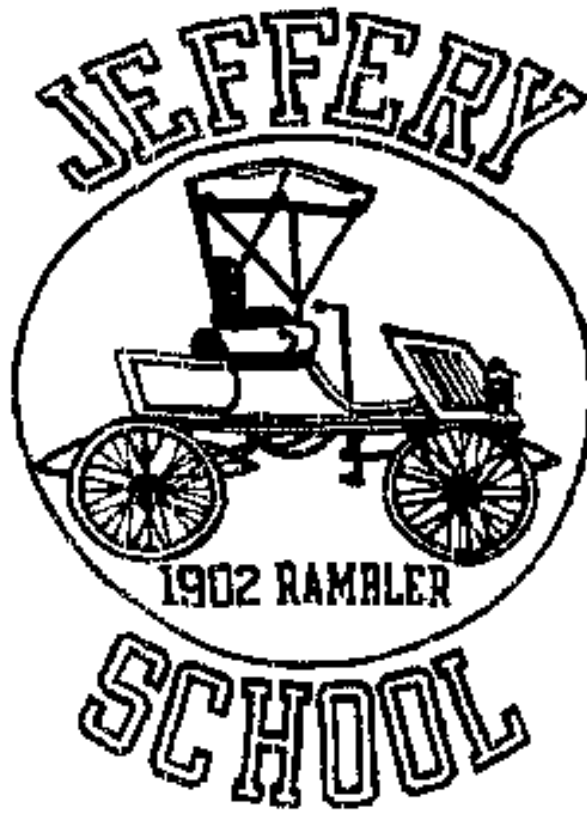
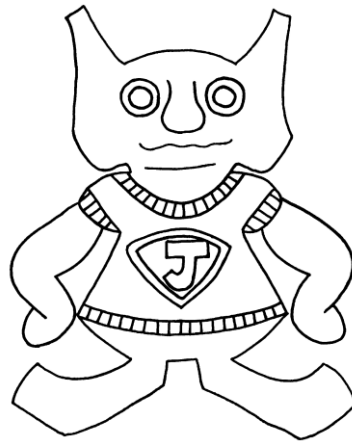


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# **Family Handbook**



**"Jeffy" the Gremlin**

**Jeffery Elementary School  
Family Handbook**

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**KENOSHA UNIFIED SCHOOL DISTRICT MISSION STATEMENT**

**Vision:** Maximizing the brilliance of children.

**Mission:** To assure every child experiences high quality, personalized learning success.

**JEFFERY ELEMENTARY SCHOOL MISSION**

The mission of Jeffery Elementary School, an excelling academic and nurturing community, is to foster a safe and diverse environment that promotes progressive thinking, and encourages all students to explore their talents and individual interests to reach their full potential through the collaborative partnerships among students, staff, parents, and community.

**JEFFERY ELEMENTARY SCHOOL OBJECTIVES**

- All students will meet or exceed the District and state identified proficiency levels for performance in reading, language arts, math, science, and social studies.
  - All students will consistently demonstrate respectful and responsible behavior.
  - Each year all students will participate in curriculum related technology projects.

**JEFFERY ELEMENTARY SCHOOL TACTICS**

- We will develop a comprehensive approach to meet the needs of all learners.
  - We will increase the integration of advancing technology into the district curriculum.
- We will create a safe, nurturing, and respectful environment among students, families, and staff.
  - We will create a collaborative staff culture in which all members feel valued.

## **JEFFERY ELEMENTARY SCHOOL HOURS**

**7:15a.m. – 7:25a.m.** Students can enter building and report to their homeroom (There is no supervision before this time)

**7:25 a.m.** Start of the day/Tardy Bell (students are tardy if not in the classroom)

**2:25 p.m.** Students are released from school (M-T-W-R)

**11:15 a.m.** Students are released from school (F) & any other shortened days

## **JEFFERY ELEMENTARY SCHOOL STAFF**

**2015/2016**

*Principal – Mr. Kurt Johnson*

*Secretary – Lynn Cookson*

*Information/Health Care Assistant – Mrs. Lori Parrish*

*Head Custodian – Mr. Scott Balma*

### **SUPPORT STAFF**

*Instructional Coach – Mrs. Tia Bishop*

*Social Worker – Mrs. Bethany Pelc*

*Speech Clinician – Mrs. Kathleen Randle*

*Lab Technician – Mrs. Denise Shircel*

*Library Media Specialist – Mrs. Kerry Sporer*

*School Psychologist – Ms. Sara Delgado*

*EEN Program Support – Ms. Lisa Ruediger*

*LAP Teacher – Ms. Jamie Sanders*

*Art Specialist – Mr. Jerril Grover, Ms. Krystal Nosek*

*Music Specialist – Mr. Zachary Hamilton, Mrs. Debra Roland*

*Physical Education Specialist – Mr. Rod Gross, Mr. Michael Clements; Ms. Anne Marie Tiffe*

*Educational Assistants – Mrs. Laura Baumgarten, Mrs. Wanda Conley*

*Mrs. Shelly Heather, Mrs. Rupinder Kaur, Ms. Judy Stella, Mrs. Pagette Tilsner*

*Lunch Supervisors – Mrs. Barb Huss, Mrs. Lesley Molina*

*Domestic – Mrs. Kelly Boak*

*2<sup>nd</sup> Shift Custodial – Ms. Karen Lemke*

### **CLASSROOM TEACHERS**

*Early Childhood/4K – Mrs. Peggy Camp, Mrs. Peggy Smith*

*Kindergarten - Mrs. Melinda Duford, Mrs. Rebecca Warren*

*First Grade - Mrs. Jolie Klawonn, Mrs. Anita Galusha*

*Second Grade - Mrs. Carolyn Drosen, Mrs. Carol Kin, Mrs. Rhonda O'Connor*

*Third Grade - Mrs. Heather Marko, Mrs. Christy Selin*

*Fourth Grade – Mr. Eric Elger, Miss Susan Flaherty*

*Fifth Grade – Mr. Raymond Bishop, Mrs. Wendy Matrise*

*Special Education – Miss Kailin Anderson, Mrs. Karen Jambrek,*

*Mrs. Penny Kutzler, Ms. Mary Tobin*

## Jeffery School Code of Honor

“As a proud Jeffery Gremlin...  
I promise to conduct myself in a positive and respectful manner,  
To treat others the way I wish to be treated,  
To be a trustworthy & responsible citizen of the Jeffery Community,  
And to live by this code to the best of my abilities.”

As a Proud Jeffery Gremlin, I **PROMISE TO...**

**Conduct myself in a Positive and Respectful manner...**

- **In the Hallway (Body Basics)**
  - Quiet passing
  - Face front
  - Hands at sides & off walls
  - Voices at a Zero
- **During Recess**
  - Exit & enter at designated doors
  - Line up quickly and quietly (Body Basics) at bell time
  - Respect, Look for, & Obey the Adult Supervisors at all times
  - Use designated areas for balls, football, soccer, basketball, etc.
- **At All Times**
  - Address all adults by, “Sir,” “Ma’am,” “Mr. or Mrs., Miss., or Ms.,” followed by their last name.  
Examples: “Yes, Sir.” “No, Ma’am.” “Yes, Miss Jones.”

