

# Jefferson School Handbook

2018-2019

Jefferson Elementary School

315 North St.

Cloverdale, CA 95425

Phone 707-894-1930

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Principal: Dr. Susan Yakich

Welcome to Jefferson! The entire staff of Jefferson Elementary School would like to extend our sincere welcome to each student and parent for the 2018-2019 school year! Our school is dedicated to working as a team with students, parents, staff and community to provide students with a positive learning environment and a high quality educational program. We encourage your active participation and involvement in our school program.

This handbook has been prepared to provide our parents and students with information about our program and normal operating procedures. Our monthly newsletter will be sent home the first Monday of the month. Please look for our newsletter, as it contains updated information, calendars and school news.

If you have questions or concerns regarding your child's instructional program, homework, grades, test scores, attendance, behavior, etc., please don't hesitate to request a conference with your child's teacher. If your questions are not completely answered, please call the office at 894-1930 to request a meeting with the principal and the classroom teacher.

## DAILY SCHEDULE

### GRADE TK

8:10 – 1:00 Monday – Friday

### GRADES K-2

8:10 – 2:20 on Mondays, Tuesdays, Thursdays, and Fridays

8:10 – 1:05 on Wednesdays

### GRADES 3-4

8:10 – 3:00 on Mondays, Tuesdays, Thursdays, and Fridays

8:10 – 1:05 on Wednesdays

### OFFICE HOURS

7:30 am -4:00 pm

The Administrative Assistant speaks both English and Spanish.

### Drop-off

The cafeteria will open for breakfast at 7:30am. All other students are allowed to be on campus no earlier than 7:45 am when adult supervision begins on the playground.

### Pick-up

Immediately after school, a parent or caregiver must pick up students. Students who are walking, biking or rolling should leave campus immediately after school and go directly home. Biking and rolling students must wear helmets.

Please be sure that your child always knows how he/she will be getting home after school. If there is a change in the routine after school

pick up, please make sure to send a note in the morning with your child. If there are unforeseen changes throughout the day, please call as soon as possible so the office can inform your child and the teacher.

Jefferson School students will be involved this year with the Walk and Roll to School and Safe Routes to School programs. Walk and roll days are the first Wednesday of the month. We meet at 7:30am at the plaza.

<b>ATTENDANCE</b>
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When students are absent or come to school late, they miss valuable class instruction and can be disruptive when entering the classroom. Please be on time!

Tardy Procedures

Any student who arrives at school after 8:10 a.m. must report to the office to check in and receive a slip for admittance to class. A note or a phone call is required when a student is tardy more than 30 minutes.

Should my child stay home from school?

In order to prevent the spread of illness, please use the following guidelines:

<i>Symptom that requires absence from school:</i>	<i>Return to school when:</i>
Temperature above 99 degrees F	Temperature is normal (98.6 or lower) for 24 hours without medication.
Vomiting	No vomiting for 24 hours without medication.
Diarrhea	No symptoms for 24 hours.
Impetigo	Sores must not be open or crusty.
Pink eye	Treatment with antibiotic is necessary. A

	doctor's note is requested upon return.
Ringworm	Treatment is required. Student must have a doctor's note to return.
Scabies	Treatment is required. Student must have a doctor's note to return.
Unidentified Rash	Student must have a doctor's note.
Head Lice	No nits present.

Absence Procedures

If your student is not going to be at school, please contact our office before 9:00am. Our regular office hours are from 7:30am to 4:00pm. You may call after or before hours and leave a message including the name of your student, the reason for the absence and your name and contact phone number. Remember to speak clearly. If you do not call, the office staff will have to call you to determine why your child is not at school.

Independent Study

If your child is going to have an extended absence (5 or more days) we ask that you complete an Independent Study Form available in the office. There is no replacement for your child's daily instruction by his or her teacher. It is the best way for your child to learn. The Governing Board authorizes independent study as an optional alternative instructional strategy. Independent Study is designed as a safeguard for necessary absences of a serious nature. We want to help our students to keep up with their class when they need to be absent for an extended duration. The teacher will provide the student with assignments that must be completed. This is

an extra duty the teachers are asked to do beyond planning and implementing their regular curriculum for the entire class. For these reasons, please do not use this program as a reason to travel in the off-season or any other discretionary reason. Please be aware that if your child does not satisfactorily complete his/her work assigned or does not turn it in on time, this may disqualify him/her for future Independent Study. In addition, and Independent Study is a contract that cannot be changed.

