

THOMAS JEFFERSON ELEMENTARY SCHOOL

PARENT AND STUDENT HANDBOOK

2021 - 2022



Imagination, Perseverance, Integrity

BURBANK UNIFIED SCHOOL DISTRICT

Thomas Jefferson Elementary School
1900 N. Sixth Street
Burbank, CA 91504
Office Hours: 7:45 a.m. – 4:00 p.m.
Telephone Number: (818) 729-1600
Fax Number: (818) 818-729-4366

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Thomas Jefferson Elementary School



VISION

Striving to inspire passion for learning, develop perseverance and social responsibility.

MISSION

The mission of Thomas Jefferson Elementary School is to build confident learners and responsible citizens who engage in a rigorous curriculum, express creative thinking, develop personal integrity and discover the joy of shared learning within a safe and supportive community in order to meet for college and career readiness standards. Heavy focus will be placed on the development of the 21st Century skills: Creativity, Collaboration, Communication and Critical Thinking.

GENERAL INFORMATION

Thomas Jefferson Elementary School

1900 N. Sixth Street
Burbank, CA 91504

Office Hours 7:45 a.m. – 4:00 p.m.

Telephone Number (818) 729-1600

FAX Number (818) 729-4366

SCHOOL HOURS:

FIRST 2 WEEKS OF SCHOOL:

Monday, August 16 through Friday, August 27, 2021

No Divided Opening or TJ Club

Mon., Wed., Thurs., Fri.	Kindergarten	8:00 a.m. – 11:45 a.m.
	Grades 1-2	8:30 a.m. – 2:20 p.m.
	Grades 3-5	8:30 a.m. – 3:00 p.m.
Tuesday	Kindergarten	8:00 a.m. – 11:45 a.m.
	Grades 1-5	8:30 a.m. – 2:05 p.m.

AFTER THE FIRST 2 WEEKS OF SCHOOL:

Begins Monday, August 30, 2021

Mon., Wed., Thurs., Fri.	Kindergarten - Early Birds	8:00 a.m. – 11:45 a.m.
	Kindergarten - Late Birds	9:15 a.m. – 1:00 p.m.
	Grades 1-2 - Early Birds	8:30 a.m. – 2:20 p.m.
	Grades 1-2 - Late Birds	9:10 a.m. – 3:00 p.m.
	Grades 3-5	8:30 a.m. – 3:00 p.m.
Tuesday	Kindergarten - Early Birds	8:00 a.m. – 11:45 a.m.
	Kindergarten - Late Birds	9:15 a.m. – 1:00 p.m.
	Grades 1-2 - Early Birds	8:30 a.m. – 1:30 p.m.
	Grades 1-2 - Late Birds	9:10 a.m. – 2:10 p.m.
	Grades 3-5	8:30 a.m. – 2:05 p.m.

RECESS AND LUNCH TIMES - TBD based on Public Health Guidelines

SCHOOL PROCEDURES

Some of these procedures are specific to Thomas Jefferson. Please review the district's "[Annual Notification to Parents](#)" for district specific guidelines.

SCHOOL SPIRIT

The school mascot is an eagle named T.J. (*for Thomas Jefferson*). The school colors are Red, White, and Blue and we are the Patriots.



ARRIVAL/DISMISSAL SCHEDULES & GATES RAIN OR SHINE



NO DIVIDED OPENING			
Grade Levels	Schedule	Arrival Gate(s)	Dismissal Gate(s)
Kinder	8:00 – 11:45	Kinder yard*	Kinder yard*
1 st and 2 nd	8:30 – 2:20	Upper Eton and 6 th St	Lower Eton, 6 th St & Upper Eton
Tuesdays 1 st and 2 nd	8:30 – 2:05	Upper Eton and 6 th St	Lower Eton, 6 th St & Upper Eton
3 rd , 4 th and 5 th	8:30 – 3:00	Upper Eton and 6 th St	Lower Eton, 6 th St & Upper Eton
Tuesdays 3 rd , 4 th and 5 th	8:30 – 2:05	Upper Eton and 6 th St	Lower Eton, 6 th St & Upper Eton