**To treat others the way I wish to be treated...**

**During Recess** - Hands to selves.

- If I am bothered by another, follow these steps:
  1. Ignore them.
  2. Tell/ask them to stop.
  3. Tell the supervisor.
- No name calling, fighting, kicking others or rough play(Bullying).
- No eating while outside
- Stay away from the sidewalks next to the building

**To be a trustworthy and responsible member of the Jeffery community...**

**In the Classroom...**

**Three “A’s”**

- **Attendance** /Be Here
- **Attitude**/Can Do
- **Application**/Good Effort

**In the Rest Rooms...**

**Three “C’s”**

- **Be Clean**
- **Be Considerate**
- **Be Careful**

- **At dismissal time...**
- Go directly home
- Use crosswalks
- Respect Private Property

#### **On the School Bus...**

- Stay seated
- Talk quietly
- Respect the driver
- Keep hands to yourself

## **ABSENCES, TARDINESS/TRUANCY, & CHANGES TO DAILY ROUTINES**

Regular attendance is essential to a student's progress and success in school.

- ❖ Parents have the responsibility to ensure regular and prompt attendance for their children.
- ❖ Wisconsin State Law mandates attendance in school for all students.
- ❖ It is the parent's responsibility to notify the school as soon as possible the morning of the day the student is absent, or shortly thereafter. Notification may be by phone (359-2000) or note.

**If such notice is not received, it shall be assumed the student is truant and so shall it be recorded.**

- ❖ The school requires notification from parents or guardians:
  - a. In cases of absences when the school has not been canceled (359-2000)
  - b. In cases of tardiness. (359-2000)
  - c. In requests for special dismissals. (359-2100)
  - d. In requests for temporary release from special classes, lunch, recess, etc.
  - e. In cases when children wish to temporarily ride a bus other than the bus to which they have been assigned.
  - f. In cases when children wish to walk home instead of riding the bus.
- ❖ If it becomes necessary for a student to leave school early for any reason, a parent/guardian must sign the student in or out of the office **personally**. Students will not be released to anyone whose name is not listed on the Pupil Illness and Emergency Card. Please be aware that any early release prior to the end of the school day constitutes a recorded absence.
- ❖ Parents and students should check with the teachers for make-up work.
- ❖ If a child will be tardy and a parent wishes a hot lunch for the child, the parent must **notify the school office by 8:00 a.m.** and request that a hot lunch be ordered.

#### **Note:**

**Since the school must call in a formal lunch count to the central kitchen by that time, if the school office is not contacted, it is the responsibility of the parent/guardian to provide a cold lunch.**

## **JEFFERY SCHOOL PROCEDURES FOR TARDINESS & TRUANCY/EXCUSED ABSENCE**

Because we understand that there is a direct correlation between academics, social belonging, and attendance, we here at Jeffery Elementary School want our students at school every day. When students miss school, the instruction given on that day can not be duplicated with anything sent home. This year we will be enforcing the following timeline:

- ▶ After 5th Day Absent: Letter will be sent home informing family that your child has been tardy/absent five days. This letter will be asking for any Doctor notes from the prior five absences. It will also ask that you provide a doctor's note for any other absences for the remainder of the school year.
- ▶ After 7th Day Absent: Letter will be sent home requiring meeting with Mr. Johnson (Principal), Mrs. Pelc (School Social Worker), and any other appropriate staff members.
- ▶ Students absent more than 10 days will require a doctor's note **stating that the student was seen by the doctor.**

In most cases, students who have been absent more than 10 days will have a note on file from their doctor stating that the student has a chronic illness which may result in school attendance issues. All absences with a doctor's note will be marked as a medical absence and not an excused absence. Any excused absence after 10 days will be marked as a truancy.

## **PREARRANGED ABSENCES**

Absence from school seriously affects student progress, but under unusual circumstances, and upon written request from parents, the principal may approve the pre-arranged absences of students. Forms for prearranged absences are available on the Jeffery School website or in the school office and should be filled out a minimum of one week prior to the intended absence whenever possible. Parents must understand that in most cases it is extremely unwise to remove students from class for extended periods of time. The essentials of learning take place each day, and are embedded within the interactions between teachers and students, not necessarily always within daily written assignments. Also keep in mind that teachers cannot be expected to get work together in a short notice. All students so excused are expected to make up work missed during the absence. Completed work is the responsibility of the student.

## **VISITORS AND VOLUNTEERS**

Parents and other members of the public are encouraged to visit the school and become better acquainted with its operation and curriculum. Access to the school building is restricted to the front entrance (Door #1). Visitors must ring the buzzer and face the camera mounted on the wall. The office staff will respond with, "Welcome to Jeffery, can I help you." The office staff will communicate with visitors regarding the purpose of their visit. If the reasons are deemed appropriate the office staff will unlock the door for the visitor to proceed to the office.

**ALL parents** and other members of the public who wish to visit the school or classroom, confer with a teacher, or give something to the student **must report to the office first**. Please use Door #1. All classroom and activity volunteers must sign in and be issued a visitor's badge. If a visitor, whether a known or unknown person, is not wearing a visitor badge, he or she will be questioned by school personnel and requested to report to the school office to obtain a visitor badge. No person is allowed to loiter or cause a disturbance on school property. Violators will be requested to leave and assistance may be sought from law enforcement officials. **It is important that visitors DO NOT open doors for other visitors.** The office staff needs to be aware of all visitors entering the building.

These procedures also pertain to parents and family members that want to visit with their child in the lunchroom. We understand that parents on special occasions, such as a child's birthday or a family circumstance, may want to have lunch with a student. These visits should be done on a limited basis and visitors must check into the office before making their way to our cafeteria. Parents/visitors may bring food for their child and only their child. Parents are not allowed to bring food in to share with other students.

At the beginning/end of the school day parents are asked to leave/meet their child outside at the entrance/exit door of the building. There are only two exits used for entrance and dismissal. We ask that parents cooperate with us in this matter in order to provide a safe and orderly dismissal for all of our students. It is necessary in today's environment to make every effort to protect our staff and students. It is also important that the office does not allow unnecessary interruptions to the instructional environment of the classroom. These procedures have been established in order to create a safe, orderly, and efficient school building. Having extra people in the school building at the beginning of the day can sometimes delay the start of lessons and start the day off on the wrong foot for some. Having extra people in the building at dismissal makes our building more vulnerable and less safe at the end of the day. Please cooperate in this regard.

**If you are interested in volunteering, please see volunteer guidelines on p. 23 - 27**

## **ACCIDENTS AND EMERGENCIES**

Every effort is made to prevent accidents and the school district does provide the school with nursing services for a few hours each week. However, in case of an accident, authorized school personnel and/or medic first aider will give limited first aid. In emergencies, EMT personnel will be summoned and the parent will be notified. Parents are required to provide current home and work phone numbers on the Pupil Illness & Emergency Card. We also insist that two additional people be listed on this card for instances in which we are unable to contact a parent directly. Also, if any child/children go to a sitter, please provide the sitter's name and notify the office of any changes.

## **ENTERING AND LEAVING SCHOOL**

If children must wait for a sibling, friend, or parent after school, they should walk outside to meet these individuals. It is suggested that a designated meeting area be decided upon between the child and the sibling, friend, or parent. No student is permitted within the building before or after regular school hours except when participating in school related activities under authorized adult supervision. The principal will arrange for students to enter the building at 7:10 a.m. during inclement weather.

