

Welcome To Jefferson Elementary

2018-2019



This Jefferson Elementary School Student/Parent Handbook is made available to each family yearly. The handbook is available on our school website. Paper copies are available in the main office. Newsletters and additional information sheets will be an additional source of information throughout the school year. **Like us on Facebook.**

We sincerely hope that this may give you a better understanding of our school and district operation and the expectations we have for your children – our students.

As we continue to grow the relationships between the school and family, please contact the school at anytime with questions or concerns.

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School District of Janesville

Policies & procedures are available on the district website or at the Jefferson Office.

***Jefferson Elementary
School
Mission Statement***

Mt. Z!

***Student Achievement Is Our
Priority.***

2017 – 2018 JEFFERSON CALENDAR

Event	Day of Week	Date
Registration Day at Jefferson 10:00 a.m. – 6:00 p.m.		
Rock The Block		
Open House 5:00 – 6:30 p.m.	Thursday	August 30
Labor Day	Monday	September 3
First Day of School		
1st – 5th grade students attend all day	Tuesday	September 4
Kindergarten staggered start (Group A)		
Kindergarten staggered start (Group B)	Wednesday	September 5
All Kindergarten Students Attend	Thursday	September 6
Picture Day	Friday	
Mt. Z Color Me Krazy Run		
Teacher Staff Development Day (7:45 – 3:15)/No School For Students	Wednesday	October 24
Elementary Conferences (4:00 – 8:00 p.m.)	Wednesday	October 24
Elementary Conferences (8 a.m. – 7 p.m./No School For Students)	Thursday	October 25
No School	Friday	October 26
Teacher Work Day (No School)	Wednesday	November 21
Thanksgiving Break (No School)	Thursday & Friday	November 22-23
End of 1st Trimester	Tuesday	November 27
Winter Break Begins (No School)	Monday	December 24
School Resumes	Wednesday	January 2, 2019
MLK Day (No School)	Monday	January 21
End of 2 nd Semester	Thursday	February 28
Teacher Work Day (No School)	Friday	March 1
Teacher Staff Development Day (7:45 – 3:15) - No School	Wednesday	March 6
Elementary Conferences (4:00 – 8:00 p.m.)	Wednesday	March 6
Elementary Conferences (8 a.m. – 7 p.m. -No School)	Thursday	March 7
No School	Friday	March 8
Teacher Work Day (No School)	Friday	March 29
Spring Break Begins (No School)	Monday	April 15
School Resumes	Tuesday	April 23
5th Grade All City Track Meet	Tuesday	
4th Grade All City Track Meet	Wednesday	
All City Track Meet (Rain day if needed)	Thursday	
Snow Reserve Day	Friday (See Below)	May 24
Memorial Day (No School)	Monday	May 27
5th Grade Band & Orchestra Concert /Awards Program		TBD
School Ends - Students	Tuesday	June 11
Teacher Work Day/Snow Reserve Day	Wednesday (See Below)	June 12

Snow Reserve Day: Two inclement weather days for students are built into the district calendar. If school is closed for inclement weather more than two days in the school year, the third and beyond inclement weather days will be made up on the closest Snow Reserve Day, after the inclement weather day that is not already being used for make-up time (Monday, April 17; Friday, May 5; Friday, May 26; Thursday, June 8). If one or more of these days are not needed to be used to make up time they will be days off for students. Days marked Staff Professional Development/Snow Reserve Day will be used for staff development if not needed to be used to make-up instructional days due to inclement weather.

APPROPRIATE DRESS FOR WEATHER CONDITIONS

It is important that you check each morning to make sure your child is dressed suitably for the weather. This is especially necessary during cold or damp weather. It is generally expected that any child well enough to be in school, will be able to participate in outdoor recess and lunch period activities. Requests to make an exception to this rule for medical reasons will be honored with a doctor's note. All children will remain inside when the wind-chill temperature is 0 degrees or below. There are also district guidelines that are followed for heat indexes and air quality that may determine if it is appropriate for students to go outside.

