

Jefferson Elementary School Supplement  
Parent and Student Handbook



**Our Mission is to Nurture  
Instruct and Challenge Students  
to become Confident, Life Long Learners**

2016-2017

STAFF 2016-2017

Principal	Sara Lucero	120
Kindergarten	Kim Schneidt	107
	Maria Schock	108
1 <sup>st</sup> Grade	Krista Hieb	109
	Cara Willson	112
2 <sup>nd</sup> Grade	Sheila Christopherson	111
	Ashley Ingraham	110
Art	Keely Perkins	115
Counselor	Alyssa Shawver	104
Librarian	Keeli Muscha	106
Music	Charles Sawyer	115
P.E	Sharon Alderman	114
Dev. Reading	Yvonne Carr	117
Special Education	JoAnn Gresens	116
School Secretary	Tabitha Hager	101
Building		
Para-Educators	Casey Reid Michael Carr Nancey Patch Myrna Kutt Susanna Leidholt Suzanne King Melissa Kappel	

## **SUPERVISION OF STUDENTS**

**Please do not send your child to school before 7:45 a.m.** as this is when our outside school ground supervision starts. **We cannot be responsible for your child if he/she arrives before 7:45 a.m.** At noon, if your child walks home, he/she should not come back before 12:35. It is expected that students will be picked up promptly at the end of each school day. Every effort is made to supervise your child in a way that promotes his/her safety and well-being. We hope that you, as parents, will help us by sending your child at the appropriate times.

## **LOST AND FOUND ITEMS**

Lost and found items are placed in the hallway for a reasonable time so that they can be reclaimed. PLEASE help out by looking through our lost and found area periodically for lost items and by clearly marking your child's property and possessions.

## **HOT LUNCH**

Please ask for an application for free or reduced lunch if your child does not bring one home and you feel you would qualify. Hot lunch starts on the first day of school and is served at 12:10 for all students. Hot lunch is served through the last full day of school.

## **HOMEWORK/MAKEUP WORK**

For every day a student is absent, excused or unexcused, they will have 2 days to complete the missed material. Anything beyond the allotted time may be recorded as a "0" in the grade book. In the event that a student is absent for 1-2 consecutive days regardless of the reason, missed work will be made up shortly upon the return to school. Students being absent for 2 or more consecutive days will be able to pick-up all missed work from the office should the parent/guardian call in advance to schedule a pick-up time. For extended absences, homework will not be given out prior to the absence, unless arrangements are made between the family and the school staff.

## DRESS CODE

- Any clothing worn inappropriately is unacceptable. Pajamas are NOT acceptable school attire.
- No short shorts, short skorts, or short cutoffs can be worn. Mid-thigh and longer shorts, skorts, and cutoffs are acceptable. Skins and biker shorts may not be worn without other clothing over them.
- Mesh shirts, short shirts (including half-shirts and midriff shirts), and side-slitted shirts are unacceptable and may not be worn.
- No clothing is allowed that is printed with profane language, advertises alcoholic beverages and/or illegal drugs, or is offensive to others.
- Appropriate shoes must be worn. Slippers may not be worn because of safety concerns.
- No hats, caps, scarves, bandannas, or headwear shall be worn in the school building by either boys or girls.
- Makeup may not be worn by either boys or girls.

## Jefferson School Daily Student Schedule

Mondays, Tuesdays, Thursdays, and Fridays

8:00AM	First bell rings calling students into the building
9:45-10:05	Morning Recess
11:45-12:35	Lunch/Recess
1:45-2:10	Afternoon Recess
3:15 PM.	Students dismissed for the day

Wednesdays

2:00 PM	No Afternoon Recess Students are dismissed for the day
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## SCHOOL RULES

**Remember, you are a representative of Jefferson Elementary School. These rules have been established for the safety of our students!**

### General Rules

While on the school grounds or in the building(s), you will:

- Practice Safety.
- Keep hands, feet, and objects to yourself.
- Listen to adults and follow directions the first time given.
- Not tease, name-call, or make comments that put down others.
- Not fight, bully, or intimidate. Be kind.
- Use appropriate language and behavior.
- Be respectful and courteous to your peers, adults, and yourself.
- Keep your backpacks on your back or on the ground. Do not swing them.
- Keep hats, caps, etc. off in the building. During the winter, you may wear hats, caps, etc. while on your way out of the building.
- Walk in single file.
- Have your teacher's written permission to use the phone.
- Not bring electronic devices to school without permission.
- Walk your bicycle, scooter, or skateboard while on school property.

