soon as possible; however, no child will be left unattended. The following stations are sources for University School of Jackson’s news:

Radio

1460 WJAK AM
92 WYNU FM
95.9 WFXX FM
97 WQKZ FM
102 WZDQ FM
103.1 WMXX FM (1310 WDXI AM)
104 WKIR FM (1390 WTJS AM)

Television

WJWR Channel 16 (2 Cable) Jackson
WREG Channel 3 (3 Cable) Memphis
WMC Channel 5 (5 Cable) Memphis
WBBJ Channel 7 (12 Cable) Jackson

**First Aid and Medications**

Minor illnesses and injuries will be treated in the Sick Bay. If it becomes necessary for a student to take any form of medication during school or school activity hours, a signed note from the parent must be presented to the Division Director. All medications will be kept in the Sick Bay and dispensed by the receptionist. The school has Tylenol available. This will be dispensed by permission through Medical Release Forms.

Illness

Parents should not send an ill child to school. In many cases, spread of disease is best alleviated by simply keeping the sick child at home. Students who become sick at school will be brought by a teacher or assistant to the Sick Bay near the reception desk. Parents will be contacted by the teacher, the assistant, the secretary, or the receptionist. We have several teachers and assistants who are CPR and First Aid certified through the American Red Cross.

Outdoor Recess

We believe that outdoor playtime is an important part of our students' day. The minimum expectation is that students go outside when the temperatures (adjusted for wind chill and heat index) are between 32 degrees and 95 degrees and not raining. Please send your children to school dressed for an active day with weather-appropriate clothing.

Cafeteria

Lunch schedule:

Jr.Cubs - Jr. Kindergarten
10:40 served in rooms

Kindergarten
10:40-11:15
Third Grade
10:50-11:20
First and Fifth Grades
11:30-12:00
Second and Fourth Grades
12:10-12:40

All items in the cafeteria are purchased with a debit card, which is issued to the student when a check is sent to the homeroom teacher. As the student buys food, money is debited from the card. Each Friday, parents will be sent a balance sheet. It is important that the balance remain in the positive. If a student is in arrears more than \$20.00, the student will be given an alternative lunch until the account is current.

Menus are posted on the website on Friday for the following week.

We are conscious of providing the students with healthy food and drink. Children are not offered carbonated drinks, and we would suggest that they not be brought from home.

Parents are always welcome to join their children for lunch at school. There are tables available in the school foyer as well as on the patio outside the cafetorium. **Students will not be allowed to invite friends to join them for lunch with parents on any occasion. We appreciate your cooperation in this matter.**

Birthday Celebrations

Parents may send in special birthday treats to be shared with a student's classmates. We ask that no peanut products be sent and that all students in a class receive a treat.

No party invitations of any kind may be passed out at school unless every child in a class receives an invitation.

**University School Of Jackson
After School Care Program**

2010-2011

The after school care program is designed to meet the needs of those families who need extended care for their children. The program is from 2:30 P.M. – 5:30 P.M. Monday – Friday. If you pick-up your child after 5:30, you will be charged a late fee. The cost is \$5.00 for the first 15 minutes, then an additional \$5.00 per minute thereafter. If you are unable to pay this fee upon arrival, it will be added to your next bill.

When school is not in session, all-day daycare will be available on most days. Please see the calendar for those dates. The hours of operation for all-day daycare are from 7:30 A.M. – 5:30 P.M.

Our mission is to provide a safe and fun environment for the students that need extended supervision. This program is a licensed facility that operates under the Department of Education guidelines. All daycare employees receive the maximum requirement of training hours as set by DOE.

Daycare payments are due on the first of each month; there will be a \$15.00 late fee for payments made after the 10th of each month. August is the only month pro-rated, December is considered a full month. You will need to register for one, two, three, four or five days a week and pay a \$25.00 registration fee. The drop-in fee is \$10 per day.