For their own safety, children are NOT permitted to loiter or play on the playground after school unless their parent/guardian is supervising. Students who are being supervised by parents after school are still expected to follow Jeffery Elementary School rules and supervisors. Keep in mind that no adult supervision is provided on school property after 2:25 p.m. unless students are participating in a scheduled after school activity such as choir or intramurals. Students who attempt to remain on school property after 2:25 p.m., and prior to 3:00 p.m without permission will be subject to disciplinary action. All students should go directly home and check in with their parents or sitter. Students waiting for parents to pick them up must be picked up promptly at 2:25 p.m.

## **PARENT/TEACHER CONFERENCES**

Parent-teacher conferences are held two times a year. These are required meetings, and are one element of sound home and school communication. Parents will be informed of the specific conference dates through the school newsletter with confirmation of specific times given by individual notice. Parents or teachers may wish to confer at other times besides these and are encouraged to meet and confer whenever it seems appropriate. Please do not hesitate to contact your child's teacher if you should have a question or concern.

**Parent/Teacher Conferences will be held on the following dates:**

**October 21**

**October 22**

**October 23**

**February 24**

**February 25**

**February 26**



## STUDENT DRESS CODE (POLICY 5431)

The Kenosha Unified School District Board is committed to providing students with an educational environment that is safe and conducive to learning free from distractions. The District retains the right to monitor and take action when such distractions, in the sole judgment of the District, present a health or safety hazard, or disrupt classroom settings or decorum.

The Kenosha Unified Schools shall institute a student dress code for all students K-12. All exceptions to this policy and rule, based on religious beliefs or medical conditions, requested by the parent or guardian must be documented and approved by the Superintendent/designee.

All students are expected to exemplify appropriate hygiene and dress standards in a manner that projects an appropriate image for the student, school, and District. The District shall not require specific brands of clothing. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activity (including gang-related colors if for purposes of gang identification), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will make the final determination.

### Bottoms

Bottoms may not be see-through

Must fit appropriately and not drag on the floor;

Must be at the waist and appropriately fastened with belts when needed;

Must be clean and in appropriate repair, holes and rips, below mid-thigh are permissible but rips or holes above mid-thigh must not show skin.

Under clothing must be covered; and the waist must be covered at all times

Dresses, skirts, skorts, and shorts must be at least mid-thigh length at all times

Leggings and yoga pants may not be worn as bottoms; however, leggings may be worn beneath dresses, skirts, skorts, shorts and tunics

### Tops

Tops may not be see-through

Must be long enough to cover waistline, no skin showing between bottoms and tops when seated or standing;

Must cover chest and undergarments at all times

Sleeveless shirts are acceptable if they reach edge of shoulder and arm opening cannot be excessive

Students may not wear tank tops

Tops must be clean and in appropriate repair with no holes or tears; and must fit appropriately

### Footwear

Athletic shoes, laced shoes, shoe boots, loafers, dress shoes, or sandals (are permissible)

Shoes must be secured on the feet

No house slippers are allowed

Elementary: shoes must have a strap around heel (no flip-flops)

### Inappropriate attire and Student ID Cards:

Pajamas, undershirts or undergarments may not be worn as outerwear;

Attire that may be considered weapons, including but not limited to chain belts or wallet chains will not be allowed;

Jewelry, piercing, tattoos or similar artifacts that are obscene or may cause disruptions to the educational environment are prohibited;

Hoods, hats, caps, bandanas, sweatbands, skullcaps, plastic hair bags, hair nets, or do rags are not allowed within the building;

Grooming items (hair pics, combs, etc.) may not be worn in the hair

No outerwear: coats, hats, gloves/mittens, scarves may not be worn inside unless there is administrative approval

Face coverings; (sunglasses, masks, etc.) may not be worn in building

Backpacks may be used at high school level during the school day;

Elementary and middle level students may not use backpacks during the school day without administrative approval

High school level students must have an ID in their possession at all times and have

them easily accessible during all school activities (academic, extra-curricular, co-curricular).

Middle level students will be required to wear student identification (I.D.'s) during the school day and have them easily accessible during all school activities (academic, extra-curricular, co-curricular)..

It shall be left to the discretion of the principal/designee whether or not a student is in compliance with the student dress code policy. Students who violate the policy for school attire will put on clothing that is appropriate or contact parent or guardian to bring in appropriate clothing. The principal/designee may call a conference with the parent/guardian, students and counselor to assist with compliance. Refusal and/or repeated violations of school attire policy may lead to further disciplinary action.

## LUNCH PROCEDURES/EXPECTATIONS

Students at each grade level are allocated at least 30-minutes for lunch and Physical Activity Time (PAT). During this time they eat their lunches and then go outside for PAT under the supervision of lunchroom supervisors. Behaving in a cooperative and polite manner can help make this short time period pleasant for all students. To help students understand what is expected, the following guidelines are offered:

- ◆ Students are to stand quietly in the hallway waiting to enter the lunchroom (**Body Basics**). This is important as we have classrooms just outside the cafeteria. They may talk in normal tones ("2" voice) after they enter the lunchroom.
- ◆ Students are expected to address the supervisors respectfully and use polite table manners. This includes using utensils correctly, saying "please," "thank you," "excuse me," and in general, behaving in a manner that does not offend or upset students around them.
- ◆ Rowdiness, unacceptable language, food throwing, etc. are not considered polite and will not be tolerated.
- ◆ **Students are to eat only the food they bring or the food they buy. Sharing, trading, or taking of food is not permitted because it tends to cause squabbles and the inadvertent passing of illnesses.**
- ◆ All students are expected to have a lunch to eat. That is, they are either to buy a lunch or bring a lunch from home. No student will be permitted in the cafeteria without a lunch.
- ◆ All food must be consumed in the lunchroom. No food or refuse is to leave the lunchroom and be brought to the playground.
- ◆ When students have finished, they are responsible for cleaning up after themselves. When the tables are acceptable and the students at the table are sitting quietly, they will be dismissed by an adult supervisor. Then they may walk to the trash containers and drop off their refuse.
- ◆ If students choose not to follow the lunchroom guidelines, they will be excused from the table and/or removed from the lunchroom. In severe cases of lunchroom disruption, parents will be notified and students may be denied lunchroom privileges, and/or suspended from school.

The District Food Services Department supervises the lunch program. It is important for all parents to understand the lunch debit card system, and its requirements as it relates to Jeffery School. All lunches are ordered from the District central kitchens early in the morning. If a student will be late in arrival they must have a lunch from home or the parent must notify the office no later than 10 minutes after the start of the school day so that a hot lunch can be ordered. Once deficit accounts have been paid, regular student lunch privileges will be reinstated. Please keep in mind that lunch

money sent directly to school is deposited once per week only, on Tuesday. From here, the money goes to the District Food Services Department at the Educational Support Center, 3600 52<sup>nd</sup> Street. It is deposited into individual student accounts on Wednesday evening. Therefore, it must be understood that money deposited later than the Tuesday Jeffery pick-up will not be available for student use until the following Thursday. It could be a full week depending upon when the money is sent into the Jeffery School Office. It is important, therefore, to plan ahead to keep accounts up to date in order to avoid lunch difficulties. Parents who want money deposited sooner may mail it or hand deliver it to the Food Services Department at the Educational Support Center. Funds may also be deposited by creating an online account at [www.mylunchmoney.com](http://www.mylunchmoney.com). Other questions regarding lunch accounts may be directed to the Food Services Department at 359-7763.

