

WELCOME TO JEFFERSON ELEMENTARY SCHOOL



This Jefferson Elementary School Student/Parent Handbook is made available to each family yearly. Please keep this book in a convenient spot for reference. Newsletters and additional information sheets will also be an additional source of information throughout the school year.

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 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***

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

2012 – 2013 JEFFERSON CALENDAR

Event	Day of Week	Date
Registration Day at Jefferson <ul style="list-style-type: none"> • Session 1 10:00-11:30 • Session 2 1:00-2:30 • Session 3 5:00-6:30 	Wednesday	August 22
Teacher Work Days (No School)	Monday – Friday	August 27-31
Labor Day (No School)	Monday	September 3
Students Report with Parents <ul style="list-style-type: none"> • Session 1 10:00-11:30 • Session 2 1:00-2:30 • Session 3 5:00-6:30 	Tuesday	September 4
1 st – 5 th grade students attend all day/ Kindergarten staggered start (Group A)	Wednesday	September 5
Kindergarten staggered start (Group A)	Thursday	September 6
Kindergarten staggered start (Group B)	Friday	September 7
Kindergarten staggered start (Group B)	Monday	September 10
All Kindergarten Students Attend	Tuesday	September 11
3 rd Friday Count Day	Friday	September 21
Picture Day	Friday	September 21
Jaguar Jog	Saturday	September 22
Elementary Conferences (School During Regular Hours)	Wednesday	October 24 3:20 to 8:00
Elementary Conferences (No School For Students)	Thursday	October 25 7:00 to 8:00
Break Day (No School)	Friday	October 26
WKCE Testing (2 hour late start K- 2 nd grade)	Wednesday, Thursday, Friday	November 7,8,9
End of 1 st Trimester	Tuesday	November 20
4 th & 5 th Friendship Feast	Tuesday	November 20
Teacher Work Day (No School)	Wednesday	November 21
Thanksgiving Break (No School)	Thursday, Friday	November 22-23
Winter Break Begins (No School)	Monday	December 24
School Resumes	Wednesday	January 2, 2013
2 nd Friday Count Day	Friday	January 11
Elementary Conferences (School During Regular Hours)	Wednesday	January 23 3:20 to 8:00
Elementary Conferences (No School For Students)	Thursday	January 24 7:00 to 8:00
Break Day (No School)	Friday	January 25
End of 2 nd Trimester	Thursday	February 28
Teacher Work Day (No School K-5)	Friday	March 1
3 rd Grade Shamrock Social	Friday	March 15
Spring Break Begins (No School)	Monday	March 25
School Resumes	Monday	April 1
5 th Grade All City Track Meet	Tuesday	May 21
4th Grade All City Track Meet	Wednesday	May 22
Snow Day Make-Up	Friday *(See Below)	May 24
Memorial Day (No School)	Monday	May 27

Jefferson School Picnic	Friday	May 31
5 th Grade Band & Orchestra Concert /Awards Program	Friday	May 31
Last Day of School for Students	Thursday	June 6
Teacher Work Day (No School)	Friday	June 7

**Snow Reserve Day: May 24, 2013 will be a day off (NO SCHOOL) if zero or one (1) snow day is used. If two (2) or more snow days are used May 24, 2013 will be a day of school.*

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 noon 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 as recorded in the Emergency Nursing Manual 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 and first grade will have one 15 minute recess and one 20 minute recess with lunch. Second through fifth grades will have one extended recess before 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 office (743-6630) should be made each day from 7:30 - 9:00 a.m. Students are considered absent for half the day when their arrival is after 8:35. If they leave before 2:45 they will also be considered absent for half a day. Students arriving between 8:20 and 8:35 are tardy.

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. 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.

Primary guardians are responsible to change information in Family Access. Address changes are the only changes that must be made through the school office.

- Remember to go to the School District of Janesville's website, then click on the tab for parents and select Family Access.
- Have you added all emergency contacts? Check the tab on the right to make sure you have.
- Make sure you have updated telephone numbers. AlertNow uses the telephone numbers provided from here.
- Please include your email address to receive emails (i.e. registration information).
- If you do not have your login/password you may go to the login page and click on "Forgot your login/password" and a new password will be emailed to you. If you did not provide an email address, you will need to stop by or call the school office and the school secretary will need to re-set the password for you. Please allow a day for your password to be re-set and the information given to you.
- Remember you can update your information at any time.
- Office staff will return on August 13, 2012.

DAILY SCHEDULE

The instructional day for children in grades K-5 is 365 minutes long with a 35 minute noon period for Kindergarten and first grade students.

The daily schedule is as follows:

Front Doors unlocked	7:40 a.m.
First Bell	8:15 a.m.
Classes Begin	8:20 a.m.
Dismissal	3:00 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 are more than 15 minutes late are considered absent for half of a day. Also, students who leave before 2:45 will be marked absent for half a 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 child will check out by signing his/her name and time in the log. 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 on file.

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

A reminder to our families about weather related closings and delays notification. The AlertNow® system will serve as our primary means of notification. We urge you to supply your student's school with your contact information and updates as changes occur. 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.

Decisions on cancellation of school are made in coordination with both the Janesville Transit System, and Van Galder Bus Company. They are also based on the passage of city streets, safety of rural students and information from the county highway and city street departments. The final decision to delay or close rests with Superintendent, Karen Schulte. Parents always have the option of keeping their child home due to inclement weather. Your child will receive a principal excused absence. You must call your school to report your decision to keep your child home.

The Superintendent also continues to have the option of delaying the start of school by one hour. Elementary School classes will begin at 9:20 a.m. and middle and high school classes will begin at 9:00. Special education and early childhood classes will also report at 9:20. Elementary breakfast clubs will not serve meals when school has been delayed.

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.

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 FEES, HOT LUNCH PRICES, MILK FEES, KINDERGARTEN TO FIFTH
GRADE

\$ 32.00 Registration

\$2.10 Hot Lunch

17.60 MILK PER Trimester

All checks should be made out to the School District of Janesville.

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 a privilege. The well being and safety of all students is a major concern. Students who display inappropriate or unsafe behavior in the classroom, hallways, or lunchroom, may need an alternative to the field trip. Students who remain behind will participate in an appropriate, alternative educational program. The same will apply to students who are late and miss the bus.

HOT LUNCH PROGRAM

School lunch is available for all students. Families may apply for free or reduced lunch. Please contact the school office for more information on the application process.

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 sheet and/or identified in Skyward Family Access 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 the closest available 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 sheet or Skyward Family Access is accurate by keeping the school office informed of any changes of information. 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.

LIBRARY MATERIALS CENTER

The LMC consists of a collection of books, magazines, audiovisual materials, and the school computer labs. Students will visit the LMC 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. An unbelievable amount of very good clothing remains unclaimed each year. We generally give unclaimed clothing 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 traffic hazards. We ask that if you chose 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 only during the school day, 8:30 A.M.-2:30 P.M. 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 not allowed on the campus. 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 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. Please do not have your children arrive any sooner than 8:00 a.m. Supervision is only provided between 8:00 and 8:15 in the morning. The final bell rings at 3:00. If your children walk home please instruct them to go home immediately after school. There is no 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.