#### Procedures for Early Dismissal of Students

Students are allowed to be checked out during the school hours for medical or dental appointments. Please make sure to send a note with your child indicating the pick-up time. In order to protect each child who needs to leave the school before dismissal time, the parent must personally come to the office and sign the student out. Students will only be released to adults listed on their emergency card if the parent has written a note indicating they would be picked up early and who will be picking them up. Students will not be released to bike or walk home for these appointments. Please return your child to school after your appointment if school is still in session. Adults who are on the emergency list but who are not recognized by office staff will be asked to show a photo I.D.

#### Truancy, SARB and Excessive Illness

Good attendance habits are formed early in a child's school career. In order to improve graduation rates, reduce dropout rates and close the achievement gap, Jefferson Elementary School will use the **S**chool **A**ttendance **R**eview **B**oard (SARB) process to meet the needs of pupils with school attendance problems.

The SARB process begins when a student has excessive absences and/or tardies as

determined by state regulations and local school board policies. The Education Code Section 48260 states, *"a pupil who is absent from school without a valid excuse for three days in one school year or is tardy or absent for more than any thirty-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the district's superintendent."*

**In addition, students are only allowed a total of seven (7) absences due to illness during a school trimester. Any absence that exceeds the seven illness days will be unexcused unless a doctor note is provided.**

If you have any questions or concerns regarding the school attendance or the SARB process, please contact Jennifer Craig.

#### GRADES/CONFERENCES

We have a trimester system at Jefferson. Report cards are standards-based. This means we report to you on your child's progress toward reaching the state standards. Your child's teacher will talk about the standards at Back to School Night.

Conferences will be conducted in the fall and in the Spring. Report cards will be given out at the fall conferences, mailed at the winter trimester and at the end of the school. Spring conferences will be held in April.

#### HOMEWORK

Each grade level assigns homework according to the district adopted Homework Policy. It is recommended that Kinder students have 10-15 minutes per night. First/Second grade 30 minutes and Third/Fourth 30-45 minutes nightly.

HEALTH AND SAFETY
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*The safety of all students is our primary concern.*

### Emergency Information

Up-to-date information must be on file in the school office for every student. Students will only be released to adults listed on the emergency information. We ask that you list only local adults. Written notes and phone calls are not accepted for the release of any child.

Any medical condition of your child should be noted on the emergency card (i.e. asthma, allergies, heart conditions, etc.). By being aware of his/her conditions, we can better help your child in a medical emergency.

For your child's welfare, please keep the emergency information current.

### California Immunization Law

The California Health and Safety Code requires that every child entering a California school be immunized against polio, diphtheria, tetanus, measles, mumps, rubella varicella and hepatitis B according to regulations of the State Health Department. If your child has not fulfilled these requirements, he/she will be excluded from school. Your child will be readmitted to school as soon as you present evidence that the necessary immunizations have been started.

All first grade children in California must show evidence of a health screening examination within 18 months of entering first grade. Your child must also have an oral health assessment in kindergarten or first

grade; whichever is his or her first year of public school. Parents retain the right to waive all or part of either examination.

### Medication

California Education Code Section 49423 prohibits medication being carried by students or for over the counter medication without a physician's order. Students are not allowed to have any medication, pills, aspirin, cough drops, chap stick or other medication in their possession.

If your student must take a prescription or over-the-counter medication in school, you may do any of the following:

1. You or an adult designated by you in writing, may come to school and give the medication to your child.
2. You may get a copy of the Authorization for Medication form from the school office and take it to your child's health care provider. This form must be filled out and signed by the health care provider and the parent/legal guardian. Once completed, return this form and the medication to the school office. The medication must be delivered by an adult to the office in its original container.
3. You may choose to discuss with your health care provider a schedule for giving medication outside of school hours.

### Emergency Plan

Student safety is our top priority. The school has developed a Safety Plan that is updated annually and covers what we will do in case of emergencies. This plan is available for review in the school office.

