

Jefferson Elementary School

Where Scholars Soar Towards Excellence



Scholar and Family Handbook 2024-2025

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St. Louis Public School District Vision Statement

St. Louis Public Schools is the district of choice for families in the St. Louis region that provides a world-class education and is nationally recognized as a leader in scholar achievement and teacher quality.

St. Louis Public School District Mission Statement

We will provide a quality education for all scholars and enable them to realize their full intellectual potential.

St. Louis Public School District Core Beliefs

- All children can learn, regardless of their socioeconomic status, race, or gender
- The African American Achievement Gap can be eliminated
- Parents must be included in the education process
- Competent, caring, properly supported teachers are essential to scholar learning
- The community must be involved in encouraging high achievement for all children

The St. Louis Public Schools are obligated to help scholars overcome any obstacles that may hinder their learning by forming partnerships with the entire community.

Jefferson Elementary School
“Where Eagles Soar Towards Academic Excellence”

Vision Statement

At Jefferson Elementary School, our vision is to empower scholars to value knowledge and skills that will support them as life-long learners and prepare them for a productive future in the 21st century.

Mission Statement

We are a student-centered school community offering a welcoming, safe and supportive learning environment where everyone belongs and aspires to achieve their full potential.

Jefferson Elementary Instructional Focus

In ELA, I can:

- Think critically about what I read.
 - Build Academic Vocabulary.
- Write proficiently from a prompt or in response to a text.

In Mathematics, I can:

- Solve problems and explain the process.
 - Build Academic Vocabulary.
- Write about mathematic concepts.

SOAR PLEDGE

I'm a Jefferson Scholar and I'm proud to say,
I will do my best today.
I'll listen, I'll work, and I'll be fight free.
I'll be the very best that I can be!
I am Safe, Organized, Achieving and Responsible.
Watch me SOAR!
With my growth mindset anything is possible!

School Colors: Navy and Gold
School Mascot: Eagle

Academic Excellence

The quality of a scholar's educational experience is only as great as the people and practices within the school. Jefferson is committed to excellence for all scholars through focused academics that provide enrichment and interventions based on the individual needs of the scholars. Significant time is devoted to analyzing scholar performance data and developing reteach plans to ensure mastery of vital standards. We know you have entrusted your scholar's education to us, and we promise to work as hard as possible to educate each child in a caring, safe environment.

Character Education

Character Education is essential to our scholar's overall experience. Part of the school's purpose is to instill a strong sense of self and commitment to contribute to society. The Character Education Program identifies the skills, behaviors, and ideals scholars will need for character growth and development to prepare them for success.

Character Education Monthly Focus	
August	Trustworthy
September	Self- Control
October	Respect
November	Responsibility
December	Fairness
January	Citizenship
February	Caring
March	Perserverance
April	Cooperation
May	Integrity

Assessments

District-wide assessments are used to evaluate curriculum and instructional effectiveness. Individually, the tests are used to evaluate each scholar's progress. Test results are shared with parents after each testing period. These assessments evaluate scholars' academic performance in the areas of English Language Arts, Reading, Math, and Science. These assessments also help teachers plan for instruction and determine additional interventions/supports. Some of the assessments you may hear about at Jefferson are STAR Reading and Math, and MAP. Teachers also use daily exit tickets, end-of-unit exams, and projects to assess learning.

Attendance

Jefferson Elementary School values attendance. We believe that every scholar should be in school every day. Regular school attendance is directly related to success in academic work, benefits scholars socially, provides opportunities for important communication between teachers and scholars, and establishes regular habits of dependability important to the future of the scholar. Class attendance is a joint responsibility to be shared by the scholar, parent or guardian, teacher, and administrators.

Scholars who attend Jefferson Elementary School are expected to maintain a 95% or better attendance average. If the child's attendance falls below 92%, families will be contacted by a member of the Student Support Team to provide support in order to assist with barriers that are impeding the goal of a 90% attendance rate. Scholars who meet or exceed the 95% goal receive prizes and awards.

Arrival

Scholar supervision begins at 7:55 a.m. All scholars enter through Door #11. Scholars are to report to cafeteria for breakfast. Breakfast is served from 7:55 a.m. – 8:15 a.m. Classes begin at 8:20 a.m.

Driving Scholars to School

When driving your child to school or picking your child up after school, please follow these guidelines:

1. Please remember that the bus loading/unloading zones are prohibited.
2. Double parking can be very dangerous because passing vehicles may not be able to see children. You can endanger your child as well as others by double parking. Please do not double park on Hogan Street at any time.
3. Drop off and pick up your children on Hogan Street (on the side of the school so that there will be no need to cross the street. All scholars enter through Door #11 unless otherwise instructed by a staff member. Drop off time is between 7:55 a.m.-8:10 a.m. For dismissal, pick up time is 3:17 p.m. Pre-K and KG are picked up from Door 1B; 1st-5th graders are picked up from Door # 11.
4. Please adhere to the parking signs and cones that are posted.
5. On voting dates, be aware of the voters that will be utilizing our school to exercise their right to vote. Scholars will not be allowed to enter the gymnasium on voting dates.

