



## **EAST ELEMENTARY SCHOOL** **(ADDITIONAL INFORMATION)**

### **PRINCIPAL'S MESSAGE**

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to East Elementary School. The faculty and staff join me in saying we're happy to have you as part of the East School Family. We hope this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please feel free to contact the school office. We believe that open and clear communication between school and home is crucial to the success of our educational program.

The East Elementary Student Planner was designed to assist your 2nd through 5th grade child in organizing his/her daily, weekly and long-term assignments. We hope this program will improve your child's organizational skills. We feel that the student planner and the Elementary School Handbook will serve as helpful references for parents as they seek to provide academic support at home. East Elementary parents are our partners in the important job of educating the children of this community.

We welcome your participation and support during the school year and solicit your membership in the P.T.O. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

East Elementary has a proud tradition of academic excellence and we are confident that we will make 2017-2018 one of the best yet! Remember to get your child to school regularly and on time. Take time to read with your child every night. Working together, our children can achieve great things! Thank you for your support. I look forward to working with each of you this school year.

Sincerely,

**Jake Wichman**

Principal



## **SULLIVAN ELEMENTARY SCHOOL (ADDITIONAL INFORMATION)**

### **PRINCIPAL'S MESSAGE**

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Sullivan Elementary School. The faculty and staff join me in saying we're happy to have you as part of the Sullivan School Family. We hope this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please feel free to contact the school office. We believe that open and clear communication between school and home is crucial to the success of our educational program.

The Sullivan Elementary Student Planner was designed to assist your 2nd through 5th grade child in organizing his/her daily, weekly and long-term assignments. We hope this program will improve your child's organizational skills. We feel that the student planner and the Elementary School Handbook will serve as helpful references for parents as they seek to provide academic support at home. Sullivan Elementary parents are our partners in the important job of educating the children of this community.

We welcome your participation and support during the school year and solicit your membership in the P.A.T.H.S Group. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

**Nick Skretta**

Principal



## WEST ELEMENTARY SCHOOL (ADDITIONAL INFORMATION)

### **PRINCIPAL'S MESSAGE**

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to West Elementary School. The faculty and staff join me in saying we're happy to have you as part of the West School Family. We hope this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please feel free to contact the school office. We believe that open and clear communication between school and home is crucial to the success of our educational program.

The West Elementary Student Planner was designed to assist your 2nd through 5th grade child in organizing his/her daily, weekly and long-term assignments. We hope this program will improve your child's organizational skills. We feel that the student planner and the Elementary School Handbook will serve as helpful references for parents as they seek to provide academic support at home. West Elementary parents are our partners in the important job of educating the children of this community.

We welcome your participation and support during the school year and solicit your membership in our school's P.T.O. (Parent/Teacher Organization). Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

**Mike Howard**

Principal

## **P.T.O. / P.A.T.H.S. INFORMATION**

East and West Elementary Schools are proud to have active Parent/Teacher Organizations (P.T.O.). Sullivan's active organization is referred to as P.A.T.H.S. (Parents and Teachers Helping Students). The monthly meeting dates and times are included in the School District Calendar. Help is always needed in organizing the various P.T.O. / P.A.T.H.S. sponsored activities and events. Please contact the school office for further information regarding whom to contact to express an interest. The P.T.O. / P.A.T.H.S. officers will distribute regular correspondence to all elementary school parents and guardians

**HAVE A GREAT  
SCHOOL YEAR!**

## **POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS (PBIS)**

As PBIS (Positive Behavior Interventions and Supports) schools, East, West, and Sullivan Elementary are creating a positive environment for students and staff. **PBIS** is a school wide commitment to teaching students expected behaviors, acknowledging and reinforcing expected behaviors, and re-teaching expected behaviors as needed, **Our Elementary school-wide expectations are: Be Respectful; Be Responsible; and Be Ready.** Throughout the school year, students will learn line basics, body basics, and voice levels as well as what respectful, responsible and ready behavior looks like in different areas of our school including the lunchroom, playground, bathroom, and hallway. There will also be classroom and school wide reward programs to celebrate and reinforce respectful, responsible, and ready behavior in our schools. Our school wide expectations will help us maintain a safe learning environment where teachers can teach and students can learn, laying the foundation for student learning, growth, and success!

