



IME-JGI Unified Campus
“Expect Excellence through the G.O.L.D. Standard”



Dear Parents and Students,

My name is Joshua Durant and I am the new Head Principal at our IME-JGI Unified Campus. I am so grateful for the opportunity to serve our wonderful students and parents throughout our campus.

I hope everyone has enjoyed a relaxing and peaceful summer vacation. The staff at IME-JGI have begun making preparations for the 2022 – 2023 school year. We eagerly look forward to working with each student and are confident that the outstanding groups of young people on our campus will excel in all areas this school year.

IME-JGI is a school with high expectations for all students where the pursuit of academic excellence for our students will remain strong and always growing. This is the commitment of our highly qualified and dedicated faculty and staff. We realize that parental involvement and support is a necessary ingredient to student success. We welcome and encourage your participation in all areas of school life and throughout the Choctaw-Nicoma Park community. Parents, please call or come to the school if we can help or work together with you in any way to make this year the best it can be for your student.

As Yellowjacket parents, I know that you will support our educational endeavors and school procedures to ensure ultimate success. Please take the time to completely fill out ALL of the digital enrollment paperwork. It is vital that we have ALL of the forms for each student. Students who do not have all digital paperwork returned will not be fully enrolled at IME-JGI and will be dropped from our rolls.

CNP Schools offers two options for enrollment for elementary students in 4th and 5th grades. Fourth and fifth grade students may enroll to learn at home virtually through the CNP EDGE program or enroll to attend traditional school in person. Students PK-3rd may only enroll in traditional school in person. The EDGE Virtual Program is offering a limited number of spots, so if this is your choice please indicate so on your demographic update if you are choosing this option, or let the office know you would like to be considered for the EDGE program.

Families of returning students are required to complete their district demographic enrollment. For more information please visit our district website at <https://www.cnpschools.org/information/enrollment-information/student-enrollment> .



Remember, your child is not enrolled and will not be assigned a teacher without updating your child's information and providing proof of residency (current gas or electric bill). If, for whatever reason, your child will not be returning to IME-JGI, please email this information to us so that we may plan accordingly.

Our amazing office staff returned Monday, August 1st. They have begun going through the documents online. They will contact those that have incomplete documents. If you attached your water bill to your demographic information, you will need to submit your gas or electric bill. You can email that to imehelpdesk@cnpschools.org or jgihelpdesk@cnpschools.org. Please reference your child when you send the email.

The first day of school, August 16th, parents will be able to walk their child to his or her classroom. After the first day, parents will not be able to walk students to the classroom or pick students up from the classroom. All arrival and dismissal will take place at our loading and unloading areas with parents remaining in the vehicle.

Free/Reduced Meal Application: Please complete the free and reduced meal form. Meals are not free this school year for non qualifiers. Information on the form also helps qualify IME-JGI for possible funding that comes from our federal government. This funding is vital to so many of the day to day operations that we have. For example, our reading lab position is tied directly to Title I funds. Thank you for taking the time to complete the form.

<https://www.cnpschools.org/departments/child-nutrition>

Open House (Back to School Nights):

We can't wait to see everyone at our Open House (Back to School Nights)! Please follow the schedule below. This is a wonderful time to meet your child's teacher, see the school and meet friends!

August 11th

3rd-5th Grade's JGI Open House (Back to School Night) Come and Go

Students with last names beginning with A-K 4:30 p.m. - 5:30 p.m.

Students with last names beginning with L-Z 5:30 p.m. - 6:30 p.m.

August 12th

K-2 IME Open House (Back to School Night) Come and Go

Students with last names beginning with A-K 4:30 p.m. - 5:30 p.m.

Students with last names beginning with L-Z 5:30 p.m. - 6:30 p.m.

***Separate PK email coming soon through Bright Arrow.**

You are welcome to practice walking your child to and from the arrival location and to the classroom during Open House. Students are greeted by teachers at drop-off each morning and at the foyer in the afternoon.

In grades 3-5, agendas are required. You may purchase the 3rd-5th grade agendas at JGI Open House, in the gym, for \$6. Cash or check will be accepted.