Late Arrival/ Early Departure

Jefferson Elementary scholars arriving late or leaving early must have parents call the school secretary. Scholars required to leave prior to 2 p.m. will need a note from the parent/guardian. In order to maintain the emphasis on teaching and learning there are no early dismissals after 2 p.m. (unless in case of an emergency). The message should include the parent/guardian's name, scholar's name, and reason for absence. Scholars are late if their arrival time is after 8:20 a.m. Chronic tardiness and early dismissals add up to full absences and can prevent scholars from meeting or exceeding their attendance goal of 95% or better.

Excused Absences

The following reasons shall be sufficient to constitute excused absences:

1. Illness
2. Funeral
3. Medical, dental, or orthodontic treatment, or counseling appointment
4. Court appearances

5. Physical emergency conditions such as fire, flood, storm, etc.
6. Removal of a scholar pursuant to a suspension.
7. Religious observance
8. Family emergencies

In order for an absence to be excused, a parent needs to call the school prior to, or the day of the absence and provide appropriate documentation. Scholars whose absences are excused are required to make up assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

When scholars accumulate excessive absences, even when excused, the School Social Worker and caregivers will work together to develop a plan to assure attendance at school daily.

Tardiness

Scholars are expected to be in their assigned area at the start of school or the start of a class. Failure to do so constitutes tardiness. Scholars tardy at the start of school must report to the school office upon arrival to be signed in and given a pass to their class.

Consequences of Unexcused Absences

The School Social Worker will work with the parent and scholar and follow the three-day notification and 10-day court referral process. Days during which a scholar is suspended from school shall not be counted in a scholar's total cumulated unexcused absences.

Background Checks

The school district requires background checks for parent volunteers, independent contractors, and community volunteers. See the Family and Community Specialist if interested in volunteering.

Banned Items

Skateboards, baseball bats, balls, remote control vehicles, squirt guns, and toy weapons are not allowed at school. Electronic devices, such as cell phones, handheld computer games, or other items of value are prohibited. If an electronic device is lost or stolen, it is not the responsibility of JES or St. Louis Public School District. These items are distracting, and the school cannot accept responsibility for these items if they are lost, damaged, or stolen.

Birthday Treats

Sharing in birthday celebrations is important for our scholars. Parents are allowed to bring store-bought, chips, cookies or cupcakes only. Balloons, juices, ice cream, and candy are not permitted unless individually wrapped. These celebrations must be planned with the classroom teacher and held during non-instructional time. Please do not bring small children and other relatives for these scholar celebrations.

Breakfast/Lunch

All scholars qualify for free breakfast and lunch. Scholars can bring a lunch if desired. Scholars are not allowed to bring family-sized bags of chips or cookies. Additionally, scholars are not allowed to bring sodas, or snacks unless accompanied by a sandwich or salad. These items are not considered lunch items and will be confiscated and returned to the scholar at the end of the school day.

Bullying

Jefferson Elementary Schools believes each scholar, regardless of age, race, gender, ability level, religious beliefs, national origin, sexual orientation (actual or perceived), or physical attributes, deserves the right to be educated in an environment that does not interfere with their educational opportunities or ability to participate in school functions or activities or receive school benefits, services, or privileges. To that end, acts of bullying towards another scholar or groups of scholars will not be tolerated and will be dealt with in a swift and serious manner.

According to the Missouri Safe Schools Act defines bullying as: intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student with exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

Cyberbullying means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including but not limited to a telephone, wireless telephone, or other wireless communication device computer or pager.

Bullying does not refer to a one-time argument or disagreement between scholars.

Our intent is to create and maintain a safe and welcoming environment by taking a proactive rather than reactive approach towards any behavior that does not align with the Jefferson Elementary School experience. To prevent or stop bullying or cyber-bullying behaviors we will provide ongoing training around anti-bullying techniques and strategies for all staff and scholars. Specific focus on Character Education, Bucket Filling, and Scholars of the Month, Social and Emotional lessons taught by teachers, counselor and social worker are preventative measures utilized to avert instances of bullying.

If bullying occurs on any district property (i.e. school building, school grounds, bus stop, walking route to and from school, school bus, school related vehicles) or at any school-related function, school-sponsored activity, event, or trip, the incident should be reported to the building's designated primary contact person (Counselor or Principal) who will begin an investigation as soon as possible. If bullying takes place off of school property and impacts the educational process, it should be reported to the school. In the event an act of cyber-bullying has occurred the same protocol will be followed. Cyber-bullying may take place on or off school property.