## **BULLY INCIDENTS AWARENESS PROGRAM**

The Jefferson School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

"Parents may report any bullying concerns to their child's homeroom teacher, the school counselor, the principal, or the school psychologist. Parent reports can be by made by phone, email, or in person. Students may report bullying to any staff in the school. That staff will initiate a staff bully incident form and forward it to designated staff for further investigation. A student may also choose to report bullying privately by filling out a student bullying incident form and placing it in the available locked box

in each school. Those forms will then be reviewed and investigated by the counselor, the principal, or the school psychologist."

## **STATEMENT OF PHILOSOPHY**

School District of Jefferson Elementary Schools exist for the purpose of providing the greatest possible opportunity for the educational growth of each child. The opportunity for growth is dependent upon two components: the quality of teaching and the environment for learning. The school and its administration is committed to employing qualified, well trained, knowledgeable, and dedicated teachers to maintain a high level of instruction, and to providing a quality educational environment in the form of equipment and instructional materials for children to use in acquiring knowledge. We also want to make sure that there is a teacher in each classroom who cares that every student, every day, learns and grows and feels like a real human being.

These schools have the responsibility to preserve the mutual respect, which exists between the schools and community. School District of Jefferson Elementary School's citizenship role is one that leads and reflects society. However, our continuing sense of pride is a community effort and the qualities of its people readily assist the fulfillment of this role.

## **CIVIL RIGHTS INFORMATION**

The Jefferson Public Schools are subject to all laws and regulations of the State of Wisconsin and the United States of America. Among those laws and regulations is the protection of the rights of all citizens, regardless of their race, creed, sex, age, or handicapping condition. The District intends to fully comply with the protection of those rights.

The Jefferson Board of Education has adopted two separate policies dealing with equal opportunities and the protection of civil rights. The District also has a grievance procedure and form for individuals who feel their civil rights have been violated. That form is available from any school office. If you have any questions or concerns relating to Equal Opportunities or Civil Rights, please contact the principal. The Department of Education-Office of Civil Rights is at 111 North Canal Street, Suite 1053, Chicago, Illinois 60606-7204.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

The state of Wisconsin and the School District of Jefferson are committed to equal educational opportunity for all students. The Jefferson Board of Education, as an agent of the state, acknowledges this commitment and shall ensure that a program of equal educational opportunity exists for all students in the School District of Jefferson.

It is the policy of the School District of Jefferson, that no person, on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap, may be harassed or denied admission to any school in this district or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, national origin, color), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The district further assures that all contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to its students in connection with its educational programs or activities are not discriminating in violation of Title VI, (race, national origin, color), Section 504 (handicap), Title IX (sex) or the Americans with Disabilities Act (disability) and related regulations, guidelines and standards.

It shall be the responsibility of the High School Principal to examine existing policies and develop new policies where needed to ensure that the School District of Jefferson does not discriminate pursuant to state and federal law. The High School Principal is designated annually to receive complaints filed under this policy. He/she shall assure adoption of a complaint procedure to resolve complaints alleging violation of state and federal laws, assure that an evaluation of the district's compliance with state law is completed as required and submit the necessary forms as required by state law.

## **WHAT YOU CAN DO TO HELP YOUR CHILD LEARN**

1. Start each day right; a calm beginning at home makes the school day much better.
2. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
3. Praise your child each day for something he/she has done. Have a special place to put your child's schoolwork or whatever is brought home.
4. Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day.
5. Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
6. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation, which could influence your



child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.

7. Take your child to the library and encourage reading for pleasure. Read with your child so that they see that you feel reading is very important.
8. Stress organization of school notebooks, materials, etc.
9. Provide pencils, glue, scissors, paper, etc. for your child to use.
10. Work at home with skills taught at school

## **SCHOOL HOURS**

School hours for all three elementary schools will be from 8:05 a.m. to 2:55 p.m. for all grades, except Early Childhood and 4 Year Old Kindergarten. School playgrounds are not supervised prior to 7:45 a.m. Please do not allow your children to arrive before that time.

## **STUDENT ABSENCES**

If your child is going to be absent, please inform the school as early as possible before 8:15 a.m. Your call enables us to know that your child is safe and has not been injured or misled on his/her way to school. If you do not call us, we will call your home and work number to check on your child's absence. Recognizing that consistent school attendance is extremely important, parent contact will be made if a child is absent or tardy. You now have the convenience of leaving a message via our voice mail system if you are unable to call during school hours. Repeated unexcused absences could lead to truancy investigation and/or charges. For East Elementary call (920) 675-1400, for Sullivan Elementary call (920) 675-1500, and for West Elementary call (920)675-1200.