## **MEDICATION & DISPOSAL OF MEDICATION**

### **DISPENSING MEDICATION TO STUDENTS**

Pupils requiring medication at school shall bring to the school principal or designee, a completed "Request for Medication Administration During School Hours" form signed by the physician or parent/guardian if a non-prescription medication. (Please see Jeffery's website or contact the school office for this form.) School personnel may then administrate medication to the child as prescribed. **All medication authorization forms must be renewed annually.**

- ❖ **All** medication must be supplied in a clean, childproof container that is labeled for school authorities. The label on the bottle must contain the name and telephone of the pharmacy, the pupil's identification, name of the physician, medication name, number dispensed, strength dose, route, times or circumstances for medication shall be kept in a locked cubicle or drawer. Taking the medication shall be supervised by the designated school personnel at a time conforming to the indicated schedule.
- ❖ It is important that an accurate and confidential system of record keeping be established for each pupil receiving medication. The "Request for Medication Administration During School Hours" form shall be kept on file. **Parents must notify the school when the drug is discontinued or the dosage or time is changed. An updated medication authorization form is required for ALL changes in medication.**
- ❖ It is the responsibility of the parent/guardian to provide and deliver to the school all authorized medication and replace expired medication. Any special circumstances regarding delivering medication to school must be sanctioned by the school principal. All unclaimed medication at the end of the school year will be disposed per policy after written notification to parent/guardian. School personnel should under no circumstances provide any medication to students without meeting the criteria in numbers 1-4 above. Diagnosis and treatment of illness and the prescribing of medication are never responsibilities of a school and should not be practiced by any school personnel.
- ❖ It is the responsibility of the parent/guardian to notify school personnel of pertinent medical information regarding their child. Pupils with a potential life threatening health problem may be excluded from school until required medication and staff training are in place at school.
- ❖ **Further information on health related issues is available from the school office.**

## **PARKING, PICKING UP AND DROPPING OFF STUDENTS AT SCHOOL**

When entering the NW parking lot to drop off or pick up students, drivers are expected to follow a "Right Turn" only into the lot. When staff is available, they will block off those turning left into the lot. The one flow of traffic is better for all those involved and we ask that you help us with this procedure. There is no parking in the NW parking lot (**except teacher overflow**) during drop-off and pick-up time. We encourage you at drop-off to allow your child to exit the vehicle anywhere in the parking lot while cars are at a stop. It is important that drivers **pull all the way forward** to allow as many drivers as possible to drop-off and pick-up. For pick-up, we will have students waiting on the sidewalk on the east end of the parking lot. However, we ask that you pull all the way forward and your child will come to you. If you have loaded and are able to pass on the left, please do so with caution. All rides should be ready at 2:25. It is our expectation to have all riders picked up and on their way home by 2:30. When dropping off or picking up students at school, please be especially careful about observing the signs posted describing the parking regulations.

For pick-up at the end of the day, it is actually more advisable to select a meeting place across the street from school and allow them to cross the street with the crossing guard. It does children no harm to ask them to walk a bit and this will also relieve some of the traffic in our horseshoe system.

Remember that the SE parking area is closed during entry and dismissal times. Please do not attempt to drive into this area at these times. Only buses and students being dropped off or picked up for our Four Year Old Kindergarten are allowed in this lot at this time of the day. Parents are asked to observe the "NO PARKING" areas around the school. Remember it is a violation of state law to park on the school side of the street immediately adjacent to the school building. Cars violating the "NO PARKING" areas may be ticketed by the Kenosha Police Department.

For safety reasons, children are NOT PERMITTED TO CROSS THE STREET IN THE MIDDLE OF THE BLOCK to get to waiting parked cars. They are required to cross at the locations where crossing guards are on duty.

## **No Dogs During Drop-off/Pick-Up**

The school district has posted "No Dogs Allowed on KUSD Property" signs on the Jeffery property. I would ask that all our families observe and obey these posted signs. I am sure that all the dogs that are brought on a leash to the Jeffery Property are well behaved dogs. However, just like all of us, dogs have the potential to have bad days too. If you have any questions about this, please set up a time to discuss this further.

## **PAT (Physical Activity Time) AND PROCEDURES**

During PAT, the Jeffery Code of Conduct must always be kept in mind and will always be enforced. PAT games should only be played in designated areas and played the Jeffery way. Remember the Gremlin Code. Respect and obey the supervisor at all times. **Students are reminded to stay away from the sidewalks next to the building.** No entering the building without the permission of the adult supervisor.

At the tone, games are ended. Once recess is over, all students should line up quickly and orderly at the ending tone. Carry equipment to line. Straight, quiet lines, ready to enter building. As the Jeffery Code of Conduct states, hands should be behind your back or holding equipment in front of you (**Body Basics**).

Supervision is provided when students are on the playground during regularly scheduled school hours. Students are expected to report problems immediately to the playground supervisor. Disruptive behavior will not be tolerated. School personnel assigned to playground supervision will have the authority to remove disruptive students. All students are expected to play Jeffery games the Jeffery way. These games will be explained during the school year.

## **Kid's Castle**

(262) 818-5268 Jeffery Site (Used during school year only)

262/652-8287

4217 Green Bay Road

Kenosha, WI 53144

Website: [kidscastlewi.com](http://kidscastlewi.com)

The Jeffery School PTO sponsors Before and After School Care through Kid's Castle. Application is available through calling Kid's Castle at the number listed above.

Before School Program – None available at this time.

After School Program - Once school has been dismissed for the day, enrolled students must walk to the program area. Parents must arrive by 6:00 p.m. to pick up enrolled students

When school is not in session due to inclement weather or scheduled holidays, etc. Kid's Castle will accept students at their main facility at the address above.

## **TELEPHONE PRIVILEGES**

There is a telephone on the office counter that is intended for student use. The phone may be used by students to contact a parent for school supplies or assignments, to request a ride during inclement weather, to discuss an after school task, or to explain a particular situation. Students are not permitted to use the phone to notify parents that they are staying after school for regularly scheduled activities that they have already received parental permission to attend. Students are not permitted to use the phone to ask permission to go home with a friend or classmate. Those arrangements should be made in advance. All students must ask permission from the office staff before using the phone and should have a pass from their teacher. The office staff will assist students in using the phone when they are ill during the school day or are waiting after school for a parent to pick them up.

## **MESSAGES TO STUDENTS**

Parents are discouraged from calling the school with messages for their children except in rare cases, or in the event of an emergency. If there is a need to convey a message that is not an emergency, students will not be called down to the office to speak on the phone. The message should be given to the office staff and the information will be forwarded on to the student at an appropriate time when it will not disrupt the learning environment.

## **ACTIVITIES FOR STUDENTS**

### **Battle of the Books (B.O.B)**

Each year, we look at creating a Battle of the Books team which is a district contest involving 4<sup>th</sup> and 5<sup>th</sup> grade students working as a team reading books and answering questions from books on the selected book-list.

### **Beginner Band**

The Jeffery Beginner band is comprised of fifth grade students who take wind or percussion lessons, during the school day. They are also eligible for membership in the District-wide beginner band, which rehearsals after school at the middle schools in preparation for Band O Rama and the Spring 5<sup>th</sup> grade Band concert. Parents who would like their child to play a band instrument must indicate their interest to Mrs. Ripley during the month of September. Forms are distributed to all fifth grade classes in early September indicating the proper procedure for parents to follow if they wish to enroll their child in band lessons.