If the result of the investigation concludes bullying or cyber-bullying took place the offender(s) could receive consequences ranging from written conduct reports to loss of privileges during the school day to in or out of school suspensions depending on the severity of the incidents.

Communication

Alerts

The district has the ability to call and email all district families. The school will often do a School Reach call to inform you of important school news and information. In order to help ensure that you receive these important messages, please make sure that we have the correct email address and phone numbers for you and those listed as emergency contacts. If you have moved or changed your primary home phone number, please contact our school to have that information updated in the system.

In addition, make sure that you maintain updated demographic information such as phone numbers, addresses, and emergency contact information. It is extremely important that this information remains current at all times in order to maintain open lines of communication, especially in times of emergency.

Class Dojo is the method that staff will use to communicate with families. During the first week of school, parents will receive directions on how to access and utilize this platform.

Publications

Families with scholars attending St. Louis Public Schools receive print and electronic publications from the district. To ensure you're receiving electronic communication from the district and your school, please update your address, email address and cell phone number. If you have moved or changed your primary home phone number, please contact our secretary to have that information updated in the system.

Teachers will send monthly newsletters home to inform families about current events at school, academic focus, field trips, performances, parent meetings, open house, parent teacher conferences, etc.

Backpacks

Elementary school scholars frequently bring home homework, information from the classroom and the office for parents/guardians to review. Please watch for this information in your child's backpack on a daily basis. **Note, the backpack is part of the school uniform.**

Contacting Your Child

If you need to contact your child during the school day, call school's office. Scholars are not permitted to use cell phones during the day. It is important that you contact your child's school before 2 p.m. if there are changes to your child's normal after school routine that affects their mode of transportation. Please do not leave teachers messages at end of the day as they may not be received on time.

Email

Email is one of the most cost-effective, timely, efficient ways for your teacher, principal, and the district administration to communicate with families. If you have changed your email address, please contact the school secretary to have that information updated in the system.

Changes in Scholar Information

If you have any address, home, or work phone number changes during the school year, it is very important that you notify your child's teacher and the office. The office needs current demographic information in case you need to be reached during the day. Also, these changes will be used to keep school district census information up-to-date. Families will then be assured of receiving all school-related mailings, phone calls, and emails.

Dress Code

Jefferson is a uniform school, and scholars are expected to be in uniform daily. School uniforms consist of: pants/skirt, polo style or shirt with a collar, closed toe shoes, book bag, and iPad. Attending school each day in uniform gives scholars a strong start to the school day; scholars receive Dojo points for attending school in full uniform. It is our goal to teach scholars how to dress professionally and have everything needed to have a successful school day. While there is no sanction for scholars who come to school out of uniform, they may not be allowed to participate in school events. It is expected that caregivers will ensure that scholars report to school each day in a neat and clean uniform. However, please do not keep scholars home because they do not have a uniform.

Bottoms: Khaki, Navy or Black
Tops: Any color polo style shirt or collar shirt; Sweater or jacket without hood
Jefferson t shirts may be worn at any time
Shoes: Closed-toe; no flip-flops, open-toe shoes, open heel shoes, or crocs

Gym shoes are required for safety when participating in physical education activities. Please check with your scholar or the school regarding PE days.

Drills and Emergencies

Drills

State law requires schools to have emergency drills each school year, including fire drills, intruder drills, earthquake drills, and tornado drills. School staff train scholars on procedures required to observe each drill. During drills, staff will act immediately to assist scholars, visitors, and volunteers in evacuation to a safe location.

Emergencies

During emergency procedures or evacuation, scholars, visitors, and volunteers are required to:

- Follow all emergency directions given by school officials.
- Report to designated area for attendance and further instruction.
- Report any suspicious activity/behavior, concern or information immediately to school officials.

Electronic Devices

Mobile devices are popular among scholars. Some scholars use them for safety and others to access the internet and games. These devices **are not allowed** at school. For scholars who require phones for emergency reasons, the phone should be turned into the main office upon arrival to school, turned off and remain off for the school day. It is important to know that if scholars bring a mobile device to school, the school is **not** responsible for loss, damage, or theft. Additionally, scholars using electronic equipment during the day may lose possession of the item, and parents may be asked to pick the item up in the school office.

Equal Education Opportunity

The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, and parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled scholars.

Expectations for Adults/Visitors

All adults/visitors will:

1. Enter the building, go through health screening and report directly to the main office.
2. Sign in and wear the Visitor's badge while in the building.
3. Engage with only his/her own children unless an approved volunteer application is on file.
4. Place phones on vibrate and respond to calls in areas where children are not privy to conversations.
5. Wear clothing appropriate for a school setting (no pajamas, house slippers, mini shorts/skirts, tops bearing cleavage, or any other that may be distracting in an environment for children).
6. Address adults in a respectful tone and manner that supports the "Scholar' Way."
7. Please be in control of yourself and your children at all times.