WITH DIVIDED OPENING – KINDER - 2 ND						
Grade Levels	Early Bird Schedule	Arrival Gate(s)	Dismissal Gate(s)	Late Bird Schedule	Arrival Gate(s)	Dismissal Gate(s)
Kinder	8:00 – 11:45	Kinder yard*	Kinder yard*	9:15 – 1:00	Kinder yard*	Kinder yard*
1 st and 2 nd	8:30 – 2:20	Upper Eton and 6 th St	6 th St ONLY	9:10 – 3:00	6 th St ONLY	Lower Eton, 6 th St & Upper Eton
Tuesdays 1 st and 2 nd	8:30 – 1:30	Upper Eton and 6 th St	Sixth St ONLY	9:10 – 2:10	6 th St ONLY	Lower Eton, 6 th St & Upper Eton

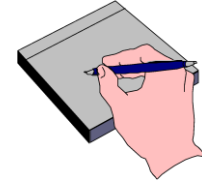
NOTES

1. Around the Bell morning students will enter through Cambridge gate using designated code.
2. All other students may enter through 6th Street or Upper Eton gate starting at 8:00 a.m.
3. Parents with students in multiple grade levels may choose the exit gate more convenient for pick up.
4. *Kinder Arrival/Dismissal gates during rainy day will be through the Office Gate.

RELEASE OF STUDENTS DURING SCHOOL HOURS

An authorized parent or guardian must report to the school office to sign out the student. (Authorization to release a student must be listed on the Aeries Parent Portal. The contacts on the Aeries Parent Portal must be 18 years or older. Students will not be released to minors.)

The parent or authorized adult must go to the Jefferson School office and follow these required procedures:



- Indicate the name of the child.
- List the room or the teacher.
- Write the reason for the student being taken from school.
- Sign out each child so there is a record of his/her leaving school (identification will be checked if the adult is unknown to the office staff).

The office staff will make arrangements for releasing a pupil from his/her instructional area.

At NO time:

- should a child be picked up directly from the classroom
- should the child wait outside the classroom or in front of the school for a parent to pick him/her up at a pre-arranged time.
- should a child walk home to meet his/her parent during the school day.

CHILDREN WILL NOT BE RELEASED TO INDIVIDUALS NOT LISTED ON THE Aeries Parent Portal. Thus, it is very important to keep the Aeries Parent Portal current.

EMERGENCY PREPAREDNESS

Emergency drills are conducted at regularly scheduled intervals throughout the school year. Teachers are assigned specific areas and duties to keep students safe.

Children are released only to parents or adults listed on the Aeries Parent Portal.

While the release procedures may feel long and involved to all of us, we must ensure the safety of all students!



- In the event of a disaster (civil defense, fire, earthquake), students will be supervised in designated areas until transportation can be arranged or until students are picked up by their parents.
- In case of danger on the schoolyard (wild animals, civil strife, etc.), the students will be kept in the classrooms until the school grounds are safe.
- In case of danger in the buildings (fire, gas leak, etc.), the students will leave the buildings and line up on the school ground assembly area.

It is extremely important that parents keep all their emergency telephone numbers and contact names current on the Aeries Parent Portal. Please call the school office **(818) 729-1600** whenever you have a change in address.

HEALTH

HEALTH OFFICE

The health office is open daily for student needs. It is manned by office personnel, a health aide, or a nurse depending on the time and/or day. Staff will log any student visits to the Health Office. If your child has any medical needs (short or long term) please notify the health office so that we can properly work with you in addressing any needs.

MEDICATION

Medication can only be administered by the Health Office if it is accompanied by a prescription order from the doctor and we have the authorization and ability to deliver it. Please do not send any medication, prescription or over the counter, to school with your child. This includes cough drops. If your child has a need requiring medication (short or long term) please notify the Health Office so that we can properly work with you in addressing any needs.

LICE

As per Board Policy 5141.33, school employees report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student or other students who are siblings of the affected student or members of the same household. If a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to six weeks.