### Hallway Rules

While moving in the hallway:

- Keep hands, feet, and objects to yourself.
- Voice levels at a 0-1 level.

### Lunchroom Rules

While in the lunchroom, you will:

- Show respect towards adults and students.
- Obey the "quiet down" signals when they are being used.
- Have appropriate discussions in an appropriate voice level with only close neighbors at your table.
- Use appropriate table manners, such as:
  - Use utensils correctly.
  - Chew with your mouth closed and not talk with food in your mouth.
  - Keep hands and feet to yourself.
  - Do not share food without permission.
  - Do not play with or throw your food or make inappropriate comments about the food.
  - Use please, thank you, and excuse me.
  - Pick up anything that you drop.

### Playground Rules

To prevent injuries to yourself and others, you will:

- Stop playing when the bell rings and line up and hold all equipment and toys.
- Not throw anything at anybody at anytime.
- Only throw equipment that is meant to be thrown (Frisbees, balls, etc.).
- Not slide on the ice or snow.
- Not play in the swinging area.
- Not eat, chew gum, or drink while on the playground.
- Not play dangerous games, such as Red Rover, Dodge Ball, or Tackle Football.
- Not climb or jump on the fences or soccer goal.
- Ask permission before leaving the playground or entering the school building for any reason.
- No spitting at all.
- Always practice good sportsmanship.
- Always use playground equipment as it is intended to be used:
  - Swings: You will swing upright with hands on both chains; not twirl, jump out, give underdogs, or push empty swings; and have only one person on a swing at a time.
  - Tether Balls: You will not swing, throw, or kick the ball when it isn't attached to the pole.
  - Basketball Court: You will only use basketballs or balls the size and texture of a basketball on the court.
  - Monkey Bars: You will not walk or stand on the top of the monkey bars.

### Before School Playground Rules

Follow the playground rules noted above.

### After School Playground Rules

Afterschool time is not recess time. You will:

- Not play with toys, and not play on equipment.
- Leave the playground immediately if you are not waiting for a ride.
- Use the crosswalks when you are crossing the street

## FERPA (Pay special attention to last paragraph)

The Family Rights and Privacy Act (FERPA) affords you, the parents, certain rights with respect to your child's education records. These are:

- The right to inspect and review your child's education records within 45 days of the day we receive a request for access. If you wish to do this, you should submit to the principal a written request that identifies the records(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
- The right to request the amendment of your child's education records that you believe are inaccurate, misleading, or otherwise in violation of your child's privacy rights under FERPA. If you wish to ask us to amend a record, you should write the principal, clearly identify the part of the record you want changed, and specify why it should be changed. If we decide not to amend the record as requested by you, we will inform you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in your child's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including secretarial, counseling, health, or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which your child seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Miles City Elementary School District, to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

We do have the right to disclose directory information from education records without your consent to other educators and government agencies. We also have the right to provide directory information to others who may need it. Directory information includes information such as your child's name, dates of attendance, grade level, honors and awards, participation in school activities, and pictures. (For example, this allows us to send The Star the Honor Roll, put your child's picture in the yearbook, give class lists to students for valentines, etc.) **As a guardian, you may request that none of your child's directory information is ever released (this excludes educators and government agencies)**

Jefferson Elementary School

Discipline Plan

Issues in the classroom will be handled according to the teachers' discipline plan.

Office handled discipline issues include:

Aggression/Disruption

Physical contact with intent to harm

Theft

Profanity

Inappropriate touching

Threatening bodily harm

Property damage

Disrespect/Defiance

Sexual harassment

Leaving school without permission

Bullying-

"Bullying, harassment or intimidation" means any threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication or threat directed against a student or students regardless of the underlying reason for such conduct that:

1. causes a student physical or mental harm, damages a student's property or places a student in reasonable fear of harm to the student or the student's property;
2. is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from access to educational opportunity or benefit; and/or
3. substantially disrupts the orderly operation of the school. \*



Consequences for office managed school issues can/will include one or more of the following. The Administration reserves the right to handle discipline issues on a case by case basis, keeping in mind what is best for all students.