Expectations for Scholars

Scholars will participate fully in learning experiences by:

1. **Being Safe** – Scholars will engage in activities that prevent injury to themselves and others by following the school expectations and the directives of adults.
2. **Being Responsible** – Scholars will come to school prepared to engage in social and learning activities. Scholars will be in possession of appropriate materials, complete assignments and be in control of their words and actions at all times.
3. **Being Respectful** – Scholars will engage with scholars and adults by sharing ideas voicing concerns in a way that respects diverse viewpoints and avoids hurting, embarrassing or insulting others. Scholars will build relationships that allows all scholars the opportunity to be safe and learn in a calm learning community.
4. **Being Productive** - Scholars will use time wisely to accomplish tasks. Scholars will advocate for themselves when they encounter barriers so they do not waste time being stuck. Scholars will also do their best work on assignment or task. **Jefferson Scholars never opt out.**
5. **Being a Leader** – Scholars will seek opportunities to be a part of important decision-making in the school. They will serve as role models and ambassadors for the school. Further, scholars will always show the school in a positive light for other scholars and visitors.

If a scholar is unable to model the "Jefferson Scholar Way" and disrupts the learning for other scholars, adults will:

- Re-direct, work with and ensure that scholar fully understands the expectations.
- Create an accountability system with the scholar and parent/guardian with clear consequences or processes for resolution for additional violations.
- Work in partnership with family, scholars, staff and other significant adults to determine additional strategies and/or consequences.
- Refer to Counselor or Social Worker for support and intervention.
- Submit referral as required.
- Recommend removal from class for in-school or out-of-school suspension.

Family Involvement

Research supports that families are the earliest and the most significant teachers in a child's life. A child's value of education and lifelong learning is also impacted by teachers, caregivers, and outside influences. Families know their child best and can help foster learning by linking current and past experiences, by asking questions that help the child reflect, and by supporting the child's growing knowledge of self and what works best for him or her.

We ask that each family attend monthly parent meetings so that you are well informed about the standards that your scholar is mastering, school events, meetings and volunteer opportunities. We encourage parents to sign up to volunteer with Jefferson to reinforce the bond between school and home.

Field Trips

Field trips are designated for each grade level. Permission slips and information will be sent home prior to the trip. The permission slip should be returned to your child's classroom teacher on or before the deadline. No scholar will be permitted to go on a field trip without a signed permission slip. No child will be denied the opportunity to go on a field trip because of its cost. If your child needs financial assistance in order to participate in a field trip or other school activity, please contact the social worker and/or the school family community specialist.

We encourage parents to chaperone field trips. If you have interest in riding the bus and supporting the school in this way, you must have an approved volunteer application on file. No Exceptions.

Volunteer applications are available in the main office. See the family community specialist for information.

Harassment & Violence Prohibition

It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, and familial status, status with regard to public assistance, sexual orientation, or disability.

Health

The Health Services staff work in partnership with educational staff to provide scholars with high quality and consistent health care and health management.

Allergies (Animals, Fragrances, Latex)

Animals and pets are not allowed to visit inside schools. This policy is in place because of scholar and staff health needs and air quality issues.

Jefferson Elementary School encourages a fragrance aware and latex limited environment. "Fragrance Aware" means that we will try to have a fragrance and scent-free environment. "Latex Limited" means that no latex gloves or latex balloons are allowed.

Communicable Disease

The school nurse and/or principal should be notified when a scholar has a communicable condition (i.e. chicken pox, strep throat, head lice) so appropriate measures may be taken. Notices may be sent home with other scholars when these conditions occur in a classroom. The SLPS District will continue

to follow CDC guidelines regarding COVID-19 symptoms, and health checks, and any other communicable diseases as they possibly arise.

Health Conditions

The school nurse will work closely with scholars who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents will want to notify the nurse about their scholar's specific health needs. The scholar and parents will work with the school nurse to determine how best to manage the health conditions and plan for any potential life threatening emergencies.

Illness/Injury

Your child should be kept home when:

- Fever of 100 degrees Fahrenheit or more – child should stay home until 24 hours after the temperature returns to normal.
- Vomiting or diarrhea – child should stay home until 24 hours after the last episode.
- Rash that may be disease-related or the cause is unknown – check with your health care provider and have doctor's clearance before sending the child to school.

If the child is ill at home, call the school secretary to report the reason for absence; when a scholar becomes ill or is injured at school, first aid and illness management will be provided by the school nurse or designee; 911 will be called if it is needed. The parent/guardian will be contacted using the health and emergency information form. It is important that the names and phone numbers listed on the form are current and updated. Please list people who can pick the scholar up from school if you are not available.