Teacher Assignment: Teacher Assignments for the 22-23 school year will be emailed soon. Your child will not be on a class list if their enrollment is not complete (i.e. demographic information, residency verification -current gas/electric bill). All class placements are final. Our staff takes great care in placing each student with a teacher based upon specific needs. Thank you for supporting and understanding the class placement process.

PowerSchool and Bright Arrow: You can check grades anytime through PowerSchool. Please sign up for PowerSchool notifications. Bright Arrow is our communication system for parents throughout the district. For any questions related to PowerSchool or Bright Arrow, please email our imehelpdesk@cnpschools.org or jgihelpdesk@cnpschools.org.

Meal Information: Breakfast is served from 8:05am-8:25am. PK - 2 Students eating breakfast need to go straight to the cafeteria upon arrival because of the layout of IME. Grades 3-5 need to check in with their teachers in the classroom first and then they may go to the cafeteria for breakfast, because of the layout of JGI.

Updated District Calendar: <https://www.cnpschools.org/information/calendars>

Updated school supply list:
<https://docs.google.com/document/d/1lb8yqXh4YAcHKkPanv2TMmUQ97xohY1G/edit>

Medicine Forms: Students receiving medication at school must have the correct documents on file. Students may NOT carry medicine (over the counter or prescribed) on their bodies or bring them to turn in at the office. Parents must sign medication in and out through our office.
<https://www.cnpschools.org/departments/health-services>

Virtual Days: September 2nd and January 13th are scheduled Virtual Days. Chromebooks and a few hotspots are available for distance learning. If you are needing these devices, please contact your child's classroom teacher. Once requested, Chromebooks and hotspots will be available by the next school day.

Student Handbook: Each week the school Friday folder will come home with notes from the school and other important information. I encourage you to look for this folder each week to stay up to date.
<https://ime-jgiunifiedcampus.cnpschools.org/handbook>

Attendance: Your child must be in school. School attendance is critical to your child's school success. Classes begin promptly at 8:35. If your child arrives after 8:35, he or she is tardy and must be signed in by an adult. Please see the information at the bottom of this letter regarding our policy on tardies/early checkout. Know that we want you to be aware of our policies for tardies/checkouts. We realize this will have to be used infrequently if ever, but we want to communicate our expectations to you. If your child is going to be absent, please call our office before 10:00 AM. If your child is ill, please provide a doctor's statement upon their



return in order to document the absence. You may request work for your absent student by 10 a.m. and the work should be available in the office by 3 p.m.

District Attendance Policy-

A student in grades Pre-K – 5th must attend school at least 90% of the time to not be considered/counted as chronically absent. A student will be allowed 4 undocumented excused absences per semester.

Arrival and Dismissal Car Rider and Bus Lines

***For parent pick-up / drop off please expect a 30-45 minute wait. Expect a longer wait the first few weeks of school.**

Please take the time to read carefully the information regarding our parking lot and student car rider procedures. Drop-off and pick-up times are incredibly busy in our parking lot and following the IME-JGI car procedures helps us ensure a safe and quick arrival and departure of students. **Please do not pull around other cars in line or change lanes unless directed by a staff member.**

The student pick-up/drop-off entrances are located on 15th Street, north of the school building. There are entrances for IME only, and an entrance for parents that have students at JGI, or JGI and IME both. For parents that have students at JGI, the right lane (closest to the building) is for families with students at both IME and JGI buildings. The left lane of the JGI entrance is for families with students only attending JGI. **NO cars should enter the front parking lot.** This entrance is for buses only. ALL cars enter on the road off 15th. Parents must stay in the vehicle during drop-off and pick-up. Our doors open for students at 8:10. For the safety of your child, no student is to be dropped off before 8:10. At the end of the school day, all car riders must be picked up by 3:45 each day.

You must use your Safe Schools car sign daily. Please keep it visible until your child is in the vehicle. Signs will be handed out on Back to School Night. We are providing 2 car tags to each family. If the sign is not present, your child will not be released until proper identification is shown. If the tag is lost or extra tags are needed, you can purchase additional tags at \$2.00 per tag from the office. No homemade signs for safety reasons.