RECESS

Each grade level will have recess daily. Kindergarten through 5th grade will have one 15-minute recess and one 20-minute recess with lunch.

ATTENDANCE PROCEDURES

The Board of Education attendance policy states that parents must contact the school office when their child is absent. Calls to the Jefferson School attendance line (743-6630) should be made each day. A student that arrives after 8:20 in the morning will be marked tardy. Office staff is required to record the arrival or departure time when a student arrives late or leaves early. The principal will not excuse a student before the end of the school day without a written or personal request for the early dismissal by the student's custodial parent or guardian. A record of the parental or guardian request stating the date, time, and reason for early dismissal are maintained. Additional precautions are taken by the school appropriate to the age of the students when needs arise.

BREAKFAST CLUB

Breakfast Club provides any/all students a free breakfast. This program is available between 7:45 and 8:10 a.m. in our cafeteria.

CHANGE OF INFORMATION

Keep the school office informed of changes of home address, phone numbers, email addresses and emergency information which occur during the school year. Parents have the ability to update contact information in the school district's database, Infinite Campus. It is extremely important that we are able to contact parents in the event of illness or other emergencies. In addition the district and JES have the ability to send out mass voice mail and email messages. The program interacts with the district's data base. Current contact records will keep parents informed. Please call the main office at 743-6600 if you need to access your username and password.

DAILY SCHEDULE

The daily schedule is as follows:

Front Doors unlocked	7:45 a.m.
First Bell	8:15 a.m.
Classes Begin	8:20 a.m.
Dismissal	3:08 p.m.

All students are expected to be in their classrooms when morning and afternoon classes begin or they will be counted tardy. Students who have not attended for classroom instruction for one hour in the morning are considered absent for the morning. Students who have not attended for classroom instruction for one hour in the afternoon are considered absent for the afternoon. A child must be present for an hour of instruction in the morning and afternoon to be considered present for the entire day.

DISMISSAL DURING SCHOOL HOURS

When a student is to be excused before the end of the school day for doctor or dentist appointments, a note from the parent must be written to the child's teacher. Parents are expected to come to the office to get their child. The office will contact the classroom to notify the student. The homeroom teacher will send the child to the office with the note. The parent will check out their child by writing his/her name and the time they leave. This also requires a parent signature. If the child returns during the day, he/she must again check in through the office. If a child is ill the child must also be picked up in the school office, not in the classroom or at entryways. Students may not leave the school grounds at noon/recess time without written permission from their parents.

EMERGENCY/EVACUATION DRILLS

Fire drills are held at least once a month and scheduled around inclement weather. Shelter drills for severe circumstances, such as tornadoes and other serious events, are held in the fall and spring. Each semester Jefferson conducts two lockdown drills. These drills teach children and staff what to do if there is a threat to students inside or outside of the school building.

WEATHER PROCEDURES

Decisions about whether to delay school are made in coordination amongst the Manager of Purchasing and Transportation and both the Janesville Transit System and the Van Galder Bus Company. Information about the passage of city streets, safety of rural students and information from the county highway department and city street department is also considered. The final decision to delay school rests with Superintendent. Schools **do not close early** to avoid incoming snow or ice storms. This policy is to protect children who may get home before their parents and have no access or supervision at home. There will be no athletic contests and practices on days school is called off for weather reasons. The gyms will be closed.

Campus Messenger will serve as our primary means of notification. Keep your contact information updated. WCLO and additional radio and TV stations will be contacted regarding school closings or delays. Closing and

delay information will be posted no later than 6:00 a.m. In order to keep district lines open for general operations we suggest parents not call the district for closing information.

On days when school is in session, but weather has progressively gotten worse, cancellations for after school or evening athletics or extracurricular activities will be announced by 2:00.