Immunizations

All scholars must have proof of vaccine to start school. Scholars who have special medical problems and cannot be vaccinated, or whose parents conscientiously object, may receive legal exemption. Scholars who are out of compliance with immunizations and do not have a legal exemption will not be allowed to attend school until the immunizations are up to date. Updated documentation from the doctor is necessary for re-entry to school.

Medications

Scholars are not usually permitted to administer their own medication at school. Parents requesting that prescription or non-prescription medication be administered during school hours are required to provide:

- A physician's order/signature for medication during the school day
- Parent's signature on a Medication Authorization Form or a note
- Medicine in original prescription bottle labeled with scholar's name, etc. Please ask the pharmacy to put prescription medication in two bottles completely labeled – one for home and one for school.

All non-prescription medications must be provided in their original labeled container. Medication Authorization Forms are available in the nurse's office.

Restricted Activities

Written excuses are required for scholars who need to be kept in from recess at elementary school or who need to miss physical education. The note must state how long the restriction will be in effect.

Homework/Study Time

Homework/study time policies vary from grade to grade, among the teachers, and from subject to subject; however, homework is given every evening except Friday. Literacy is the foundation of all scholar achievement; it is our expectation that all scholars spend at least 15-30 minutes each day reading. This could include a favorite book, magazine, cereal box, ingredients on canned goods, credits when movies are coming on and going off, etc. Older scholars can read to younger siblings, which helps them both become better readers. Scholars are also encouraged to read with and to their parents.

Internet Acceptable Use Policy

Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Scholars are directed to inform staff immediately if they receive any image or communication that is inappropriate.

Lost and Found

Please label all items of clothing. Scholars always have access to the lost and found area at the school. Parents are encouraged to look through the lost and found items on conference days and times they visit the school. If you do not find a lost item, please ask in the office. Unclaimed items will be donated at various times throughout the year.

Non-Discrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all scholars. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. If you have questions about this policy, please contact your principal.

Parent Conferences

Jefferson Elementary School recognizes the importance of families and teachers working together. Families and teachers communicate and build relationships at conferences. There are two reporting conferences during the school year. Please come prepared with any questions you have concerning your child's education and social adjustment. This is also an opportunity to meet with art, music, physical education, specialists, or special services teachers.

Parents Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the scholar is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Parent/Sibling Visits

During Class

Parents are welcome to schedule time during a teacher's planning time to discuss their child's academic progress. Parents are not allowed; however to visit a classroom during instruction in order to refrain from any disruptions to the learning environment. If extenuating circumstances exist; approval must be given by the principal for any exceptions.

Lunch

Parents are welcome and encouraged to join their children during their assigned lunch period. You will be required to sit at the designated guest table. In consideration of other children, please refrain from bringing "fast food" for you and your child.

Other Visits

To ensure a safe and distraction free learning environment for all children, parents are not allowed to wander around the building. Parents who are accompanied by other children will have limited access to the facilities.

Programs/School Events

When appropriate, members of our scholars' families are invited to participate in school events. Parents are responsible for children who do not attend Jefferson and must be in control of their child(ren) at all times.

Pledge of Allegiance & SOAR Pledge

Scholars will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Scholars must respect another person's right to make that choice.

Within the first two weeks of school all scholars are expected to memorize the JES SOAR Scholar Pledge. Both the Pledge of Allegiance and SOAR Pledge will be recited every morning.

Problem-Solving

Throughout the school year, situations regarding the program at our school may arise which cause concern for parents, teachers, scholars, or community members. The process described below encourage all stakeholders to examine solutions and promotes resolving situations quickly to the satisfaction of all parties involved. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the educational program for the scholars.

Please use these steps if you have a concern:

- **Step 1 – Contact the appropriate staff member:** The first step in resolving a concern is to discuss it with the staff member(s) involved, i.e. the teacher, etc. More than 95 percent of all concerns are resolved at this level.
- **Step 2 – Contact the Family Community Specialist:** If Step 1 does not resolve the concern, discuss it with the FCS. She/He serves as a liaison between the parent and school. Additionally, she/he advocates for families to ensure their needs are met within the school setting.
- **Step 3 – Contact the Principal:** As the instructional leader, the principal is in charge of the school and is the person responsible for handling concerns regarding the school's operation. The principal can share school information and explain policies, guidelines and procedures. He/she is open and willing to listen to your concerns.
- **Step 4 – Contact the appropriate district administrator:** If the previous steps have been unsuccessful, contact the Office of Parent Engagement. We sincerely hope that we can work together to solve problems as they arise. Please know we believe clear, open, honest, and two-way communication is the key to preventing problems, miscommunication, misinterpretations, or other concerns.