Thank you for your continued support and cooperation with our dismissal process. We greatly appreciate your continued efforts in pulling forward and staying in the designated lanes. All students must stay in their car and be dropped off in the front of the building. **No drop-offs on the blacktop road or in the parking lot.** Please explain our pick-up procedures with anyone else you may have to pick up your student.

Transportation: Please see the district transportation page for more information on bus routes. Here is the link

<https://www.cnpschools.org/departments/transportation>

Each bus rider must have a Code of Conduct completed. Here is the link to take care of this now.

<https://www.cnpschools.org/departments/transportation/code-of-conduct-form>



You can also get transportation updates on the district transportation Facebook page. You do not need to have a Facebook account to look at the transportation updates.

<https://www.facebook.com/CNP-Schools-Transportation-101707855228561/>

Visitors: Kiosk System

Visitors to the building must bring ID and check in through the office. General access to the building will not be granted. I highly advise that you allot enough time to arrive for school events so that you will have time to check in through the system in a timely manner.

Water bottles: All water fountains/filling stations are back open. We encourage you to send a refillable water bottle again this year. Water is essential to the brain and proper bodily function. Our school is equipped with three bottle filling stations.

Electronic Devices: Many of our students have cell phones. Cell phones are permitted at school as long as they remain off or on silent and in the student's backpack. Nooks, Kindles, I-Pads, etc. are allowed at school, but can only be used for reading purposes and under the permission of the teacher. Those items are also to remain off and in backpacks. No texting, or social media, during school hours. This includes the bus.

IME-JGI Dress Code:

The students' dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and general good taste. Students should dress properly taking into account weather conditions. Any attire which disrupts the educational process is prohibited.

- Shorts may be worn in grades Pre-K-5th. Proper length and style should be considered.
- Students are not permitted to wear halter tops, bare midriffs, spaghetti straps, tube tops, muscle shirts, mesh shirts (or fishnet unless with a T-shirt underneath), backless garments, any gang-related clothing or clothing with holes or frayed areas. Skirts must be of proper length.
- No offensive writing or suggestive slogans or logos on any article of clothing, belt buckles, or jewelry will be allowed. Logos pertaining to beer, liquor, drugs or tobacco are expressly prohibited.
- Students must wear shoes. No cleats, roller shoes, or any shoe that limits physical activity or safety are permitted.
- All headgear is inappropriate and is prohibited inside school buildings. This does not include bows or headbands.

The principal's discretion will judge all questionable attire worn by students.



Illness: Please continue to monitor your child each day. Do not send them to school with a fever. If students run a fever they must be fever free for 24 hours without fever-reducing medication.

Substitutes: We welcome those that are able to assist when our staff is not able to come to work. Please consider signing up to be a substitute and help us spread the word. Here is the link for more information. <https://www.cnpschools.org/personnel/substitute-information>

IME-JGI Unified Campus Website

Check for school updates on our website: <https://ime-jgiunifiedcampus.cnpschools.org/>

School Starting Date

August 16th:

First Day of School!!! Doors open at **8:10 a.m**

Class begins at **8:35 a.m.!**

IME-JGI Unified Campus Administrators

Joshua Durant	Principal	jdurant@cnpschools.org
Wendy Eaton	Assistant Principal	weaton@cnpschools.org
Danita Hollins	Assistant Principal	dhollins@cnpschools.org
Lance Nuthman	Assistant Principal	lnuthman@cnpschools.org

Counselors

Sheridan Starr	PK-2	ssstar@cnpschools.org
Shanna Keiffer	3-5	skeiffer@cnpschools.org

Other school/district procedures are in your child's weekly folder. Please take the time to read these policies carefully. Your child's teacher will also provide information about his/her class procedures, requirements, and classroom discipline policies.

A special thank you to our parents and the Choctaw-Nicoma Park Community for the never-ending support and willingness to lead by example to help make the Choctaw-Nicoma Park School District a wonderful place to serve and grow.

We are all members of this YELLOWJACKET FAMILY, and we can do great things together!

Expect Excellence through the G.O.L.D Standard!

Sincerely,

Joshua Durant, Principal