## **SCHOOL CANCELED/EARLY DISMISSAL DUE TO BAD WEATHER PROCEDURES**

It is very important that we make plans in case school cannot be held or we must dismiss early.

If school is canceled or delayed, such announcements will be made by the following radio and television stations. In addition, The School District's Alert Solutions system will also notify you with a phone/e-mail message and it will be posted on the School District of Jefferson's website.

WFAW	940AM	Fort Atkinson
WTMJ	620AM/Channel 4	Milwaukee
WSJY	107.3 FM	Fort Atkinson
WMTV	Channel 15	Madison
WISC-TV	Channel 3	Madison

If bad weather sets in during the school day and early dismissal is necessary, the same procedures will be followed.

We ask you to discuss your plans regarding early dismissal with your child/children. Please refer to this school-closing list of radio and TV stations for future reference.

## **IMMUNIZATIONS**

The Wisconsin Department of Health & Family Services lists the following as the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

<u>Age/Grade</u>	<u>Number of Doses</u>				
Pre-K (Age 2 through 4 years)	4DTP/DTaP/DT	3 Polio	1 MMR	3 HepB	1 Var
Grade K -5	4 DTP/DTaP/DT/Td	4 Polio	2MMR	3 Hep B	2 Var

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre-K and grades 1-12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
3. Polio vaccine for students entering grades K-12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
4. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
5. Var means Varicella (chickenpox) vaccine. A history of Chickenpox disease is also acceptable)

## **MEDICINE SENT TO SCHOOL**

Children are sometimes required to take medicine during the school day. Although we remain willing to cooperate with the home in this matter, it is necessary to require that a definite procedure be followed when parents send medicine to school. A medication form must be filled out by your doctor and signed by you before we can give prescription medicine at school. Children will not be allowed to bring medicine to school unless the requirements listed in School Board Policy JHCA are met. The policy and medication forms are available in the office or on the School District of Jefferson website. Any over the counter medication that your child needs also requires a medication form to be filled out and signed by a parent. The medication must be sent to school in its original container. Medications in baggies or envelopes will not be administered.



## **MEDICATION STANDING ORDERS**

Dr. David Rutledge, as medical advisor for the School District of Jefferson, has authorized a medication standing order for the use of Epinephrine (EpiPen) at school. Epinephrine injections are used to treat potentially life-threatening allergic reactions. If a student has an allergic reaction that may be life threatening while at school he/she may be administered an injection of epinephrine. Attempts to contact parent(s)/guardian prior to administration of the medication will be made. However, the severity and emergency nature of the situation may not allow contact with parent(s)/guardian prior to administering the medication. If epinephrine is administered the rescue squad will be called.

**NOTE:** While the school will have stock epinephrine on hand, this does not mean students with known allergies do not need to provide their own supply of epinephrine. Students are still required to provide their own medications for known medical conditions.

If you have questions regarding this standing order, please contact the school nurse, Lynn Zaspel RN at [920-675-1094](tel:920-675-1094).

## **HEAD LICE GUIDELINES**

The School District of Jefferson has a strict head lice policy. Please check your child's head for lice on a regular basis. Students suspected of having lice will be checked by school personnel. Students found to have lice or untreated nits will be sent home from school and treatment is required. The student will be checked upon return to school. If he/she is not free of lice, the student may not attend school until the problem is corrected. For more information regarding head lice issues, or for specifics contained in the board policy, please contact the district nurse at 920-675-1094

## **PROCEDURES FOR STUDENT ENROLLMENT**

### **Basic requirements for student enrollment:**

1. Birth Certificate. An office employee will visually verify the birth date on the certificate.
2. Immunization Card
3. Copy of records request for transfer students (request should show enrollment date and parent/guardian signature if possible).
4. New students coming from another school need the address of previous school.
5. Two emergency numbers of people (other than parents) who could be contacted in an emergency.
6. The name and phone number of the child's dentist and doctor.

## **EMERGENCY INFORMATION**

If your emergency numbers change at any time during the year please notify the school secretary at (920) 675-1400 for East Elementary at (920) 675-1500 for Sullivan Elementary and (920) 675-1200 for West Elementary. We need accurate information, so we can contact you if your child has urgent needs during the day.