Recess/Brain Breaks

Because of the extreme importance of fresh air and outdoor daily exercise, scholars will have approximately 20 minutes for recess. All scholars will go outside for recess unless there is written permission from their parents or guardians to stay indoors. The permission slip must state how long the restriction is to remain in effect. We may require a doctor's note. It is important that children be prepared to go outside with appropriate outdoor clothing: boots, mittens, gloves, jackets, snow pants, and hats.

Note: If scholars are in need of winter clothing, please contact the FCS or Social Worker.

Playground Behavior

Specific behaviors are necessary to provide a safe environment on the playground. These guidelines are shared with all scholars, posted near the playground exit, and will be reinforced by the playground supervisors. When scholars choose inappropriate behavior on the playground, specific consequences occur, beginning with a warning. This process opens lines of communication between home and school to change unacceptable behavior and encourage responsible choices by scholars.

Inclement Weather

The decision on whether or not to keep the scholars indoors is made each day depending on weather or playground conditions. The following weather conditions necessitate the scholars to remain inside for recess with alternative recreation provided: it is raining, the temperature drops below 32 degrees, temperature exceeds 90 degrees. Other weather circumstances could also lead to scholars remaining inside for recess.

Registration

If your child attended Jefferson Elementary School last year, they will automatically be registered for the current school year and you will receive information from your child's teacher prior to the beginning of the school year. Beginning this school year, enrollment for preschool children will also take place at Jefferson.

Report Cards

Families will receive a report every 10 weeks. The report card will outline scholar performance in the core content areas as well as specials classes. Each year we strongly encourage parent attendance at the Fall and Spring Parent Conferences so parents can discuss their child(ren)'s progress. The remaining report cards will be sent via email and/or home in the child's backpack.

School Closing

District families will be notified of any emergency school closures through the emergency phone system, the district website, emails or local news channels. If you don't see or hear any announcement, assume that school will be in session.

If school dismisses early, scholars will be transported on their regular buses – please be sure your child has a backup plan in place. Scholars may not remain at school since staff will also face hazardous travel home. If school dismisses early, the building will be closed for after-school and evening activities. If your child goes to an after-school program at a location other than school, please check with them regarding their closing policy.

Search and Seizure of Scholar Possessions

School officials may, without a search warrant, search a scholar and/or their personal possessions based on a reasonable suspicion. Reasonable suspicion means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Personal possessions include, but are not limited to purses, backpacks, book bags, packages, clothing, cell phones, and vehicles.

Severe Behaviors

The Jefferson Elementary School staff believes that scholars have a right to be educated in a manner which is not disrupted by the behavior of other scholars. Teachers or adults in authority have the responsibility to require appropriate behaviors of all scholars so they can deliver instruction effectively. Behaviors which are considered "severe" will be met with a stricter set of consequences, depending on the severity of the behavior, the frequency of the occurrence, and the scholar's age. Severe behavior incidents are as follows:

- Repeated refusal to cooperate
- Fighting/assault/or causing physical harm to another
- Use/possession of controlled substances including tobacco
- Written or verbal threats
- Property damage
- Stealing
- Possession of a weapon or toy replica weapons
- Harassment of another individual, including hazing, sexual or racial harassment, or verbal abuse
- Other behaviors that cause excessive disturbance to the school day

These behaviors are subject to one or more of the following consequences:

- Parent phone call and conference
- In-school or out-of-school suspension
- Restitution
- Work detail
- Recommendation for expulsion

SMART Classrooms

Technology is a major tool in our classroom instruction. We provide a number of technology-related experience so our scholars will be prepared to demonstrate digital responsibility, technological awareness and the ability to use technology to create, research, communicate and produce in the academic and professional setting. **Access to Jefferson Elementary Schools' technology is a privilege and not a right. At any point access to devices, internet and the like can be revoked for inappropriate use.**

Scholar Records

Jefferson Elementary School has adopted a policy about the rights of parents and scholars with respect to school records. This policy complies with federal and state laws guaranteeing the right to examine and challenge the contents of scholar records. These records are deemed private. This means that the district cannot release any information without permission except directory information. Scholar records are shared only with the parents who are on the child's birth certificate. Records are not shared with individuals permitted to drop off or pick up a child.

Scholar Support Services

English as a Second Language Services: Specialized English language instruction and support is available at each school for English Learners. Instruction is directed at acquiring both social and academic language. In addition to specialized services, enrichment occurs within the classroom through teacher differentiation of curriculum and instruction for our multi-language learners.

Social Worker: Jefferson has a part-time school social worker whose role is to support the emotional/social growth of children. The school social worker works with families, teachers, and other staff to address concerns about scholar achievement, behavior, etc., and facilitates connections to needed social and mental health services.