### **Beginner Orchestra**

The Jeffery Beginner Orchestra is designed for students in 4<sup>th</sup> and 5<sup>th</sup> grade who have a desire to play a string instrument. Recruitment meetings are held in September for students who wish to begin lessons in the fall. Students meet once per week for one half hour practice sessions and participate in concerts during the year. Students must be in 4<sup>th</sup> or 5<sup>th</sup> grade and have a sincere desire to play a violin, viola, or cello and have the permission of their parents.

### **5<sup>th</sup> Grade Leadership**

Leadership is made up of 5<sup>th</sup> graders who choose to make a commitment to the club. This group of students help and plan a variety of school activities. They also promote school spirit and help address student concerns.

### **Intramural Sports**

Intramurals is open to students interested in reinforcing skills taught in physical education class and in participating in competitive sports activities. In the past sessions were conducted twice each week under the supervision of our P.E. teacher. Parents are responsible for transportation after each session.

## **LIBRARY**

Each week students will have an opportunity to check out books from our library. If they need to do so more frequently, they can work this out with their classroom teacher. Every other week, classrooms will receive lessons from our librarian.

## **ABUSED OR NEGLECTED STUDENTS**

Wisconsin Statutes require any staff member having reasonable cause to suspect that a student seen in the course of professional duties has been physically or emotionally abused or neglected shall immediately report the suspected abuse or neglect to the Kenosha County Department of Human Services/Crisis Intervention. Such personnel shall also report the reasons they suspect the abuse/neglect.

## **INCLEMENT WEATHER DURING RECESS PERIODS AND BEFORE SCHOOL**

In the event of inclement weather students will remain in the classroom for recess. This will be announced prior to the recess by the office staff. The following guidelines have been published by the Superintendent of School's Office to be used in making the decision whether or not to have indoor or outdoor recess. Principal's discretion is to be used for modifying indoor/outdoor recess or early entrance during the day.

1. 10 degrees F above zero or lower - indoor recess
2. Windchill factor of zero or lower - indoor recess
3. Rain, drizzle, or blizzard conditions - indoor recess

## **FEES FOR SPECIAL PROGRAMS**

In general, your child's academic program is financed through local, state and federal funds. Special activities of an extracurricular or enrichment nature may require an individual fee to cover costs. Your school will provide you with information regarding these costs.

## **FIELD TRIPS**

Classes may take field trips to a variety of places. A student must have a signed parent/legal guardian permission slip to participate. Prior to the event date, parents/legal guardians will be notified of trip details, including the amount of each student's share of the cost. Field trips are closely related to activities going on in the classroom; **students are expected to participate.**

## **FORBIDDEN ITEMS**

Items expressly forbidden at school include electronic communications devices such as cellular phones, pagers or beepers, laser devices such as laser pointers, knives, weapons, explosives, fire crackers, spray devices, illegal drugs, alcohol, or tobacco products. Anything else not mentioned above that is considered to be a disruption to the learning environment will not be allowed and is left to the discretion of the principal.

## **GRADE LEVEL PROMOTION – RETENTION – ACCELERATION**

**PROMOTION** is the action that advances a student from one grade to the next on the basis of demonstrated academic achievement.

**RETENTION** is the action that provides a student the opportunity to gain or reinforce learning based on the adopted course of study and objectives by being reassigned to the same grade level.

**ACCELERATION** is an action that provides the student, who has advanced academic achievement, with a more appropriate learning environment by being reassigned to a higher grade level. Decisions regarding the acceleration of students are handled through the school SIT committee. Students may be referred for acceleration by a teacher, other school district professional, or parent/legal guardian by using the District acceleration form. The principal/designee has the authority to promote, retain, or accelerate students. Parents/legal guardians of students being considered for retention are officially notified no later than the end of the third marking period that there are concerns regarding the educational progress of their child and that a conference will be scheduled. At this conference the teacher will inform the parent/guardian of the reasons why their child is being considered for retention and discuss ways they may help the child. The final decision will not be made until the fourth quarter; an additional conference will be held at that time. Students may be required to attend Summer School to improve their academic skills. At the end of Summer School, the student's progress will be evaluated and he/she may be promoted to the next grade or retained at the current grade. Parents/legal guardians disagreeing with the decision may appeal, in writing, to the Superintendent of Schools/designee within three weeks of final retention notification. The decision to retain students is never easy and many factors are taken into consideration. Among them are:

- student attendance
- report card grades
- work habits/daily achievement
- social maturity
- grade level expectations
- achievement test scores

High expectations from parents/legal guardians/caregivers encourage academic success. Encouraging students to be in attendance, complete their assignments, and take seriously their responsibility to learn, will, in most cases, ensure success.

## **GUIDANCE SERVICES**

Each school is assigned the services of a school counselor. Counseling services include individual and group counseling, referral to outside agencies when appropriate, and parenting assistance when requested. Counseling can be initiated by the student, or at the request of the parent/guardian or school personnel on behalf of the student. In the event of a crisis, counseling services will be provided to students.

## **HELPING STUDENTS SUCCEED**

In order to help your child succeed, it is important to develop a positive home learning climate. As parents/legal guardians you can accomplish this by:

- encouraging and expecting high performance from your child for school work, household duties and other responsibilities
- showing interest in what your child does each day in the classroom by asking specific questions
- providing proper conditions for home study including definite study time and quiet, non-distracting conditions
- limiting the time spent watching television
- providing supervision to ensure your child receives adequate rest, nutrition, and physical exercise.

Parents/Legal Guardians/Caregivers are also encouraged to be involved in the school by:

- volunteering to help with school activities
- attending parent meetings including PTO events
- visiting your child's classroom
- participating in parent-teacher conferences

Parents/legal guardians should never hesitate to call their child's school to have questions or concerns answered.

## **HOMEWORK**

Learning is not restricted to the classroom. Homework may be expected to help achieve educational goals. Homework amounts should be expected to increase as children advance through the grade levels. It is important that parents support students appropriately with homework and reading. Parents are an important part of the learning process

## **KINDERGARTEN INFORMATION**

A child may be admitted to kindergarten in the Kenosha Unified School District if he/she is five (5) years old on or before Sept. 1 in the year he/she enrolls. A parent/legal guardian wishing to have a child who is four (4) years old considered for early admission to kindergarten may make application through the Office of Student Support (359-6274) prior to Oct. 1 of the year in which they propose to enroll the child. The Kenosha Unified School District conducts kindergarten enrollment/registration on an annual basis in the spring. This registration is conducted at the elementary school the child will attend. Contact the Office of Student Support (359-6274) or visit the District Web site [www.kusd.edu](http://www.kusd.edu) as a means of finding out what school your child will attend. Parents/legal guardians must bring a birth certificate/legal proof of age document, proof of residence in the District, and immunization record or completed waiver to the school on the day they register their child. After your child has started school, a Kindergarten Screening Program will be held. Screenings will include vision, hearing, speech/language, motor coordination, and general kindergarten readiness. The results of the screening will be sent to parents/legal guardians upon completion.

## **PARENT TEACHER ORGANIZATION (PTO)**

Jeffery Elementary School has a parent-teacher group designed to work toward the benefit of all students. All parents/legal guardians/caregivers are encouraged to support school organizations by becoming members and being involved in school activities. Jeffery's PTO provides adult volunteers who are actively involved in school projects. Many parents/legal guardians/caregivers who participate in school activities find a sense of accomplishment, self-satisfaction, and pride in their school.