## **LUNCH AND MILK COSTS**

**Hot Lunch:** The School District of Jefferson Lunch Program allows you to pay for your child/children's lunch at any of the schools. Send lunch money in a sealed envelope with the following information: Student's Name(s), Amount of Money (per student) Enclosed, and the School the student attends.

**Breakfast/Snack:** A universal, free breakfast/snack, including milk, will be served mid-morning to the students at both East and West Elementary.

A mid-morning bagged breakfast is offered at Sullivan Elementary. Students of FREE or REDUCED eligibility will receive their breakfast for FREE. Students of FULL PAY eligibility may purchase breakfast for \$1.25. Our mid-morning breakfasts will be ordered in the morning through a count in the classroom.

Students taking the pre-packed breakfast will receive milk with their breakfast. Students that do not wish to take the pre-packed breakfast but still want a "MILK" at morning snack break will be charged .35 per day for milk from their food service account.

Noon Hour Milk: There may be times when children would like to purchase additional cartons of milk with their hot lunch or have milk with their sack lunches. This option will again be available this school year. Milk money should be deposited in the student meal account, \$6.50 per month is recommended.

## **PICTURES**

Individual student pictures are taken at the Elementary Schools, usually sometime in the month of September. The exact date will be relayed to you in a bulletin that will be sent home before the picture date along with the necessary picture package information.

## **BUS STUDENTS**

If you do not want your child to ride the bus home on a particular day, it is necessary to send a signed and dated note to the school. Occasionally, parents want their child to ride a different bus (to a friend's house etc.) In such cases it is necessary to make arrangements with the bus company (920) 674-5112, not the school that your child attends. A signed, dated note should be sent along with your child so that the school and bus driver will know of these arrangements. Please be certain to discuss with your children the bus rules that are included in this handbook.

## **BUS RESPONSIBILITIES**

1. Students are expected to obey rules and regulations concerning the safety and comfort of all bus riders.
2. Students should be aware of the fact that the bus driver is in charge of the bus at all times.
3. Horseplay, scuffling, fighting, moving from seat to seat is forbidden.
4. Name calling, cursing or obscene language is strictly forbidden.
5. Riders must keep hands, arms and head inside the bus at all times.
6. Students are expected to be at the reception point at least three minutes before scheduled pick up time.
7. Tampering with the bus seats or bus equipment is forbidden. Damage to seats or other parts of the bus must be paid for by the person doing the damage.
8. Riders should assist in keeping the bus safe and clean.
9. Students who do not follow the rules will be reported to the building principal for disciplinary action.
10. Bus riders are expected to be courteous to fellow pupils, older students should help the younger children and everyone is expected to be courteous to the driver

## **DISCIPLINARY PROCEDURES THAT WILL BE FOLLOWED ACCORDING TO POLICY**

### **Jefferson Bus Service Intervention**

Jefferson Bus Service may choose to contact a parent/guardian to resolve behavior problems that do not arise to the level of requiring a formal discipline report. These items could include: Feet in the aisle, standing on the bus, turning around in the seat, loud talking, etc. This notification will be documented and a copy sent to the building Administrator.

### **First Referral**

- Administrator conference with student
- Notification of parent/guardian
- Copy of report results sent to Jefferson Bus
- A verbal warning



### **Second through Fourth Referral**

- Administrator conference with student
- Administrator conversation with parent/guardian
- Copy of report results sent to Jefferson Bus
- A one to five day suspension from the bus

### **Fifth Referral**

- Conference with student, parent/guardian, Administrator, and representative of Jefferson Bus Service
- A discussion of what actions are necessary for repeated behavior problems
- A five day or longer suspension from the bus

If the student behavior continues beyond the fifth referral in one school year, a meeting with the District Business Manager and/or the Superintendent will be held to discuss removal of the student from the bus.

The severity of the offense may result in the Administrator choosing to move to a higher level consequence than that of a first or second referral. It is important to keep in mind that inappropriate behavior on the bus poses a risk to the safety of all the students, as well as the driver.