Monthly, students participate in drills for events such as fire, earthquake and shelter in place. We practice and evaluate the drills to provide the most efficient, prompt, and safe procedures for students and staff response to emergencies.

If a school emergency occurs, parents will be notified about the situation by the most appropriate form of communication. The communication format is dependent upon the emergency and may be a phone call home, an email to the address that you provided to your child's teacher, a note taken home by your student and/or notification on our district website.

We ask that all families follow these guidelines in times of emergency:

1. Please do not drive to school. We must allow for access for emergency vehicles. We know that families are concerned for the safety of their children and want to be with them as soon as possible but we must not interfere with the ability of the appropriate agencies to respond.
2. We ask that you do not come onto campus and begin searching buildings for your student. Students will be in designated areas, supervised by staff members.
3. Turn on local radio and TV stations for information on what to do and where to respond.
4. Keep the phone lines open to receive information.
5. If student pick-up is necessary after a major disaster please proceed to the emergency "Student Release & Records Station" located in the front of the school near the tile mural wall. Wait for your child to be dismissed by school personnel to an adult

listed on the emergency card. We must carefully track the safety and whereabouts of each and every child who is at school.

6. Do not panic. As part of our emergency preparation we have essential supplies on hand to assist both the teacher and students during an emergency.

Through education, we can achieve our goal of a safe, appropriate and prompt response to any emergency situation. If you would like to assist as a member of our Safety Committee, contact the principal.

#### FOOD SERVICES

Both breakfast and lunch are served in our cafeteria for a fee. Students who bring lunch from home should have their name clearly written on the bag or lunchbox. **Students may bring a nutritious snack to be eaten at recess time.**

We encourage a healthy lifestyle and do not allow students to bring candy, soda or energy drinks to school.

Your child may be eligible for free or reduced-price meals. Applications are included in the first day packet or you may obtain one from the office.

#### PROGRESSIVE DISCIPLINE SYSTEM

At Jefferson school we promote a positive and safe learning environment for all students. Each class will participate in lessons and assemblies that teach and practice appropriate behavior. Procedures for managing student behavior on the playground, in the classroom, in the cafeteria, at assemblies, on field trips, in the school bathrooms, at pick-up and drop-off times, while walking or rolling to and from school, on the play structures, and in the

office and library are designed to allow students to correct inappropriate behaviors before more serious problems develop.

Our school pledge is to:

**Be Safe**

I will keep my hands, feet and object to myself. I will walk quietly and safely.

**Be Respectful**

I will respect others and myself. I will use kind words.

**Be Responsible**

I will be a good listener, follow directions, and do my best. I will be on time to class and ready to learn.

We focus on using positive reinforcement to reward positive behavior. When students make a mistake we see it as a teachable moment, and we work with students to help them reflect upon their behavior. We ask them to think about how their choice/behavior impacted themselves and others, and what they could do differently next time. The point of consequences is to stop the behavior, and prevent the negative behavior of occurring again in the future. Consequences are determined by the teacher and/or administration. The staff thoroughly investigates situations, talking to witnesses (student, staff, parent, etc.) and considers a variety of date, to try to get an accurate account.big-picture of the situation. Consequences are unique to each specific situation. Some possible consequences range from: student conference, parent conference, call or email home, time out/benched, apology in person or written, office referral, academic consequence, campus service, referral to support services, suspension/expulsion, and school resource officer visit. The teacher and admin will keep all consequences confidential. Your child and your family have a right to privacy. We ask that you remember that elementary age children are continuously learning; mistakes are made and children can learn from them

and grow and improve. Jefferson staff make sure students are aware of the school rules so they can be successful by being clear, consistent, and communicating them.

We appreciate your help in communicating the behavior expectations with your child, and helping to support your child’s positive behavior at school.

APPROPRIATE DRESS

Students are expected to be neat and clean and appropriately dressed for school. **Shoes must be closed-toe.** Clothing must be free from unacceptable printing and not interfere with the learning environment. Clothing must cover underwear and be appropriate length. Hats are to be taken off indoors.

PARENT INVOLVEMENT

We welcome parents and guardians to Jefferson School. Parents and guardians are encouraged to participate in school activities such as volunteering in the classroom, joining the PTA, participating in PTA sponsored events and fundraisers, attending School Site Council meetings, attending ELAC (English Language Committee) meetings, attending Parent-Teacher Conferences, celebrating with your student at performances and awards assemblies, etc.