STUDENT WELLNESS AND BIRTHDAY CELEBRATIONS

As per Board Policy 5030 (Student Wellness), "School staff shall encourage parents/guardians or other volunteers, to support the District's nutrition education program by considering nutritional quality by selecting any snacks which they may donate for occasional class parties, and by limiting foods or beverages that do not meet nutritional standards to no more than one food or beverage per party. Class parties or celebrations shall be held after the lunch period when possible." Additionally, Jefferson only has two parties during the year, a holiday party before winter break, and a Valentine's Day party. We also ask that food related birthday treats not be brought to school to be shared with classmates. Families may consider donating a book to the classroom on behalf of their child.

TRAFFIC SAFETY

PARKING LOT

Needless to say, parking is at a premium at Jefferson Elementary. Therefore, we ask that you respect the parking lot reserved for the teachers and staff members. Only members of the staff who have a Jefferson Parking Permit are to park in the lot on school grounds. There is no student drop off in the parking lot or on the Cambridge Drive side of school. The gate will be kept locked at all times.

Street parking is available on the streets surrounding the school. These streets include Sixth Street, Cambridge Drive, Karen Street, and Eton Drive. Be sure to check the posted signs and make sure it is not street cleaning day. **Please be considerate of our neighbors and do not double park or block driveways.**

CROSSING GUARD

We have a crossing guard at the corner of Dartmouth Road and Sixth Street at all arrival and dismissal times. Please urge your child to cross with the guard at all times. Do not allow your child to cross the street to school or to meet you. Please park in a safe location and walk your child across the street.

WHEELS ON CAMPUS

Students in Grades 1 through 5 may ride their bikes to school. All bike riders must have a completed Bicycle Riders Contract on file. Contracts can be found on the Jefferson Website. **Skateboards, roller blades, and scooters are NOT PERMITTED on school grounds at any time.**

Bike Rules:

1. Bike riders are responsible for following these rules. Students who violate these rules risk the suspension or loss of their bike riding privileges to and from school.
2. All bikes must be parked in the bike rack.
3. All bikes must be walked on and off the school grounds. Bike riding is not permitted on the school grounds.
4. Bike riders must always walk their bikes on the sidewalks surrounding the school.
5. Every bike must have a lock. This is the best means of preventing someone from riding your bike. You must have your own lock and not share with a friend.
6. Every rider must wear an approved safety helmet when riding to and from school.
7. Bike riders shall use all hand signals employed by the driver of a car. (Applicant should learn these if he/she does not know them.)
8. Keep to the right and ride in single file. Keep a safe distance behind all vehicles.
9. Look out for cars pulling out into traffic. Keep a sharp lookout for sudden opening of car doors.
10. Never hitch on other vehicles, "stunt" or race in traffic. Never ride two on a bike.
11. Ride in a straight line. Do not weave in or out of traffic or swerve from side to side.
12. Slow down at all street intersections and look to the right and to the left before crossing. Stop at Stop signs! At all intersections where school patrol is present, you must dismount and cross in the crosswalk, pushing your bike as a pedestrian.
13. Both hands should be used in steering the bike except when using one hand for signaling.
14. Be sure your brakes are operating efficiently and keep your bike in perfect running condition.
15. Give pedestrians the right of way. Since pedestrians and bikes share the road and some other paths, special care must be taken as the walkers have the right of way.
16. Private property must always be respected.

CLASSROOM INTERRUPTIONS

PHONE CALLS



In an effort to cut down on classroom interruptions, we ask you to help us by making every effort to set your day's plans with your children BEFORE sending them to school each day. School phones are for business purposes only. Calls will be transferred to the teacher's voicemail to prevent frequent interruptions of the educational program.