### **Officers for the 2015/2016 School Year**

President – Trenai Dagen

Vice President – Libby Troha

Treasurer – Charlotta Jonsson

Secretary – Amanda Cash

Member-at-Large – Anne Foltz

Member-at-Large – Tonya Post

Past President – Melissa Verhelst

Teacher Representative – Mindy Duford

### **General PTO Meeting Dates for 2015/2016 School Year are scheduled for:**

September 8, 2015

November 10, 2015

January 12, 2016

March 8, 2016

May 10, 2016



## **PEDICULOSIS (Head Lice)**

Periodically, schools have students in need of treatment because of pediculosis (head lice). Parents/legal guardians of students who are suspected of being infested with lice will be notified of the particulars of the situation, including an informational fact/treatment sheet. The principal/designee will determine when an inspection for pediculosis is necessary. Students with pediculosis will be removed from school. Upon return to school, if the student is not free of lice or lice eggs as determined by the principal/designee, the student will again be sent home for proper treatment. Excessive absences due to lice or eggs will not be excused and policy will be followed.

## **PERSONAL BELONGINGS**

Students will occasionally misplace things. All articles of clothing and school supplies should be plainly marked with the student's name. Students are encouraged not to bring valuables to school. They are expected to check the "Lost and Found" periodically for missing items. Jeffery's "Lost and Found" can be located in the hallway by our Cafeteria. **The Lost and Found will be cleaned/emptied/throughout the school year.** We will make an announcement approximately one week prior to this cleaning. Jeffery is not responsible for items lost by students. Desks and lockers are school property and are subject to inspection at any time by the principal/designee.

## **REPORTING TO PARENTS/LEGAL GUARDIANS**

Report cards are issued quarterly. Other progress reports are given periodically. Time is also set aside for parent-teacher conferences. All parents/legal guardians are expected to participate in those conferences. Parents/legal guardians will be notified at mid-quarter if their child is earning a failing grade. Parents/legal guardians desiring a conference at any time should call the school and arrangements will be made.

## **STUDENT BEHAVIOR/MANAGEMENT/BULLYING/HARASSMENT**

Courtesy, respect, and self-discipline are a necessity if effective learning is to take place. The Board of Education has established policies in regard to student misbehavior. Consequences of misbehavior may include student conferences, detention, parent conferences, suspension, and/or expulsion if necessary. Students are expected to behave on the playground and all school environments. Supervision is provided only during regular school hours. Appropriate behavior/management is a mutual responsibility. Parents/legal guardians will be contacted whenever necessary. Students involved in bullying/harassment of staff or other students or in any other harassment and/or hate activities, actions or speech may face disciplinary action including notification to parents, possible suspension and/or possible expulsion from school. A publication detailing all student-related Board of Education policies parents/legal guardians need to understand is distributed in the fall of each year.

## **SUMMER SCHOOL**

The District regularly operates a Summer School program designed to engage all students and help support in reading and math skills. The goal is for summer school to be project-based. Special Education support is available. Programs are made available at selected schools each summer. Information regarding Summer School programs will be available from the school district or your elementary school office each spring.

## **SUPPLIES & MONEY**

At the beginning of the school year and also available via the District Web site [www.kusd.edu](http://www.kusd.edu), your child will be provided with a list of the supplies needed for their grade level. Any money brought to school should be placed in an envelope with your child's name and the purpose for the money written on it. Checks should be made payable to the school unless otherwise indicated. **All checks must include the student ID number on the memo line.** You can contact the main office for this number if you do not know it.

## **TRANSFERS WITHIN/MOVING OUT OF DISTRICT**

Official school records are not given to parents/legal guardians, but are forwarded directly to the new school. The federal Family Educational Rights and Privacy Act (Buckley Amendment) states that schools where students enroll do not need to have consent forms signed for transfer of records. The school office should be notified in advance when a student is to be transferred within or moves from the school district.

## **WHO TO CONTACT FOR INFORMATION, PROBLEMS, CONCERNS**

For information on school rules, schedules, special events, etc., please call the school, visit the school web site at [Jeffery.kusd.edu](http://Jeffery.kusd.edu) or District Web site at [www.kusd.edu](http://www.kusd.edu), or tune to the Cable Channel 20 message board. For information on District policies and matters of District-wide concern, please call the Superintendent of School's Office and/or the following offices: Finance, Human Resources, Food Services, Educational Accountability, Instructional Services, School Leadership, Special Education, Student Support, and/or Transportation. For information on Board of Education policies, items on the School Board Meeting agenda, issues under consideration by the Board, or any other concerns, please call or write to the Board president or any Board member.

For problems or concerns regarding your child, please follow the steps listed below and to the right:

**Step 1** contact the Teacher; usually the problem or concern can be solved at this level

**Step 2** contact the Principal; for problems or concerns that are unresolved or continuing in the classroom

**Step 3** contact the Office of School Leadership if you are not satisfied with the decisions made at the previous levels

**Step 4** contact the Superintendent of Schools as a final appeal if you are not satisfied with the decisions made at the previous levels.

## **SCHOOL SAFETY PATROL**

Safety Patrol members are assigned to various locations near and around the school to assist with school crossings and other matters pertaining to student safety. Being a Safety Patrol member is an honor and a privilege. Students must give there complete support so they may carry out their duties. Parents are requested to have their children cross at the corners and not jaywalk. Please understand that the responsibility of Safety patrol is to cross traffic. It is not their responsibility to "Stop" traffic to cross students.

## **SCHOOL BUS RULES AND REGULATIONS**

Students must be at their bus stop ten minutes before the pick-up time. If the bus appears to be late, please call First Student at 657-7155. They have radio contact with all busses. All buses are expected to arrive at Jeffery by 7:20 a.m. At the end of the school day, students are discharged at 2:25 p.m. except for Early Release Days when students are discharged at 11:15. Busses are required to leave the school premises within 7 minutes of dismissal.

### **WHILE WAITING TO BOARD BUS**

1. Be at the authorized stop at least ten minutes before boarding to prevent delay.
2. If the authorized stop is on the opposite side of the road of your residence, do not cross the road until the bus has stopped and the driver has signaled that it is clear to cross.
3. While waiting for the bus, stay off the traveled portion of the highway. Pushing, shoving, or other horseplay is not allowed.
4. Do not approach the bus until it has come to a complete stop at home or at the school-loading zone.

### **WHILE RIDING THE BUS**

1. Be seated as soon as possible to avoid traffic delay on the highway.
2. Personal belongings should be held on student's lap or under the seat. Any articles which can block aisles, entrances, or exits, shall not be allowed aboard the bus.
3. Unnecessary noise should be avoided. Silence should prevail at dangerous intersections and railroad crossings.
4. Any damage to the bus or its equipment will become the responsibility of the offender.
5. No portion of the student's body shall be allowed to extend beyond the window of the bus when the driver allows the windows to be open.
6. Students are expected to help keep the bus clean and sanitary by not discarding unwanted materials within the bus or out of the bus windows
7. *The driver is responsible for controlling bus riders. Therefore, students are expected to abide by the driver's requests when approached for seat assignments or other reasonable requests necessary for proper discipline or emergencies.*
8. No standing will be allowed in the bus while it is in motion except while a student passenger is going to the door or seat just prior to stopping or immediately after loading.