Special Education: Special Education services are available to any scholar eligible for specific disability services as defined by state and federal law. Disability areas include speech/language, emotional/behavioral disorders, and other health disabilities, physically impaired, traumatic brain injury, visually impaired, deaf/hard of hearing, specific learning disabilities, autism spectrum disorder, visually impaired, and cognitive disabilities. Scholars may be referred for a Special Education assessment by parents or teachers. Parents will be involved in a review of the evaluation and the decisions regarding eligibility and services. Services are described through the development of an Individual Education Plan (IEP). Scholars are served in accordance with district, state, and federal guidelines.

Scholar Surveys

Occasionally, the school district utilizes surveys to obtain scholar opinions and information about scholars. This information is utilized to improve the climate and culture of JES. If you have questions related to the rights of parents/guardians and eligible scholars about conducting surveys contact your principal.

Scholar Telephone Use

General scholar use of the school telephone is limited; scholars may use the telephone at school only when absolutely necessary. Arrangements for transportation, visiting or going home with another child, or other social reasons should be arranged before the child leaves home in the morning. Parents needing to leave a message for their child should contact the school office prior to 2 p.m.

Technology

Jefferson Scholars have access to technology in the classroom. PK through Fifth grade classes are equipped with iPads, the school has two computer labs. Scholars are expected to be responsible for the devices that are provided and handle them with care.

Devices are to be used while in the classroom as well as to reinforce learning at home. Scholars are asked to charge iPads beginning at 9 p.m. nightly to ensure fully charged by morning. Scholars should carry iPads to school and home with them each day inside of their book bags.

In the case of inclement weather, scholars will engage in school work even if schools are closed. Virtual learning will take place if weather prevents us from going to the school building. Hence, why it is so vital that iPads are taken home and returned to school daily.

Technology/Digital Responsibility

Personal Safety

Technology issued by SLPS is for school and homework utilization only. At no time should technology be used for anything outside of academics. Scholars should not send any message that includes personal information such as: home address, personal phone numbers and/or last name for self or any other person. Do not send information regarding schedule (where you are/will be, timing, dates, etc.).

Password Protection

Scholars should never share his/her password, steal or use another person's password. If a password is lost or compromised the scholar should notify the teacher.

Privacy

Files that are stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Jefferson Elementary Schools has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of SLPS and no user shall have any expectations of privacy regarding such files.

Online Etiquette

Follow the guidelines of accepted behaviors outlined by SLPS. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language or photos of any kind is not acceptable. Do not use this device to make, distribute or redistribute jokes, stories, to bully anyone, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Scholars are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.

Proxies

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of scholars and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

Photos and Video

Scholars are not to take pictures or videos of staff or scholars without staff permission. Any scholar use of cameras in Jefferson Elementary Schools should be part of a class or club activity. Unapproved camera use is a violation of this agreement.

Malicious Use/Vandalism

Any malicious use, disruption or harm to the school unit's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of this agreement.

No scholar shall obtain or try to obtain other scholars' accounts, files, and/or data. Scholars are NOT to remove or attempt to remove or circumvent the management system or modify the operating system and software installed on each iPad. Using or possessing hacking software is a violation of this agreement. Scholars who attempt to hack any JES iPad will be in violation of this agreement.

Applications and Content

Scholars should not download applications on their iPad. The use their iPad is for school work only. Private TEAMS chat rooms are prohibited. All iPads should be turned off and placed on a charger by 9 p.m. each night.

Scholar Discipline

If a scholar violates any part of the above policy, he/she will be subject to disciplinary action. The disciplinary action for a violation will range from the scholar needing to check his or her iPad in and out of school each day for a period of time, to having all iPad privileges revoked.

In instances where the scholar has put his/her own safety or the safety of others at risk (i.e. bullying), iPad privileges will be revoked immediately.

School district scholars and staff have the right to learn and work in an environment that is tobacco-free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Scholars may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any scholar who violates this policy is subject to school district discipline.

Transportation

Jefferson Elementary Schools is pleased to offer safe, dependable, cost-effective transportation. In accordance with state law, a bus is available to any scholar living further than two miles from their school and to any special education scholar regardless of where they live if it is part of their individual education plan.

Bus Assignment

Bus assignments are made according to the scholar's address. Any changes to bus assignments are made by transportation and according to updates in SIS.

Riding a Different Bus Home

To avoid confusion, scholars will ride their assigned bus. Requests for bus changes should be handled through the district transportation department.

Rules and Consequences

Transportation by school bus is a privilege, not a right, for an eligible scholar. A scholar's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies or for violation of any other law governing scholar conduct on a school bus.

Expectations:

1. Follow the driver's instructions.
2. Remain seated until the bus arrives at your stop.
3. Speak in a quiet voice.
4. Keep hands, feet, and objects to yourself.
5. Don't throw objects in the bus or out the window.
6. Don't use profanity (words or gestures).
7. Do not tease or harass others.
8. Do not spit, eat, drink, or chew gum.
9. Do not vandalize the bus.