FORGOTTEN ITEMS

If you need to deliver a forgotten lunch, clothes, or schoolwork, please bring it to the office. Please talk to your student and let them know that anything forgotten will either be placed in the teacher's mailbox or on the red cart in the office. **A call will NOT be made to the classroom for lunches or forgotten items to prevent frequent interruptions of the educational program.**

SCHOOL ACTIVITIES

HOMEWORK

Jefferson School recommends that each student read or be read to for 20 to 30 minutes each day. In addition, the School District homework policy suggests the assignment of the following amounts of time:

- * Grades K and 1: 10-15 minutes daily
- * Grades 2 and 3: 15-20 minutes daily
- * Grades 4 and 5: 20-30 minutes daily



If your child has unfinished class work, he or she may be required to finish it at home resulting in a longer homework period than listed above. Homework is not ordinarily assigned on weekends or holidays.

FIELD TRIPS



Field trips and other off-campus events take place during school hours. Field trips will be directly linked to academic learning in the classroom. You will be asked to sign a permission slip for each field trip. As well as, make a donation to cover the cost of transportation and admission. Since it is an instructional day, we ask that only approved chaperones attend the trip with students. Please review and follow the volunteer approval guidelines in this handbook. Teachers do have the right to choose chaperones based on specific grade or classroom criteria. Please speak to each teacher to determine that criteria. We are not able to accept permission over the telephone. The consequence of not completing a signed permission form is exclusion from the event and remaining at school in another classroom. All transportation shall begin and end at school unless the principal approves a specific alternative, **in writing and in advance**.

RESPONSIBILITY FOR SCHOOL MATERIALS

Technology, textbooks and library books are checked out to individual students. Each student is responsible for returning these materials in good condition. If a student loses or damages a textbook or library book, he/she will be charged for replacing it. These charges will be refunded if the materials are found or returned in good condition at a later date.

CAMPUS PRIDE

KEEPING OUR SCHOOL CLEAN

All snacks and lunches should be eaten on tables or in designated areas. Trash must be thrown in the trash cans and not on the ground. Lunch and breakfast foods are not to be taken to the playground. No gum or candy is allowed at school, as per State Law.

LOST & FOUND

The lost and found area is in the hallway leading to the auditorium. Small articles are turned into the office. It is Jefferson School's policy to donate any items left unclaimed to a charitable organization. **This will be done during the first week of each month and at breaks (Thanksgiving, Winter, Spring, and Summer).**

VISITORS AND VOLUNTEERS

VISITORS:

Information will be sent out closer to the start of school based on Public Health guidelines.

VOLUNTEERS:

Any parent, community member, or other adult who assists at a school site on a regular or semi-regular basis is considered a General School Volunteer and therefore needs to be cleared by BUSD.

A general school volunteer works during school hours performing duties such as classroom aides and helpers, library helpers, and field trip chaperone.

Any person interested in helping in the classroom and/or going on field trips, must be approved by BUSD.

To be on the APPROVED VOLUNTEER LIST, a volunteer needs to do the following:

- Complete the Volunteer application online. Please make sure you check "Classroom Helper" when filling out the application. The application is available on the Jefferson website under the PARENTS AND STUDENTS tab.
- Upload a copy of a current driver's license.
- Upload a copy of a TB Risk Assessment and Certificate of Completion or a TB test if required. Each volunteer is required to submit a Tuberculosis Risk Assessment and Certificate of Completion within the past 60 days prior to application to become a volunteer. If risk factors are identified, an additional examination to determine that s/he is free of infectious tuberculosis shall be conducted. This examination shall be conducted by a physician, physician assistant, or nurse practitioner. The TB test is valid for 4 years and volunteers DO NOT have to provide a new TB test each year.

Once the above requirements are met and the application is submitted online, the classroom teacher will be notified and a badge will be sent home with the student.

Thank you for your continued interest in becoming a volunteer at Jefferson. We are very grateful for your contribution to the education of our students.

If you have any questions please call or email Nada Kaedbey at:
818-729-1600

NadaKaedbey@burbankusd.org

PARTNERING WITH PARENTS

Educating children at Jefferson is regarded as a partnership between the student's family and the school. At Jefferson, we hope that parents will take an active participatory role in their child's education. Listed below are just a few of the many opportunities to partner with your child's school as we all learn and work together.