## **PLAYGROUND RULES**

### **STUDENTS ARE EXPECTED TO:**

1. Wear outdoors the clothing that was sent to school with you.
  - Teachers need to check students' dress before walking them to the door
2. Play within the marked boundaries.
  - Stay out of bushes
  - Stay away from all electrical equipment
  - Stay out of the parking lot at all times

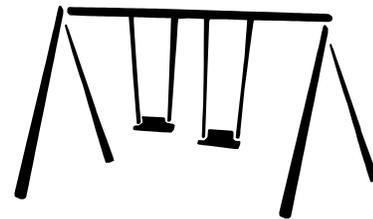
- Stay off grates
3. Play safely on and around the equipment.
    - Refer to Physical Education department's safety rules
    - Share and take turns on equipment
  4. Play safe and appropriate playground games.
    - No expensive toys with great personal value, or unsafe toys from home-No trading cards of any kind
    - School is not responsible for any toys brought from home
    - No hitting or tackling games
    - No pushing or tripping
    - No snow throwing, kicking, or pushing on snow hills
  5. Respect and listen to the playground supervisors
    - Polite faces
    - Follow directions without arguing or being sassy
    - Use title of adult's name (e.g., Mr. or Mrs., etc.)
  6. Talk with polite words and voices to all staff and classmates.
    - No put downs, teasing, name calling
    - No swearing
    - No yelling
    - Use "I care language"
  7. Line up immediately after the bell rings or when told to by the supervisors.
    - Stop play, get in line, and do not continue to play with balls or other equipment.
  8. Stand in line facing forward with quiet mouths and bodies; keep hands to yourselves.
    - Feet quiet and on the ground
    - Hold on to toys and equipment

**Students and parents need to be made aware that the school is not responsible for breakage, theft, or loss of any toys or equipment brought from home. Please be reminded that our playground is not supervised prior to 7:45 a.m. or after 3:00 p.m. Students on the playground at unsupervised times are responsible for their own behavior.**

## **EQUIPMENT SAFETY RULES**

### **SWINGS**

1. Swings are for swinging only
  - No other games allowed
2. One person per swing
  - No under ducks
  - No pushing
3. Sit on swing, and back and forth motion only
  - No twisting, spinning etc.
4. Come to a complete stop before getting off
  - No jumping



### **MERRY-GO-ROUND (East and West only)**

1. Sit or stand in place next to the bar
  - No sitting on the bar
  - No running on the equipment
2. Make sure the merry-go-round is stopped before getting on and off

## **SLIDE**

1. One way traffic – down only
  - No walking, crawling up the slide
2. For sliding only – no other games
3. One at a time on the ladder
4. One on the slide at a time – in sitting position, feet first



## **MONKEY BARS/JUNGLE GYM/HORIZONTAL LADDER**

1. Climbing only
  - No pulling, pushing, or touching others
  - No jumping or standing on top of equipment
2. Hands and or/feet in contact with the equipment

These safety suggestions are intended for the teachers to use as a guide when discussing playground equipment safety. This should certainly be done at the beginning of the year and reviewed periodically. Taking the kids out to the equipment and giving demonstrations is greatly recommended.

## **SUSPENSION**

The School District of Jefferson has a board policy that is in accordance with Wisconsin Statutes 120:13 (b) (SCHOOL BOARD POWERS). This law reads in part: “The school district administrator or any principal...may make rules, with the consent of the school board, and may suspend a pupil for not more than 5 school days.....for noncompliance with such rules or school board rules, or for conduct by the pupil while at school or while under the supervision of school authority which endangers the property, health, or safety of others.”

## **WEAPONS ON SCHOOL PREMISES**

The Board of Education determines that possession or use of a weapon by students is detrimental to the welfare and safety of students, school personnel, and the community.

Possession or use of any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is **prohibited**. For purposes of this policy, it is immaterial that a weapon may be inoperable or “unloaded,” and weapons also include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun or spring gun, explosive devices including ammunition, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, knives (excluding traditional pocket knives with an encased blade less than two inches in length and which is not included as a “weapon” elsewhere in this policy) including any knife the blades of which can be opened by a flick of a button or pressure on the handle, and a pocket knife where the blade is carried in a partially opened position.

The possession or use of any such weapon by a student will result in suspension and/or proceedings for the expulsion of the student involved.