ENROLLMENT AND MILK FEES

School Fees - TBD

Milk Per Trimester - TBD

All checks should be made out to the School District of Janesville. Students qualifying for free and reduced lunch will receive their milk for free.

FIELD TRIPS

Each year our students take field trips. These trips are carefully planned. They are conducted to enrich our instructional program and to take advantage of opportunities not available at our school. Parental permission must be given before students can participate in field trips. Parents who agree to assist with field trips are expected to help supervise groups of children and may not bring other children along on the trip. Important: Please be aware that some field trips require non-refundable pre-paid ticket purchases. In the event your child is unable to participate in a field trip which requires a commitment, we will not be able to give you a refund.

Field trips are an integral supplement of the school curriculum, but participation in these outings is not automatic. Concern for the well being and safety of all students is a major consideration. Students, who display inappropriate or unsafe behavior in the classroom, hallways, or lunchroom, may need an alternative to the field trip. Students who remain at school will participate in an appropriate, alternative educational program. The same will apply to students who are late and miss the bus.

When parents attend a field trip they are expected to help supervise groups of children and may not bring other children along on the trip.

We ask that supervising parents not use tobacco products, alcohol, or other illegal drugs. Use or talk on cell phones must also be limited. Parents wanting to take pictures on field trips is permitted, however, pictures taken may only be of the parent's child. Taking photographs of other children or groups of children by non-school employee chaperones is not permissible due to confidential photography restrictions that other student's parents may have signed off on.

Parents also are required to wear school appropriate clothing and use school appropriate language while chaperoning students. Parents not able to follow the expectations outlined will be unable to chaperone fieldtrips. Students are expected to return to school on the bus. Students are expected to wear appropriate clothing and footwear. Use of cell phones or other electronic devices is prohibited on field trips by students.

ILLNESS / INJURY / EMERGENCY CARE

The safety and welfare of your child is of great importance to both you and the school. If your child should become ill or injured while under school supervision, the following steps outlined in the school district Emergency Nursing Handbook will be taken:

- A. If your child is unable to return to class because of illness or minor injury, the following steps will be taken:
 - a. You will be contacted, and when arrangements have been made with you, your child will be allowed to leave the school premises.
 - b. If you are not available, the emergency contact numbers recorded on the student information card will be called.
 - c. Once contacted, you or the emergency contact will have the responsibility for providing transportation for your child to leave school in a timely manner.
 - d. If we are unable to reach you or the emergency contact, your child will be kept in school and continued attempts will be made to reach you or the emergency contact.
- B. If your child is in need of immediate medical attention, the following steps will be taken:
 - a. First Aid will be rendered immediately according to school approved procedures.
 - b. Transportation to a medical facility will be arranged for your child.
 - c. You will be called. If you cannot be reached, the emergency contact will be called.
 - d. When necessary if you or your designated emergency contact cannot be reached, your child will be taken to a local emergency room.

Jefferson Elementary needs your cooperation in putting this plan in effect for each child. Please insure that the emergency contact information on your child's student information card is accurate by keeping the school office informed of any changes of information in our district's database, Infinite Campus. Failure to provide the school with emergency contact information or with any other necessary up-to-date information will give the school district authority to provide emergency care as needed according to school approved procedures.

MEDICATION ADMINISTRATION TO STUDENTS

Medications should be administered to school children by parents at home whenever possible. The school nurse and other persons designated in writing by the building principal may administer medications to students under established conditions. Before any prescription medication may be administered to a student in the School District of Janesville, school personnel must receive written parental consent and written instructions from the student's physician, physician assistant, dentist, podiatrist, optometrist or advanced practice nurse prescriber who is licensed in any state. Non-prescription medications may be administered with written parental/guardian instructions and consent only. For more information on administering medication to students please see board policy 5425.