SCHOOL SITE COUNCIL (SSC)

Jefferson's parents and teachers work together on the S.S.C. committee to continually improve our school program. We hold 5 to 6 meetings a year on the first Tuesday of designated months. A school plan written by the committee is the guiding force behind the programs, curriculum application, and budgeting process. Parents serve on this advisory council along with teachers and other school staff. The meetings are open to the public and are posted in the office 48 hours before a meeting.

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

E.L.A.C. is designed for parents of our English Language Learners. The purpose of this committee is to provide excellent opportunities for parents of second language learners to give input regarding curriculum and instructional practices as well as our school environment. Dates and times of meetings will be determined at a later date.

PARENT TEACHER ASSOCIATION (PTA)

The PTA is vital to the students at Jefferson. Through its efforts, money is made available for enrichment programs, instructional materials, and special events. Over the years, hard working parents have dedicated their time to support the PTA program. Please make involvement in your child's educational experience a top priority. Check the school calendar and marquee for meeting dates and times since they alternate between day and evening meetings for parent convenience.

JFC - JEFFERSON FUNDRAISING COMMITTEE (formerly known as Boosters):

The Jefferson Fundraising Committee was established in December 2000 as an all-volunteer nonprofit public benefit association. The name of this parent group was recently changed due to the fact that it is no longer an independent fundraising group, but under BUSD's insurance and fiscal supervision. The purpose of the JFC is to promote parent involvement in the school, to raise funds to support school programs and projects, to promote the education and welfare of our children enrolled in the school, and to support the teachers and administrators at Jefferson. Check the school calendar and marquee for meeting dates and times since they alternate between day and evening meetings for parent convenience.

HOME / SCHOOL COMMUNICATION

Parent/School communication is essential to your child's success. Please read all information carefully and call the office if you have any questions and/or concerns.

JEFFERSON WEBSITE

Calendars, events, schedule changes and any other important information will be posted on our website.

GRADE REPORTING SCHEDULE

Elementary students receive Progress Report Cards on a trimester schedule. The first trimester ends the beginning of November, the second ends the middle of February, and the third ends on the last day of school.

Interim Progress Reports are issued midway in each trimester for those students who are not demonstrating satisfactory progress in achievement, effort, or behavior.

Fall Parent Teacher Conferences will be held November 15 – 19, 2021 for all students. The Spring Parent-Teacher Conferences, which will be held February 22 – 28, 2022, are optional for parents of students at or above grade level, and strongly recommended for parents of students below grade level. However, you may request to meet with teachers even if they do not have any specific concerns.

STUDENT CONDUCT AND RESPONSIBILITY

In order to ensure that all students have the opportunity to be in a productive learning environment while at school, guidelines, rules, and responsibilities must be present.

Discipline is a word for the training that enables students to make appropriate choices, using defined school rules, and indoor/outdoor limitations, where consequences are consistent. Through positive and effective communication and the use of specific reinforcement for desired behaviors, it is the goal of a discipline system, or program, to promote student self-management in a variety of environments and situations.

The program includes the employment of classroom management plans for all teachers. Teachers are responsible for setting up individual classroom programs, communicating them to students and parents, and remaining consistent in terms of student behavior recognition. Emphasis on recognition of appropriate, desired behavior is very important. We strive to recognize children while they are exhibiting positive behavior. In order for our discipline program to be effective and positive, we each must share the responsibility that goes hand-in-hand with such a program. We must continue to work together to enable our students to be self-disciplined people.

EVERYDAY SCHOOL RULES

1. **Be Respectful.** Treat all other people, students and adults, in a polite and courteous manner. Respect the rights, privileges, and property of others. Follow directions and cooperate with all members of our school family. Use words that make people feel good about themselves. Do not use language that hurts another person's feelings, contains profanity, or provokes a fight. Take care of our school. Take care of your belongings and the belongings of others.
2. **Be Safe.** Do not do anything that might hurt another person or yourself. Use all school equipment in a proper and safe manner. Settle differences peacefully. Do not push, shove, hit, or cause someone to fall or lose his or her balance.
3. **Be Responsible.** Arrive at school on time. Be ready to learn with all necessary supplies, books, and homework. Study diligently and with honest effort. Complete all assigned responsibilities to the best of your ability. If a mistake is made, know that you can always do better the next day.

