

JEFFERSON ELEMENTARY SCHOOL
IMPORTANT INFORMATION, RULES, & PROCEDURES

Mission Statement

The mission of Jefferson Elementary School is to provide, in partnership with parents and the community, a learning environment that empowers students to become lifelong learners, reaching their potential in an atmosphere of mutual respect.

North Central Association (NCA) School Goals

All Jefferson students will:

- * Improve reading comprehension across the curriculum
- * Increase writing for proficiency and enjoyment
- * Improve problem-solving skills in a variety of contexts

Student Expectations (“The 4 B’s”)

- **BE KIND** (No name-calling, bullying, etc.)
- **BE SAFE** (Hands and feet to self, walk, etc.)
- **BE RESPECTFUL** (To self, peers, adults, and property)
- **BE RESPONSIBLE** (Be on time, be prepared, and accept consequences of behaviors)

Daily Schedule/Entering the Building

Kindergarten students will enter through the front doors (15th Street) and exit the kindergarten doors. The morning kindergarten session is from 8:10-11:10 a.m. (Monday through Thursday) and 8:10 a.m. – 2:50 p.m. on Friday. The afternoon kindergarten session is from 11:50 a.m.-2:50 p.m. (Monday through Thursday) and 8:10 a.m. – 2:50 p.m. on Friday. (K+ program is available for all those who are interested.)

Students in **grades 1, 2, and 3** will enter and exit the building through the front doors (15th Street). Students in **grades 4 and 5** will enter and exit the building through the north doors (facing Wilson M.S.). All students in grades 1-5 will be allowed into the building at 8:05 a.m. (Instruction will begin at 8:10 a.m.) Daily dismissal time is 2:52 p.m. (Half-day dismissal time is 11:10 a.m.)

Please try not to drop off students too early, as the building will not be open and grounds will be unsupervised. Also remind students that once they are on school grounds no running or touching should take place due to safety reasons. Once students arrive, they should stand in their designated lines and wait to be let into the building.

Motor Vehicle Alert (Dropping Off/Picking up Students)

Vehicles MAY NOT stop in the middle of the street to drop off or pick up students! Drivers **MUST pull over** to let students out or into their vehicle. Students may be dropped off or picked up in front of the school or on a different street within walking distance - arrangements should be made in advance. **DO NOT BLOCK TRAFFIC AT ALL.** Many drivers have been ticketed for “obstructing traffic” even for a few seconds.

Also, please remember that the back alley, although paved, is not a street. Please **DO NOT drive down the back alley** before or after school, as it is dangerous to students who may be walking in that area!

Adults Who Enter the Building

All adults who enter the school building at any time **MUST REPORT TO THE MAIN OFFICE** to be identified and to sign in – a visitor’s pass will then be permitted. This is for the safety of the students!

Attendance/Absence Policy

Regular attendance is essential for success in school. Students are expected to be in school except in cases of emergency (see items below). Habitual absences will be dealt with by our district’s Attendance Officer.

1. Personal illness or injury - A doctor’s note may be required if absences are excessive.
2. Home confinement for health reasons - Absences arising from this condition are limited to the length of confinement as indicated by a proper health official.
3. Death of a relative - Length of absence may vary as needed.
4. Observance of a religious holiday
5. Medical appointments - Doctor’s note required.
6. Prearranged family vacations – Advanced notice to the child's teachers stating when the student will be gone would be appreciated. (Request any work needing to be completed and notify the office.)

Parents are responsible for their child’s regular and prompt attendance. Parents are to notify the school when their child is absent by phoning **759-5685**.

Tardiness Procedures/Lunch Count

Students are expected to be in their classroom on time. If students are excessively tardy, the District Attendance Officer may get involved. If a student arrives to after 8:10 a.m., he/she must report to the office for an entrance pass so the office knows the student is not absent, and to make sure that the student is included in the lunch count. If students arrive after lunch orders are already placed, they will need to call a parent to have a packed lunch brought in to school.

Sickness and Accidents

Unfortunately, the school does not have a clinic. Ailing students should stay home, and their absences should be called in on the attendance line (#759-5685). **Please be sure to call when child will not be in school.** Sometimes, illnesses and accidents occur at school. If this is the case, affected student should inform an adult or go to the office. The student's parent/guardian is then contacted (or if they cannot be reached, alternative names from the student's emergency card will be used). Anyone picking up a student from school must be listed on the emergency card or authorized by a person listed on the emergency card.

Medication

If there are circumstances under which your child should/must receive medication during school, it will be given in compliance with the state law. **Medication Authorization** forms are available in the office and must be completed by a physician.