**Each and every time a parent or visitor comes to school he/she must sign in at the office. A visitor badge must be worn at all times** while any non-employee is on campus and students are in school. For the safety of all students, this procedure must be followed. Please do not proceed to a classroom or onto campus without first signing-in.

PERSONAL PROPERTY

Students' personal property (i.e. games, toys, balls, etc.) may be brought to school only with teacher permission. The items must be brought directly to the classroom and are not allowed in the cafeteria or on the playground. Teachers are authorized to confiscate any item that disrupts the learning process or student conduct. The school does not assume responsibility for personal property belonging to individual students.

Items that are not allowed at school include: weapon (real or look alike toys), shoes with wheels (heelies), water pistols, water balloons, lasers, aerosol sprays of any type, matches or lighters.

Students in grades 2 through 4 who ride bikes or scooters to school are required to wear safety helmets and must observe all bicycle safety rules. In addition, bikes and scooters are to be walked on campus and parked and locked at the rack.

#### Cell Phone Use:

- Cell phones are not permitted during school hours. Students using cell phones will have their cell phone confiscated. Cell phones can be picked up after school from the front office.

- The office may require the cell phone to be picked up by a parent after continued misuse of the cell phone.

Lost and found is located in the café. You are welcome to come look for missing items during regular office hours. Please identify your children's clothing by writing first and last name on all personal items (i.e. jackets, sweaters, lunch boxes, hats, etc.). Lost and found items will be donated three (3) times a year, after every minimum day. These minimum days are: the Friday before Winter Break, the Friday before Spring Break and the last day of school.

## GENERAL POLICIES & PROCEDURES

- We follow safety directives of staff.
- We remain on campus from the beginning until the end of the school day unless we are signed out through the office by a parent of adult on our emergency card.
- Students never open gates to admit adults or to retrieve balls.
- At lunchtime, we remain in the cafeteria until dismissed by a Student Supervisor.
- At recess, we stay on the playground in an area being supervised by an adult.
- During recess, we use the restrooms closest to the cafe.
- If we need to go to the library, the health office, or the office during recess or lunchtime, we let the adults on duty know where we are going and get a pass.
- We will freeze at the freeze whistle. We will get down off the apparatus and hold on to any equipment. No water after the bell.
- We don't use any behavior that puts ourselves or others at risk or that damages property. If we see someone hurt or in trouble, we tell the adult on duty.
- We clean up after ourselves and treat our school campus like our home.
- We don't waste school resources and we take only what we need.

## SAFE SCHOOL GUIDELINES

Jefferson Elementary School (JES) is committed to ensuring a caring community for learning in a safe environment. Therefore, at JES, we follow the following guidelines:

- We will be respectful of differences of all types - physical, mental, emotional, social and spiritual.
- We will choose our words and actions to help, not hurt others.
- We will work to keep our school free of verbal and non-verbal put-downs with regard to the following: 1) Academic progress; 2) Age; 3) Appearance/body image/mannerisms; 4) Athletic ability; 5) Belief systems; 6) Cultural, ethnic and/racial background; 7) Family background and composition; 8) Friendships; 9) Languages; 10) Learning styles; 11) Physical challenges; or 12) Sexual harassment of any type, including gender stereotypes and homophobic taunts.
- We will use school-appropriate language.
- We will not tolerate physical abuse, taunts, threats or bullying.
- We accept responsibility for our words and actions without excuses.

DEFINITION OF BULLYING
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Bullying is defined as:

- Repeated (pattern over time)
- Intentional (on-purpose)
- Power-imbalanced

Behavior that makes someone feel uncomfortable or threatened. It can be physical, emotional, or cyber.

Bullying is defined as repeated, intentional, and power-imbalanced behavior that makes other people uncomfortable or threatened. It can be physical, emotional, and/or cyber. It is important the adults understand the definition of bullying, as it is a serious offense, and is different than general mean behavior. An incident that occurs once, or is on accident, is still not okay, and may have consequences, but it is not defined as bullying.

The four anti-bullying rules at Jefferson are:

1. We will not bully others
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know someone is being bullied, we will tell an adult at school and an adult at home.