### **LEAVING THE BUS**

1. Students should move toward the front exit in an orderly manner when the bus is approaching their authorized stop.
2. If the students must cross the street or road, they should walk to a point which is at least 10 normal strides past the front of the bus on the untraveled portion of the highway and wait for a signal from the driver to cross. Once the driver gives permission to cross, he students should then proceed cautiously, watching for traffic in either direction.

### **DURING EXTRA-CURRICULAR ACTIVITIES OR ON FIELD TRIPS**

1. Any of the applicable rules or regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of competent chaperones appointed by the school officials to accompany the student bus riders.

## **CLOSING OF SCHOOL PROCEDURES**

The procedures to be followed on any day when it becomes necessary to close school have been established by the KUSD #1 School Board which states the following:

"The Superintendent/designee is the only person authorized to determine whether schools shall be closed in inclement weather. Schools shall be expected to be open on regular schedules if no public announcement is made to the contrary by 6:00 a.m. on any given day. The same announcement, when made, shall specify whether all District personnel are expected to report to work on a regular schedule as soon as possible. Based on the severity of the weather conditions, the Superintendent of Schools shall determine which personnel are expected to report. Standard announcements will be used for the purpose of notifying employees as to whether schools will be open or closed at times when there seems to be any doubt. Four standard procedures will be utilized and the appropriate announcement will be broadcast on WLIP-AM 1050, WJZQ-FM 95.1 (Kenosha) and Cable Channel 20. WTMJ-AM 620 (Milwaukee) will only announce school closings. It is expected that local stations will broadcast the message more frequently than Milwaukee. If you there is ever a question of whether school is open, please call 359-SNOW(7669).

## **BICYCLES**

Pupils are permitted to bring bicycles to school with parent/guardian consent. No pupil should ride his/her bike to school in inclement weather. Bicycles are to be parked in the bike racks located on the SW side of the school by the playground. Students are not permitted to loiter near the bike racks. All bicycles should be chained and locked. Bicycles must be walked on the playground, sidewalks, and property around the school. Riders should know and obey "Bicycle Rules of the Road."

## **NONDISCRIMINATION STATEMENT**

The Kenosha Unified School District No. 1 is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The Superintendent of Schools/designee (262-359-6320) addresses questions regarding student discrimination, and the Executive Director of Human Resources (262-359-6333) answers questions concerning staff discrimination.

## **TEACHER REQUESTS**

Requests for specific teachers will not be taken. If you feel there are certain needs that your individual child has, we ask that you convey those needs to your current classroom teacher before May 8. Any requests after May 8 will not be accepted as teachers need time to create well-balanced classrooms. Teachers have been instructed to disregard any requests for specific teachers. It is our belief that the staff at Jeffery Elementary School will work very hard to create heterogeneous classrooms that will be beneficial to all students. All classlists are final unless there is a mistake on our part, otherwise no changes will be made.

## **ACCELERATED READER**

Accelerated Reader or AR is a program that is supported by Jeffery's PTO. It is a wonderful program that encourages student to read. Students who take an active part in this program have many opportunities to earn incentives for their time reading. As everyone knows, the more one reads the better one gets at it. Please support your child in this program.

## **Breakfast Program**

Starting at the end of the 2008/2009 school, Jeffery implemented a breakfast program. We will continue to have a breakfast program for the 2015/2016 school year. The program runs from 6:55 – 7:20. The school day starts at 7:25 so students are encouraged to arrive by 7:15 so that they can have time to eat their meal. Students should enter through the doors by the gym. The cost is as follows:

## **Lunch Changes**

This year students will have three choices. Choice 1 is the "main" lunch entrée (white card). Choice 2 is the "veggie" option (gold card). Choice 3 is "milk only" option (blue card). Students who have choice 1 or 2 will also have a choice of 3 sides that will be available. An example of the sides might be 1) goldfish crackers, 2) grapes, or 3) carrots. Students will need to take at least 3 components for lunch. The organization and flow of our cafeteria will look a little different so we know it will take some time at the beginning of the school year.

Full Breakfast Cost = \$1.45

Reduced Breakfast = \$0.30

Free = Free

Full Lunch Cost = \$2.65

Reduced Lunch Cost = \$0.40

Free = Free

Milk = \$0.35

## **Room Parents**

Starting with the 2009/2010 school year, Jeffery implemented a room parent program. Each classroom will have one parent or Co-Parents who act as the "Room Parent". This person will coordinate/help with parties, projects, activities, etc. when necessary. At open house, each classroom will have a sign-up sheet for parents who are able to help out during the course of the school year. Our hope is to spread out the work load and cost of putting on these events.

School-wide Activity Dates:

Winter Activities – Tuesday, December 22

Friendship Activities – Friday, February 12

End of the Year Activities – Wednesday, June 8 (Depending on Snow Days)

## **Crossing Guard**

Crossing guard times for Jeffery Elementary (88<sup>th</sup> Street & 39<sup>th</sup> Avenue) are:

Morning:	6:55 – 7:25
MTWR Dismissal:	2:25 – 2:55
Friday Dismissal:	11:15 – 11:45

## Jeffery Elementary School Calendar for 2015 – 2016

Thursday,	August 27	Open House 5:00 – 6:30
Tuesday,	September 1	1st Day of School
Monday,	September 7	Labor Day – No School
Thursday,	October 1	Mid–Term (1st Quarter) <i>P/T Conferences Oct. 21 - 23</i>
Wednesday,	October 21	Parent Teacher Conferences (3:10 PM – 6:10 PM)
Thursday,	October 22	Parent Teacher Conferences (12:10 PM – 3:10 PM & 5:00 – 7:00 PM) Dismiss at 11:15
Friday,	October 23	Parent Teacher Conferences (7:10 – 9:10 AM – No School)
<b>Friday,</b>	<b>October 30</b>	<b>End of 1st Quarter – Staff Workday – No School</b>
Wednesday,	November 25	Dismiss at 11:15
Thu/Fri	November 26/27	Thanksgiving Break – No School
Friday,	December 4	Mid–Term (2nd Quarter) <i>Reports go home on the 11th</i>
Tuesday,	December 22	School-wide Winter Activities
Wednesday,	December 23	Winter Break Begins – No School Dec. 23 – Jan. 4
Monday,	January 4	Students Return
Monday,	January 18	Martin Luther King Jr. Day (Observed) – No School
<b>Friday,</b>	<b>January 22</b>	<b>End of 2nd Quarter – Staff Workday – No School</b>
Friday,	February 12	School-wide Valentine’s Activities
Wednesday,	February 24	Mid–Term (3rd Quarter) P/T Conferences Feb. 24 - 26
Wednesday,	February 24	Parent Teacher Conferences (3:10 PM – 6:10 PM)
Thursday,	February 25	Parent Teacher Conferences (12:10 PM – 3:10 PM & 5:00 – 7:00 PM) Dismiss at 11:15
Friday,	February 26	Parent Teacher Conferences (7:10 – 9:10 AM – No School)
<b>Thursday,</b>	<b>March 24</b>	<b>End of 3rd Quarter – Staff Workday – No School</b>
Friday,	March 25	Spring Break Begins – No School Mar. 25 – Apr. 1
Monday,	April 4	Students Return
Wednesday,	May 4	Mid–Term (4th Quarter) <i>Reports go home on the 13th</i>
Friday,	May 27	Dismiss at 11:15
Monday,	May 30	Memorial Day (Observed) No School
Wednesday,	June 8	School-wide End of the Year Activities
<b>Thursday,</b>	<b>June 9*</b>	<b>Last Day of School – Release at 11:15</b>

\*If Snow Days are called, the last day of school may be changed.