Innovation Commons (School Library)

The Innovations Commons consists of a collection of books, magazines, audiovisual materials, and the school computer labs and Students will visit the IC weekly with their classroom teachers for book check-out and lessons related to the School District of Janesville's Library Media Standards. Kindergarten students may check out one book per visit and all other grades may check out two items per visit. Check-out is for one week. If a student does not return the items checked out on a previous visit, he/she will not be allowed to check out new items the next week. There is no fine for overdue items, but if items are lost or damaged, students will be charged the amount for a replacement copy payable via cash or check made out to the School District of Janesville. Please help your child/children take good care of library materials and see that they are returned on time.

LOST & FOUND

All articles and items found at school are kept in our Lost and Found where children and parents may claim them. Glasses and jewelry items are kept in the office. Unclaimed clothing is given to a local charitable organization at the end of the school year. Please mark all items with your child's name.

STUDENT PICK UP & DROP OFF

When picking up or dropping off a child, please beware of the traffic hazards. We ask that if you choose to use the Jefferson School circle that you drop off your children on the school sidewalk and leave. If you plan to stay, you must park on a side street or in the visitor parking lot in front of the school during this time. The circle is available for parking 8:30 am to 2:30 pm. At the end of the day, you may stop on the circle until your child joins you as long as you do not block traffic or leave your car. Police patrol this circle regularly.

GUM

Gum chewing is allowed in school on an individual basis for the purpose of increasing time on task. It is closely monitored, does not happen in all locations, and is discussed with the parent before gum chewing is allowed. By limiting gum chewing, there is less mess on the lunchroom trays and on the playground. Please do not send gum as a treat for the children.

LOCKING DOORS

The doors of the school will be locked before, after and during the school day to protect the students and staff. Please come directly to the office and sign in. You will receive a visitor's sticker to wear during your stay.

SPECIAL ALERTS

It is occasionally necessary to alert children to be especially careful of circumstances of events that might be potentially harmful (friendly strangers, construction, unusual traffic, etc.) It is important to give them helpful information about what to do, where to go, what to avoid, and how to get help. It is equally important to be very careful not to create an atmosphere which encourages irrational fears or hysteria in children or adults. If appropriate, teachers will be requested to speak with students regarding circumstances about which children should be alerted. If the situation is urgent or requires further clarification, a note will be sent home to parents. When you become aware of situations or circumstances which present a threat to the safety and well being of

our students or school community, please contact us immediately. We appreciate parental helpfulness and will always take your concerns seriously.

STUDENT DISCIPLINE

See District booklet entitled – STUDENT CONDUCT CODE

TELEPHONE USE

The school phones are for school business and should only be used for this purpose. Students may use telephones for school matters and legitimate emergencies; however, they will not be permitted to use the phone for personal concerns.

VISITORS

You are always welcome to visit school during regular classroom hours to observe your child at work. The experience of watching your child interact with others in a learning environment is something we encourage you to enjoy. Visiting the classroom gives your child a feeling of cooperation between you and the teacher and you gain a better understanding of the responsibilities you share with the teacher. Please arrange an agreed upon time with the principal/teacher before your visit, check into the office upon arrival, sign the visitor book, and receive a visitor sticker or badge before going to the classroom.

WITHDRAWAL OF STUDENT FROM SCHOOL

It is extremely important that you notify the school office several days prior to moving to indicate your child's last day of attendance.

BEFORE & AFTER SCHOOL SUPERVISION

The bell rings each morning at 8:15 a.m. Supervision is provided on the playgrounds between 8:00 and 8:15 in the morning. The final bell rings at 3:08. If your children walk home please instruct them to go home immediately after school. There is no outside supervision after school. Students who are not picked up in a timely manner will be asked to wait in the office for a safe way home. If a student waits in the office, we require parents or the person picking up the child to come into the office and sign their child(ren) out. This allows the office to keep track of who has taken the child home and provides a way for the office to follow up with questions that may arise.

STUDENT CELL PHONE USE

Cell phone use is permitted on school premises. However, during the instructional day cell phones must be powered **off and left in the office**. Communications should be through the classroom teacher or main office.