## **STUDENT INSURANCE**

The Jefferson School District does not carry accident insurance on our students. However, for families without an insurance plan, we provide and strongly encourage a voluntary insurance program offered by the Student Assurance Services of Stillwater, Minnesota. The cost is minimal for school time coverage. Around the clock coverage is also available. Extended dental coverage can be purchased at an additional fee. A major medical supplement can be obtained for an additional charge for those that carry around the clock coverage.

## **SCHOOL SAFETY DRILLS**

Throughout the school year, each elementary school in the School District of Jefferson carries out several required safety drills. These drills include fire, tornado, bomb threat, life threatening emergency, and school lockdown procedures. Many children may find these drills frightening so it is extremely important that you discuss them at home to help prepare your child. They need to be assured that the Elementary Schools are safe places to be, but we must be prepared for all circumstances. Also, please stress the importance of these drills and the need to closely follow the rules and procedures that accompany these drills. All drill guidelines and rules are presented and discussed with the children by the classroom teacher at the onset of each school year. Please be reminded that all the school entrances are locked after 8:15 a.m. with the exception of the main entrance.

## **TELEPHONE NUMBERS**

School District Office	920-675-1000	East Elementary School	920-675-1400
High School Office	920-675-1100	West Elementary School	920-675-1200
Middle School Office	920-675-1300	Sullivan Elementary	920- 675-1500

## **SCHOOL DISTRICT of JEFFERSON COMPUTER ACCEPTABLE USE PROCEDURE (AUP) ELEMENTARY**

### **Student/Parent Notification and Consent Form**

The elementary schools in the Jefferson School District have a computer acceptable use procedure that all students of that district must sign in order to use the computers. The student's signature signifies that they have read the rules and that they agree to follow those rules when they are using the computers owned by the School District of Jefferson. Please carefully read the policy as well as the consequences that are listed for breaking the rules. A copy of this policy will be presented to you at school registration.

## **PARENT/TEACHER CONFERENCES**

To ensure a quality education for your child, it is extremely important for school and home to keep an open line of communication. The elementary schools schedule parent conferences twice in the school year. The dates and times vary from year to year, and are listed within the Board approved district school calendar. Prior to the conference dates, you will receive notification of your scheduled date and time. It is your responsibility to notify the school office if the time is not convenient and needs to be adjusted. The teacher may have other appointments after yours so it is imperative that you arrive on time and adhere to the time schedule.

Before the Conference – Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Determine what you can tell the teacher about your child. The school life is only one side of your child and there may be a thing you know that could help the teacher better understand certain behaviors or problems.

After the Conference – Discuss the conference with your child. Be positive. Point out his/her strengths before discussing areas that may have been identified for improvement.

## **REPORT CARDS**

Students will receive progress reports from their regular education teacher at the end of each school year quarter. The Physical Education, Music and Art teachers record progress at the end of the first and second semesters. Report cards are either sent home with the child or presented at parent conferences.

## **VOLUNTEERS**

Volunteers are welcome and encouraged. If you are interested in donating time to assist in the classroom, on the playground, or in the cafeteria, please contact the school office or a classroom teacher. Classroom teachers can always use an extra pair of hands, and your presence shows our students that parents and community have an interest, and input in their education

## **BRINGING VALUABLES TO SCHOOL**

Elementary school students are expected to be in charge of what they bring to school. If you bring something of value and it is lost or stolen, the school cannot be responsible. We strongly recommend that students refrain from bringing personal items with value to school

## **CELL PHONES AND TWO –WAY COMMUNICATION DEVICES**

Students may not bring, or use any 2-way communication devices while at school. (i.e., beepers, Walkie Talkies, or electronic pagers)



The exception to this rule is regarding cell phones. Although not recommended, elementary students are allowed to bring cell phones to school. The cell phones can be used prior to school, and after school, but not during the school day. From 8:05 a.m. to 2:55 p.m., cell phones are not to be with or on a student, they are not to be turned on, and they are not to be used. From 8:05 to 2:55, cell phones are to be turned off and stored in the student's locker/designated space.

If a student violates the cell phone expectations explained above, the following consequences may result:

- 1<sup>st</sup> offense = cell phone/two-way communication device is confiscated and returned to the student at the end of the school day
- 2<sup>nd</sup> offense = cell phone/two-way communication device is confiscated, parents are called. Parents can pick up the cell phone at their earliest convenience. School hours are 7:30 a.m. to 3:30 p.m.
- 3<sup>rd</sup> offense = administration may choose to suspend the student from school.