WHEN STUDENTS STRUGGLE WITH RULES

Our role at school is to model, help shape, and work supportively with students to develop responsible behaviors. We view inappropriate student behaviors as opportunities to positively intervene, to provide coaching, and to prompt problem-solving skills among our students. Children grow when they have knowledge and feedback about their actions, understand the reasons for rules, and have opportunities to practice appropriate behaviors.

When an incident occurs, we expect students to describe that incident with integrity and accuracy, to participate fully in the dialogue, and to take it seriously. Students need to accept responsibility and are expected to follow through with the recommended action.

POLICY AND PROCEDURES

Both the student and the parent(s) will sign our "Home-School Compact" to indicate their commitment to keeping Jefferson a "SAFE SCHOOL."

Below are examples of possible steps the staff uses to support and intervene with students who periodically may struggle with rules. Parents may be notified of any infraction. Please remember, struggling with rules is a part of growing up. We learn from struggling.

1. Conference with student regarding violation and verbal warning
2. Reflection time at recess and teacher notified

3. Loss of 1 or more recesses and/or community service, e.g. trash pick-up or writing assignment
4. Detention
5. In-school probation or suspension from specific class or activity
6. Parent conference
7. Suspension from school
8. Recommendation for expulsion

STUDENT ATTIRE

Students are expected to attend school in clean, neat clothing. It is the mission of the school district not only to provide academic education but also to provide education in morals, manners, dress, and grooming because these are elements of good citizenship. Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. The guidelines are intended to help protect the health and welfare of the individual student. The principal or designee shall make the final decision as to whether a student's dress or grooming is, in fact, disruptive or distracting. The Board of Education believes that there is nothing inherently wrong with certain types of dress or color of dress, but when a student's dress serves to intimidate or hinder the rights of other students, it will be determined that such dress is in violation of this policy. A student may not remain at school dressed in a manner that (1) creates a safety hazard for said student or for other students at school, and/or (2) constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order.

Appropriate dress includes:

- Garments that are neat, clean and mended
- Garments that are not intentionally cut-off, ragged, or torn
- Garments that are fitted
- Pants must stay at waist without the use of a belt or suspenders
- Undergarments that are covered by outer clothing
- Hair that is clean and neatly groomed
- No sprayed-on hair color unless specified for special school events
- Shoes with a substantial sole are required
- Sandals and shoes without back straps are not acceptable
- Wide brim sun hats are permitted outdoors
- Hats are allowed – must be school appropriate

Clothing NOT acceptable at any time:

- Extremely brief garments such as short shorts, halter-tops, bare midriffs, tube tops, net tops, oversized tank tops, spaghetti straps, low-cut tops, bustier and plunging necklines
- Clothing, jewelry, or accessories with slogans or pictures promoting weapons, drugs, alcohol, tobacco or any prohibited substance
- Dangling earrings or other jewelry which may present a safety hazard
- Garments with suggestive, obscene, or sexually explicit statements or pictures
- Clothing, jewelry, or accessories that are gang-related by virtue of their colors, arrangement, trademark or other attributes
- No hairnets and/or bandannas
- No open-toed shoes

In instances where inappropriate attire is an issue, parents may be contacted and asked to bring appropriate clothing to school, and/or students may be required to reverse shirts or conceal shirts by wearing sweaters or jackets. When other alternatives are not feasible, students may be held in the office until parent contact and other arrangements can be made. Continued violation of the Jefferson Dress Code will result in further disciplinary action.