1. Parental notification
2. Loss of privilege(s), including participating in school activities
3. Parent conference
4. Completion of apology letter and acknowledgement of behavior
5. Suspension (in-school or out-of-school)

\*Definition taken from Montana Office of Public Instruction

# Entering the Building

Looks Like

**LOOK**

Sounds Like



Line up quickly  
Stand facing forward  
Hands to self  
Hang up coats  
Unload backpacks  
Into room before tardy  
bell

Level 1

# Hallways

Looks Like

**LOOK**

1. Hands, feet, and other objects to self
2. Single file
3. Walking feet
4. Go directly to destination

Sounds Like



Level **0/1** (as defined by teacher)

# Playground Rules

Looks Like

**LOOK**

1. Respond to and follow adult directions within 10 seconds.
2. Stay in approved areas.
3. Use equipment appropriately.
4. Keep hands, feet, and other objects to yourself.
5. Be kind.
6. Line up immediately when bell rings.

Sounds Like



Level 4

Use clean language

Level 1

# Bathroom

Looks Like

LOOK

Sounds Like



1. Be respectful of others privacy
2. Quiet in bathroom
3. Take care of business
4. Flush
5. Wash your hands with soap
6. Dry with 2 towels
7. Clean up after yourself
8. Get back to class promptly

Level 0/1

# Lunch Room

Looks Like

LOOK

Sounds Like



1. In line, facing forward, hands to self

2. Hold trays with both hands walking to seat.

3. Sit facing forward

4. Be polite and use good manners

5. Visit using the "5 person rule"

6. Raise your hand for help

7. Clean up after yourself; including floor

8. Stay seated until dismissed

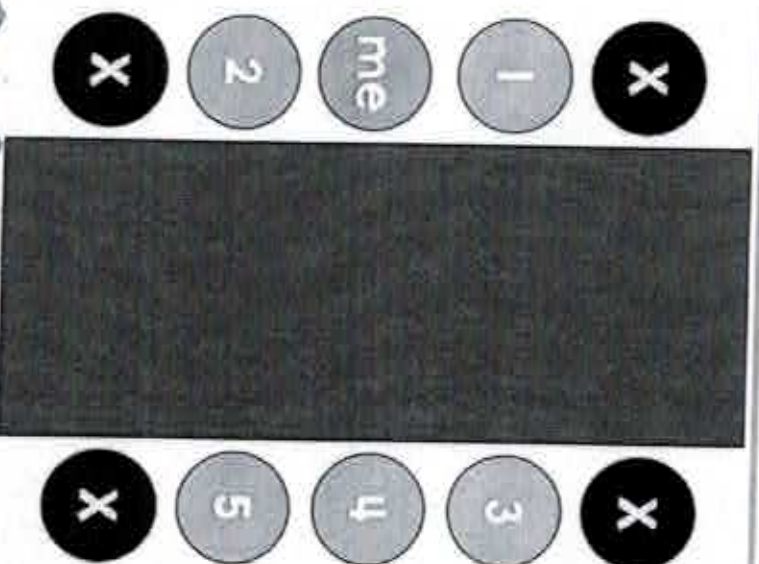
9. Exit out the gym doors

Level 0

Level 1/2

# The "5 person" rule

The 5 people I can talk to.



## The "5 person" rule

You may talk with the 2 people sitting directly beside you as well as the 3 people across from you.

# Afterschool Dismissal

Looks Like

**LOOK**

1. Take all belongings
2. Stand on gym wall and watch for ride (ROCKS on West wall)
3. Keep hands, feet, and other objects to yourself
4. If walking, leave immediately
5. When ride comes, leave immediately

Sounds Like



Level 2-4

Use clean language



# Assemblies

Looks Like

LOOK

Sounds Like



1. Sitting criss-cross
2. Facing forward
3. Hands, feet, and other objects to yourself
4. Listening ears on, eyes on speaker

- Level 1 /2 while waiting
- Level 0 when presenter is talking
- Level 3 when cheering or responding
- Level 1 when exiting

# Bus Procedure

Looks Like

LOOK

Sitting with your back to the back of the seat

Stay seated until the bus stops

Watch your step when getting on and off

Walk to and from the bus

Keep feet quiet

Keep your hands to yourself

Do not play with seatbelts

Sounds Like



Level 1 with partner

Level 0 entering and exiting school