## Jeffery Welcomes all our Volunteers

### **Welcome**

Your assistance is valued because volunteers help teachers prepare materials and provide assistance and support for individual students. The involvement of volunteers helps reduce the adult-to-student ratio in class while improving the learning environment.

### **Background Check**

In accordance with district policy, a background check is required for all volunteers who work in our building.

### **Standards of Conduct**

By volunteering at Jeffery Elementary School, you have a responsibility to the school and to your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to protect our volunteers and to be certain that the learning environment is not compromised. When a person is aware that he or she can fully depend upon others to follow the rules of conduct, then our organization is a better place to work for everyone. Volunteers should become familiar with the specific rules here at Jeffery Elementary School.

Generally speaking, we expect each person to act in a mature and responsible manner at all times. School standards of conduct and personnel policies include, but are not limited to:

- Observing safety rules at all times and using common sense in operating any type of equipment
- Treating fellow volunteers, teachers, students, parents, and administrators with respect and kindness
- “Zero Tolerance” for the possession of any type of firearm, weapon or explosive on District premises
- The maintenance of a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering; use, possession, or sale of a controlled substance in any quantity while on District premises (except medications prescribed by a physician which do not impair volunteer performance) will result in immediate dismissal.
- This is a tobacco free school district. Tobacco products shall not be used on District premises.
- No soliciting or selling of products, services, etc. on District property without the prior written approval of the Principal or his designee
- Refraining from proselytizing in regard to religion or politics on District property.

## **Policies and Procedures that all Volunteers Should Know**

### **Absences and Punctuality**

Volunteers are asked to commit to specific time(s) and day(s), as teachers need to know they can count on you. If you are unable to volunteer on a given day, or if you will arrive late, please contact the classroom teacher or person coordinating the volunteering immediately.

### **Sign In/Out**

All volunteers must sign in each day and pick up a volunteer badge in the main office. We also request that volunteers sign-out when they have completed their volunteer time for the day.

### **Confidentiality**

You are responsible for respecting the confidentiality of all students, staff, and privileged information which you may be exposed to as a volunteer. Our students and their families entrust Jeffery with important information relating to their personal lives. The nature of this relationship requires maintenance of confidentiality. Your volunteering with the school assumes an obligation to maintain this confidentiality. It is essential that you not share any information about students, even with your own family, friends or acquaintances. Because of its seriousness, disclosure of confidential information could lead to dismissal.

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff.

To help, here are some sample issues that can arise:

**“Wasn't it cute when John...”** No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom.

**When parents ask you questions...** Many parents are tempted to ask you about how their children behave in school. This is especially likely if you are friends outside of school. It is not acceptable to put volunteers in this awkward position. If parents do have concerns, encourage them to talk to the classroom teacher.

**When you see or overhear something...** As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. What happens in the classroom (or the hall, or the cafeteria) stays at school.

**When a student tells you about their family, pet, vacation, etc...** As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.

**When you have a concern...** If a student tells you something that causes you concern, or if you observe something that troubles you, tell the classroom teacher or , inform the principal if appropriate.

### **Boundaries**

All volunteers must respect and enforce appropriate boundaries. Our volunteers and students must understand that the way we behave in school and out of school are different. No matter what the volunteer/student relationship is outside of school, our volunteers and students must maintain a professional school environment while at school. This can be difficult for our students to always understand, so we expect our volunteers to maintain/enforce appropriate boundaries here at school.



**Student/Classroom Management**

Rules and procedures related to student management have been established by the school and individual classroom teachers. Classroom teachers and the school principal are responsible for student management. These guidelines are maintained for the safety and welfare of all students. Fairness, consistency, and follow-through are essential to maintaining a safe learning environment. Please remember to ask for the assistance of the classroom teacher if a situation calls for intervention.

**Equal Volunteering Opportunity**

Jeffery Elementary provides equal volunteering opportunities for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions. All matters relating to volunteering are based upon ability to perform the job, as well as dependability and reliability.

**Volunteer Relations with Students and their Families**

The success of Jeffery's volunteer program depends upon the quality of the relationship between Jeffery's volunteers, teachers, students, and parents, and the general public. Regardless if you are a volunteer or a paid staff member, you are an ambassador for Jeffery Elementary School.

**Suspected Child Abuse or Neglect**

Volunteers should report to the school principal if they have any reason to believe a student has been abused or neglected.

**Accident Reports**

Any accident involving a student, employee or volunteer that occurs on school property must be reported to the school office using the appropriate District accident report forms. Such forms are needed for prevention of future accidents, regardless of insurance coverage or liability issues. Accident report forms can be found in the main office or on Advisor.

**Complaints**

Any person believing that a volunteer should not be allowed to continue volunteering within the school must make a written and signed complaint to the building principal. The principal will inform the Assistant Superintendent of all such complaints received. The principal must investigate the complaint and make a report of his/her findings to the Assistant Superintendent. All complaints and investigation reports will be kept confidential.

**Resignation/Dismissal**

If for any reason you decide not to continue volunteering at Jeffery, please inform the classroom teacher(s) and those you work with directly. The principal and/or the classroom teacher reserves the right to discontinue the volunteer relationship with any individual.

## Helpful Tips for Volunteering

### **Basic Volunteer Procedures**

- Be sure to sign in and out of the building each time you visit.
- Always secure and wear a volunteer badge while in school.
- Be reliable. Call if you cannot be at school.
- Confidentiality is important. Remember that anything overheard concerning students, families, or staff should never leave the building. (this must be important since we mention it so much)
- Keep in mind that you are here to support teachers, not replace them. Please refer to the classroom teacher for his/her preferred method of dealing with day-to-day situations.
- Remember – if you don't know – ask? We will be glad to help.

### **Volunteering with Students**

- A student's name is very important. Make every effort to remember the names of the students with whom you work.
- Be sure the students know your name – establish in the beginning how they are to address you. Check with the classroom teacher as to what is normally done in the school.
- Demonstrate your interest in the students by asking them about their activities and listening.
- Help build students' self-confidence by pointing out the improvement you see in their work, manner, etc. Even when helping to correct a students' work or manner, try to start the conversation by discussing the positives.
- Discuss student behavior and/or progress only with the teacher.
- Make sure you always leave the students on a positive and friendly note.
- Keep in mind that students will model the behaviors they see adults displaying – whether that adult is a staff person or a volunteer.
- Common sense and cool heads are always the best in any situation.

**Jeffery Elementary School**  
**Volunteer Agreement**

I agree to perform the duties assigned to me in accordance with Jeffery Elementary and the procedures as outlined in the Jeffery Family Handbook.

I agree to conduct myself in a professional manner, to promote the education and interests of the students and the reputation of Jeffery Elementary School.

I agree to not disclose any confidential information or materials that I may have access to as a result of my volunteer assignment.

I have read and understand the above provisions and the policies as outlined in the Jeffery Family Handbook.

I understand a disregard of these terms could result in the termination of my volunteer assignment.

Completing and submitting the volunteer agreement sheet  
indicates agreement with these terms.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_