STUDENT PLACEMENT
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Planning for Fall student classroom assignments is done by school staff beginning in the spring. Using a team approach, placement of students focuses on the needs of those students and the fact that our program works best with balanced classes. Classes are formed by grade levels without a specific teacher assigned to them. Class design is a complex process, and numerous factors are considered with the best interest of each student in mind. Every class is balanced in order to provide a nurturing environment where your child can grow academically and emotionally.

**A parent input form is available in the spring.** Parents are invited to complete this for and share information about your child. When completing a Parent Input Form, please keep in mind that specific teacher requests will not be honored. JES teachers are highly qualified and can meet the needs of all students. If an older sibling had a teacher, and the family would prefer to have or not have that teacher again, this will be considered by administration. The same courtesy is extended to teaching staff.

**If you have any concerns** about your child within the first three weeks of school, please do not call the office and ask for a change of placement or a meeting with an administrator. Please contact your child's



teacher directly to set up a parent teacher conference to try and resolve your concerns. Once three weeks have passed, and you have had a parent/teacher conference, if you still have concerns, you may contact an administrator to arrange a meeting you administration, yourself, and your child's teacher to discuss the matter further. Most initial concerns work themselves out as children make friends and develop relationships with their new teachers.

#### CLASSROOM OBSERVATION PROCEDURES

We value all you do to ensure a quality education for your child. However, to ensure **minimum interruption** of the instructional program, we would like to inform you that the following procedures have been established to facilitate your observations to your child's classroom during regular school hours.

1. A written request must be submitted to your child's teacher with detailed information regarding date and time of your requested observation.
2. The above request must be given to your teacher at least 48 hours prior to your **requested** observation. The teacher will respond within 24 hours to schedule the observation once the following has been determined:
  - a. The time/day which will ensure minimum interruption of the instructional program (determined by teacher).
  - b. A scheduled time when an administrator can be present during the observation. An administrator must be present during any observations. We have put this protocol in place so that a staff member is available to answer any questions you have.
3. Classroom observations are limited to a

maximum of 20 minutes.

4. If a conference is desired, an appointment should be set with the teacher during non-instructional time.
5. To ensure the safety of students and staff and avoid potential disruption to the instructional program, all visitors must check with the main office and get a visitors' badge immediately upon entering any school building or grounds when school is in session.
6. No electric listening or recording device may be used by students or visitors in a classroom.

#### BIRTHDAY CELEBRATION

While many parents like to bring in treats for the class to celebrate their child's birthday, such observances must be coordinated with the classroom teacher and should generally occur during the end of the day. Rather than bringing in food, consider bringing a ball for the classroom, art supplies, or a book for the class library. **If you bring food in for birthday celebrations, please arrange this with your teacher. No balloons will be allowed in your child's classroom as it's a distraction to others.**

#### TRAFFIC AND SAFETY

A good day at school starts with arriving safely. During drop-off and pick-up times, please keep in mind the following:

##### When parking:

- Park in the street or in the front parking lot.
- **Do not park or leave your car unattended on the curb in the front circle, these lanes are for drop-off and pick-up only.**
- Please avoid blocking neighbor's driveways.

- Use crosswalks.

When using the front curb:

- Do not park or get out of your car as it holds up the entire line of cars behind you.
- Pull forward as much as you are able to allow more cars to drop-off at the same time.
- Children are to unload from the passenger side of the car.
- If you need to get out of your car you must find a legal place to park.
- If your child does not dismiss from the building in a timely manner, you may be asked to find a parking spot to wait.
- Respect all school staff as they assist students and adults.

Please feel free to contact your child's teacher or the school office at any time for questions or concerns. We are here to make this school year a success for you and your child.

### CHROMEBOOKS

Cloverdale Unified School District has adopted a one to one technology device policy. Students must follow all rules and procedures outlined in the Chromebook handbook. If a student fails to follow the rules and procedures outlined in the handbook, disciplinary measures will be taken. These consequences may range from loss of the device, to detention, to suspension and possibly expulsion.

### FURTHER INFORMATION

As the year progresses, more information will be shared in the newsletter sent home each month. Look for a copy to be brought home by your student. Also, the newsletter will be emailed out to parents. **Please make sure to have an email address on file.**