1. Guidelines

a. In the cafeteria/lunch shelter, students will:

- i. Follow all adult directions with respect
- ii. Talk quietly at the tables where seated
- iii. Do to unforeseen food allergies, it is imperative that students NOT share food
- iv. Use appropriate manners while eating
- v. Clean up after themselves
- vi. Wait to be dismissed to the playground
- vii. Walk to the playground

b. On the playground, students will:

- i. Follow Peaceful Playground Practices. Students are provided a Peaceful playground rules booklet at the beginning of each school year and attend a Peaceful Playground assembly outlining the rules of the games. Parents may request one in the office or find it online on the district website under Jefferson.
- ii. Follow all adult directions with respect
- iii. Be kind to others
- iv. Use appropriate language (never use bad language or unkind words)
- v. Use school equipment only and use it properly and safely
- vi. Never play in restrooms, at drinking fountains, or on railings
- vii. Refrain from: spitting, chewing gum, throwing rocks, sand, or sticks, and fighting
- viii. Keep hands, feet, and other objects to themselves
- ix. Have a good time

c. Students may receive a Praise Note for exceptional behavior.

- i. Once monthly, students may exchange 10 praise notes for extended lunch.
- ii. Once monthly, yard supervisors and Interventionist reward one grade level who has exemplified positive behavior with extended lunch.

2. Consequences for failure to follow lunch or playground guidelines

a. White Slips – Will be sent to the teachers.

b. Severe Disruption – Results in student being sent to the Principal or designee immediately!

c. Criteria

- i. A child willfully inflicts physical harm on another student
- ii. A child willfully destroys property
- iii. A child overtly refuses to do what he/she is asked to do by an adult on campus

3. Consequences – The Principal or designee may deal with severe disruption in one of the following ways with input from the classroom teacher:

- i. Immediate parent/principal and/or teacher follow-up
- ii. In-school suspension or restriction (In-house suspension)
- iii. Out-of-school suspension

This compact has been created as part of our school's Single Plan for Student Achievement, and with the purpose of establishing a strong relationship between the school and every parent or guardian for the education of every student. The requirements of both the school and the parent



or guardian in this educational process, are listed on this compact.

The following activities are **the responsibility of the school** in the education of the student:

- Delivery of instruction to meet grade level, district, and state standards.
- Maintain communications with parents including parent/teacher conferences on student's progress.
- Provide a safe, positive learning environment for the student while he/she is under the supervision of the school.
- Provide structure with clearly understood behavior limits for each student.
- Provide special programs to meet the identified special needs of students.

The following activities are **the responsibility of the parent** in the education of the student:

- Send your child to school each day on time, rested, fed, and properly clothed to participate.
- Develop open communication between the school and home and between the parent and child.
- Assisting the education of your student through
 - Helping with schoolwork as needed.
 - Providing family and community experiences which can enrich a child's life.
 - Reading with your child.
 - Providing consistency and stability at home.
- Be knowledgeable about school activities and participate whenever possible.
- Provide structure for your student with clearly understood behavior limits.
- Respect the school and the school day. Make appointments for after school hours and keep interruptions to a minimum.
- Send an absence note when your child returns to school, stating the date of the absence and the reason the child was absent.

Thomas Jefferson Elementary School School Library Contract

Your child's class will begin using the school library on a regularly scheduled basis. In addition to library lessons, he/she will be permitted to check out a book which may be taken home for a one week period.

Your child will be responsible for any book signed out in his /her name. Failure to return a book on its due date will prevent your child from checking out another book until it is returned. A fine equal to the value of the book will be required for any lost or badly damaged book, and no additional material may be checked out until payment has been received.

We are excited to offer our students access to the resources available in our library. A greater exposure to books helps children acquire an interest in reading and lays a foundation for good reading habits.

Your cooperation is needed to insure the success of our library program. Parent involvement will make reading both meaningful and pleasurable for your child. Because library use is a privilege and a responsibility which calls for a cooperative effort between school and home, we ask that you read the library contract below and discuss it with your child.

We have read the information concerning the school's library program and have discussed it with my son/daughter. We accept the responsibility for:

- Helping my child take appropriate care of library materials so that they are returned in the condition in which they were received.
- Keeping informed of my child's library schedule and ensuring that my child's books are returned on time. I understand that no new books may be checked out until an overdue book is returned and that, in the event of a lost or damaged book, a fine will be charged.
- Displaying an interest in my child's library books, reading with him/her or listening or reading aloud and discussing book choices.