K-5 Consequences (listed in severity order)

1. Verbal warning & assign a disciplinary seat; parent informed.
2. Conference with parent
3. One-day bus suspension
4. Three-day bus suspension, conference with scholar, parent, school, driver, and Transportation Department
5. Five-day bus suspension
6. Loss of bus riding privileges for the remainder of the school year

Severe behavior moves immediately to step 3, 4, 5, or 6 at the administrator's discretion based on the severity of the action and/or previous bus violations.

Rules at the Bus Stop

1. Stay away from the street, road, or highway when waiting for the bus. Line up at least three feet away from the street in an orderly fashion and wait until the bus stops before boarding.

2. Respect the property of others while waiting at your bus stop. Do not pick flowers or shrubs, throw stones, snowballs, litter, etc.
3. Keep your hands, arms, legs and belongings to yourself.
4. Do not use offensive or foul language.
5. Avoid standing in and blocking sidewalks and driveways.
6. No pushing, fighting, harassment, intimidation, or horseplay.
7. Do not run to the curb when the bus comes. Stay back until the bus is actually stopped. (A push at the middle or end of the line can send the front person into the bus or under its wheels.)
8. Older scholars should be helpful to younger ones.

What's allowed on the bus?

Examples of objects not allowed on the bus include guns (including toy guns or look-alikes); knives or other sharp objects; skis, ski poles, hockey or lacrosse sticks, bats, golf clubs, snow sleds (unless they roll up); flammable items; glass items; laser pens; balloons; and any items of dangerous or objectionable nature.

Visitor Check-In

The following procedures have been established to ensure the safety of all children at all times. Parents are considered visitors during the school day.

1. All must enter the school through the front entrance and present their driver's license to the school secretary. Visitors will be required to sign in and wear a badge indicating their destination in the building.
2. Parents wishing to pick up their child(ren) from school prior to regular dismissal time must come to the office. The secretary will call your child to the office and ask you to sign him/her out.
3. If a parent designates someone to pick up their scholar(s), the person must have a valid ID and be on record in SIS as an emergency contact or parent. Scholars will not be released to persons who are not on your scholar's profile in SIS.

Volunteering

At JES, we offer a wide variety of volunteer opportunities that can vary by school and school year depending on need. Some of the possibilities include volunteering on field trips and at special school events. Parents can also help with "Box Tops for Education," events, and the PTO. If you are unable to make it to school, there are some opportunities to work on projects from home. Our Family Community Specialist will be more than happy to assist you.

Procedures

Volunteer forms will be available at the beginning of the school year. Please fill one out and return it as soon as possible to our Family Community Specialist. Volunteers are required to follow the school security sign-in procedures. Staff are instructed to ask if they can help any visitor without a volunteer badge. This procedure has been developed in response to safety concerns. As you work with staff and scholars, information of a confidential nature may be shared with you. This confidential information may not be shared with anyone who does not have a professional right or need to know. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.

Parent-Teacher Organizations

The Parent-Teacher Organization (PTO) is comprised of parents working to enhance their child's school experience. The group sponsors family-oriented social and/or academic activities during the year and also organizes a wide variety of parent volunteer programs. The PTO plans events that serve as fundraisers with money used for programs and curriculum supplements that directly benefit scholars. We encourage all families to be represented in Jefferson's PTO. If interested in joining, reach out to the Family Community Specialist or Office Secretary.

Weapons

The district has adopted a weapons policy. Anyone who has reason to believe a weapon is on a school site, bus, or at a school-sponsored activity has a duty to report that information to the site administrator, police officer, or any adult supervisor. Possession is defined as, but not limited to, having a weapon on one's person or in an area subject to one's control in a school environment. Weapons are defined as any object, device, instrument, or substance designed as a weapon or through its use capable of threatening or producing bodily harm, or which may be used to inflict self-injury.

Violation of the weapons policy may result in one or more of these consequences: out-of-school suspension, confiscation of the weapon; notification of the police, recommendation for expulsion or exclusion from school for up to one year. Scholars with disabilities who violate the policy will be disciplined in accordance with the requirement of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

Website

Our district website, www.slps.org allows you to stay in closer contact with Jefferson Elementary School—click the “Schools” menu to find the website for our school. The information available online includes general information, teacher web pages, supply lists, calendar, lunch menus, newsletters, parent involvement, etc.

Jefferson Families we look forward to our partnership for a productive, fun, and exciting school year. Remember, we are all one school community depending on one another to make a positive difference in the lives of our scholars. Never hesitate to reach out should you have ideas, questions, concerns, or want to volunteer.