Head Lice

Anyone can get head lice. A child can contact head lice from another student who has them by sharing combs/brushes; placing heads next to one another; sharing hats, sweaters, etc. which may have loose hairs and lice; and lying on carpets, beds, or upholstered furniture where there may be loose hairs from an infested person.

Signs to look for: Watch to see if your child scratches his/her head or complains of an itchy scalp, and examine your child's head carefully. If your child has lice, you will probably not see the lice itself, but you can see the nits (usually found around the nape of the neck or behind the ears). The nits are very small (about the size of a grain of sand), and they are attached to the hair usually close to the scalp. They are attached firmly and are difficult to pull off (unlike dandruff and hairspray particles which are easily removed). If you think your child might be infested, please call the school for further instructions.

Emergency Cards/Locker Assignment

The emergency cards which parents fill out at the start of the school year are of critical importance. It is crucial to update information on these cards as changes occur! Parents/guardians need to be accessible at all hours of the school day- in case of emergencies or discipline situations. **If a parent/guardian cannot be reached, an alternative "emergency contact" person listed on the card will be called and the situation at hand will be relayed to them.** Cards **MUST have at least three alternate contact numbers** as well as various parental contact numbers.

Each student is assigned a locker after turning in a completed emergency card and a signed pink rules form. **BOTH** of these items are mandatory before a locker will be assigned to a student. (These forms are included in the start-of-the-year packet mailed home.)

Progress Reports/Report Cards/Quarterly Recognition

Teachers will distribute progress reports to students after the first five weeks of each quarter. As you review your child's progress report, keep in mind that it is NOT a report card! The school is simply trying to alert you of your child's current grade so you can take necessary steps to improve or encourage your child's performance. **Report cards are issued at the end of each quarter.** Progress reports and report cards will require parental signatures.

At the end of each report card marking, students who meet standards of above-average academic performance will be recognized. Students who maintain a "B" average overall and have no grade less than a "C" will be placed on the Honor Roll. Students who maintain at least an "A" in all academic areas will be placed on the Principal's List.

Conferences

Parent-Teacher conferences occur twice each school year. Parents are encouraged to take advantage of these times to discuss their child's progress with his/her teacher so students will be more successful.

"Effort Challenge"

Students are expected to complete assignments regularly. Students are also expected to behave appropriately and follow school rules daily. As a bonus incentive **all** students will be encouraged to make the "Effort Challenge." Each semester (or each quarter if money allows), students who consistently do their work and who also behave appropriately will be acknowledged with a reward. The reward will show **all students** that effort counts! Possible assemblies or outings (which would take place during the school day) may include a fun outdoor day, a trip to the bowling alley or movie theater, or an ice-cream social (a few ideas). We ask that parents encourage their sons/daughters to meet the challenge! Hopefully this incentive will motivate **all students** and ultimately establish good work ethics and positive behavior.

Volunteers

Parents/Guardians are welcomed as volunteers in our school. Volunteers are an asset to students' school experience. Without their assistance, many wonderful opportunities would not be possible! Before any adult can become a volunteer, they must first fill out a **Volunteer Consent form**, which can be obtained from the office at anytime. (This form authorizes a background check to be conducted.)

Lunch Costs/Free and Reduced Lunch

The cost for a complete school lunch is \$2.40; breakfast is \$1.25. A single milk purchase is .40 cents. If you feel your son/daughter may qualify for free or reduced lunch, please fill out the **Free and Reduced form** enclosed with the beginning-of-the-year packet. If a student qualifies for "free lunch," a breakfast and a lunch meal will be provided at no cost. If a student qualifies for "reduced lunch," designated breakfast meals are .30 cents, and lunch meals are .40 cents.

Assignment Book

Assignment Books are given out at the start of each school year to students in grades three through five for a small fee. This book is a handy way for students to keep track of daily classroom lessons and homework. These handbooks are valuable tools for teachers and parents to consistently communicate work that is being done in class and/or expected to be completed at home. This is also a good way for parents to communicate with teachers and keep tabs on their sons/daughters. To be an effective tool, students must be responsible for writing down daily classroom assignments as well as homework needing to be completed. The Assignment Books are great organizational tools. (Students often lack organizational skills, so these books will assist them.) These books also contain a lot of helpful and educational information in them.