Monthly Rates for 2010-2011

5 days	\$90.00
4 days	\$80.00
3 days	\$70.00
2 days	\$60.00
1 Day	\$50.00

You also can register for all-day daycare when school is closed. The cost of all-day daycare for a student not enrolled in the after school program is \$25.00 per day plus a one time yearly registration fee of \$25.00. For those students who are enrolled in the after school program the cost for all-day daycare is \$20.00 per day.

**** Weather Notice **** If school is closed or dismissed early for bad weather, there will be NO AFTER SCHOOL CARE OR ALL DAY DAYCARE. Be sure to listen to the radio and tune to WBBJ for cancellations.

If you have any questions, please contact Faith Dixon at 731-467-1298 (Cell), or 731-803-2293 (Home).

After School Care Program 2010-2011 Calendar

August 6: All Day Daycare for Jr Cubs-K, 1/2 day Daycare for Grades 1-5
August 9-12: All Day Daycare for Jr Cubs- K, Regular ASC for Grades 1-5
September 6: Labor Day, ASC Closed
October 8: Fall Break, All Day Daycare, 7:30-5:30
October 11: Fall Break, All Day Daycare, 7:30-5:30
November 24-26: Thanksgiving Holidays, ASC Closed
December 17: Administrative Day, All Day Daycare, 7:30-5:30
December 20-23: Christmas Break, All Day Daycare, 7:30-5:30
December 24: Christmas Holiday, ASC Closed
December 27-30: Christmas Break, All Day Daycare, 7:30-5:30
December 31: New Years, ASC Closed
January 3: Administrative Day, All Day Daycare, 7:30-5:30
January 17: Martin Luther King Jr. Holiday, ASC Closed
February 18: Winter Break, All Day Daycare, 7:30-5:30
February 21: Winter Break, All Day Daycare, 7:30-5:30
March 14-18: Spring Break, All Day Daycare, 7:30-5:30
April 22: Good Friday, ASC Closed
April 25: Easter Monday, ASC Closed

Lower School Faculty and Staff 2010-2011

Debbie Ford	Director
Beth Hudson	Assistant Director
Lisa Cates	Secretary
Sylvia Bell	Receptionist
Stacey Glover	Librarian
Danielle Hall/Stephanie Hulme	Technology
Kim Yelverton	LS Counselor

Enrichment Teachers - JrCubs – 1st Grade

Michelle Steen - Spanish
Mary Ann Giampapa – Music
Jenny Pritchett – P. E.
Darlene Tanner – Jr. Cubs-1 Art/5th Grade Japanese

Enrichment Teachers – 2nd-5th Grade

Elizabeth Atkins – Music
Jeff Johnson – Science Lab (K-5th)
Veronica Kurth – Foreign Language
Heidi McDaniel – Computer (1st-5th)
Tony Shutes – P.E.
Kay Thomson – Art

Jr.Cubs

Star Mansfield /Zeina Safa
Amber Anderson/Amanda Cisco
Carmen Hernandez – Jr. Cubs Floating Assistant

Cubs

Cori Rose/ Sarah Kazempour
Ranee Jones/Michelle Boykin

Junior Kindergarten

Hayley Haynes/ Karen Harris
Karen Morganti/Paige Evans
Maggie Reinhard/Angie Johnson
Cindy Wyatt/Kellie Inman

Kindergarten

Sarah Pate
Jennifer Sammons
Leslie Scott
Vicki Wilson
Joanne Latimore /Assistant
Louise Rudesill/Assistant

First Grade

Wendi Cates
Linda Grimm
Elizabeth Orr

Second Grade

Phyllis Gayton
Lisa Marley

Regina Sills
Linda Yates

Third Grade

Tina Anderson
Kelley Barnes
Jenny Carey
Elizabeth Maloan

Fourth Grade

Amanda Bullion
Cindy Fisher
Patsy Hollman
Laura Moore

Fifth Grade Teachers

Cindy Bell
Sherri Brauss
Judy Cooper
Kathy Davis
Emily Richards