Leaving School

Parents must send a note with their student or contact the school before their child will be given permission to leave school during the course of a day. **STUDENTS MUST NEVER LEAVE SCHOOL DURING THE SCHOOL DAY WITHOUT CHECKING OUT AT THE OFFICE.** Permission to leave school can only be given by a child's parent/guardian or a person on the emergency card. **Parents or adults are asked to enter the building for identification purposes before taking a student during the school day.**

Lost and Found

Items that are found should be turned in to the office. They will be kept in the office area or in the designated "lost-and-found" lockers. (Money and other valuable items will remain in the office indefinitely.)

Valuables

Students should not bring valuable items (i.e. jewelry, large amounts of money, cell phones, etc.) to school. If personal items are lost, damaged, or stolen at school, **the school is not responsible. (NO compensation will be given.)**

Cell Phones

Cell phones are not recommended; however, if students need to bring a cell phone to school, it **MUST BE TURNED OFF. It may not be seen or heard or it will be taken away** until the end of the day when parents will be contacted. (The phone may not be given back to the student – a parent may have to pick it up.)

Back Packs

Unless permission is given (for specific situations), backpacks/book bags must be kept in lockers rather than carried to each classroom.

Banned Items

Many items are strictly banned from school buildings for obvious reasons- weapons, lighters, tobacco, etc. Some items, however, may not be as obviously applied to the “common sense” rule. Other items that are not permitted on school grounds include (but are not limited to) the following:

- Permanent Markers (unless teachers loan them out or request their use on a given assignment)
- Lasers
- Cologne/perfume/body sprays of any kind **(Many people are allergic to these products!)**
- Pocket chains, pins, rubber bands, **and other irrelevant items that could be used in dangerous, annoying, or inappropriate ways.**
- Bicycles/Skateboards/Scooters

(Other items, as they come to the attention of school employees, are subject to administrative approval. We want to eliminate various items that can be harmful or distract the educational process.)

Dress Code

Dress codes are important to help maintain an environment conducive to learning. Our dress-code criteria follows that of the middle school. Students will be expected to follow the school dress-code unless special days allow otherwise (i.e. “Pajama Day”). If a dress-code violation occurs, student will be asked to change. If no clothes are readily available to change into, student must call home. (Student will NOT be allowed back into class until he/she changes.)

- No inappropriately short skirts or shorts
- Stomach and back must be fully covered.
- NO spaghetti-strap or strapless tops
- NO tank shirts (Sleeveless dress shirts are allowed.)
- NO clothing promoting tobacco, alcohol, drugs, profanity, or any other inappropriate conduct
- NO hats worn in building
- NO torn, ripped, cutoff, or see-through clothing
- NO sagging pants
- NO coats worn in the classroom
- NO pajama tops or bottoms (including flannels)
- NO flip-flops/beach shoes or slippers
- Socks must be worn with sandals (due to woodchips and activity on the playground)
- NO writing on bodies or clothing with markers, pens, etc.
- Any hair that is dyed must be of a natural color.
- No “wild hair” styles (All styles and colors subject to administrative approval.)

(Other dress styles subject to administrative approval...other disruptive styles may pop up. If you are not certain about a particular style, please contact administration.)

Student Code of Conduct

The school environment is a community requiring the establishment of rules and regulations for the protection of the rights of all its members. The immediate objective of these rules and regulations is to maintain a safe school with a climate effective for learning. The ultimate objective is to establish a school environment that not only fosters academic growth but also personal growth. Every student has the right to come to school – and to be safe and respected in the process. No student should feel threatened or have his/her self-esteem jeopardized. If all students follow the four basic school rules (be kind, be safe, be respectful, and be responsible), no serious disciplinary action should be required. However, there may be situations that arise that require disciplinary action. Many of these situations will be handled by teachers, but some will require assistance from the administration.

More serious infractions will be dealt with by the principal. These infractions include **harassment/bullying, threats, unsafe behavior, fighting, profanity, and gross disrespect toward adults.**

Extremely Serious Infractions

Excessive fighting; physical assaults; theft; deliberate destruction of any school property; acts of arson; possession of weapon(s) or look-alike weapon(s); bomb threats (or any threats of killing); and use/possession of drugs/alcohol or tobacco are considered serious infractions. We are committed to providing a safe and friendly learning environment for our students; therefore, we have “Zero Tolerance” for extreme, unacceptable behavior! **Students committing any of the mentioned acts will automatically be suspended and/or recommended for expulsion.**

Walking to and from School

Problems that arise between students while walking to and from school will be investigated by the building principal. The school has jurisdiction over students en route to and from school. **Neighborhood disputes and problems that arise outside the school day are not within the jurisdiction of the school.**

(When walking to and from school, students should avoid trespassing on neighboring schools' property.)