Family Handbook

"Jeffy" the Gremlin
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Jeffery Elementary School  
Family Handbook  

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KENOSHA UNIFIED SCHOOL DISTRICT MISSION STATEMENT

**Vision**: To be Wisconsin’s top performing urban school district that is highly regarded for continuously exceeding all expectations.

**Mission**: Provide excellent, challenging learning opportunities and experiences that prepare each student for success.

JEFFERY ELEMENTARY SCHOOL VISION

To consistently be a top performing school that is regularly recognized for community service and our kind, cooperative and supportive atmosphere.

JEFFERY ELEMENTARY SCHOOL PBIS STATEMENTS

- We are safe
- We are respectful
- We are responsible

JEFFERY ELEMENTARY SCHOOL 4 CORE BELIEFS

- Every day is a fresh start, no matter what happened yesterday.
- We will not give up on you even if you give up on yourself.
  - You can do it with effective effort.
  - This is important!
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
  - Follow directions quickly
  - Make smart choices

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

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.

STUDENT DRESS CODE (POLICY 5431)

or visit the Jeffery webpage http://jeffery.kusd.edu/

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 that 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 in Infinite Campus. 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.

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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 cannot be duplicated with anything sent home. This year we will be enforcing the following timeline:

► After 5th Day Absent: The classroom teacher will reach out to parents informing the family that their child has been absent for 5 days of school. The purpose of this contact to see if there is anything that the teacher can do to help support both the child and family.
► After 7th Day Absent: Office staff will reach out to the family with a letter or phone call requesting a meeting with Mr. Johnson (Principal), Mrs. Pelc (School Counselor), 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.

Families should get in the habit of getting MD notes when they go to the doctor with their children and turn them into the office.

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 on the Forms page or in the school office and should be filled out a minimum of one week prior to the intended absence whenever possible. Families should know that even if an absence is approved by the school, this absence is still documented in Infinite Campus. 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

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.

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.

LUNCH PROCEDURES/EXPECTATIONS

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.

♦ 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 52nd 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 MySchoolBucks.com. Other questions regarding lunch accounts may be directed to the Food Services Department at 359-7763.

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.

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 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.
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 PREVILIDGES**

There are phones in each classroom. The phone may by 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. All students must ask permission from the classroom teacher before using the phone. Students should be reminded to leave a message when they call home and can’t reach anyone. 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 4th and 5th 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 5th 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 4th and 5th 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 4th or 5th grade.
and have a sincere desire to play a violin, viola, or cello and have the permission of their parents.

5th Grade Leadership
Leadership is made up of 5th 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 & CLOSING OF SCHOOL PROCEDURES
http://www.kusd.edu/about/school-closing-procedures

FORBIDDEN ITEMS
Items expressly forbidden at school include electronic communications devices such as cellular phones, 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.

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.

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 activities. 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 2018/2019 School Year
President – Trenai Dagen
Vice President – Libby Troha
Treasurer – Amanda Cash
Secretary – Jenn Kenyon
Member-at-Large – Anne Foltz
Member-at-Large – Tanya Gunderson
Teacher Representative – Mindy Duford

General PTO Meeting Dates for 2018/2019 School Year are scheduled for:
September 11, 2018
November 13, 2018
January 15, 2019
March 12, 2019
May 14, 2019

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.

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, FEES & MONEY
Supplies: http://www.kusd.edu/schools/supply-list
Fees: https://kenosha.revtrak.net/
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 or District Web site at 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 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, 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.

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 to 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.

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.
**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 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: _________________________
# Jeffery Elementary School Calendar for 2018 – 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 30</td>
<td>Open House 5:00 – 6:30 PM</td>
</tr>
<tr>
<td>Monday, September 3</td>
<td>Labor Day – No School</td>
</tr>
<tr>
<td>Tuesday, September 4</td>
<td>1st Day of School</td>
</tr>
<tr>
<td>Wednesday, October 3</td>
<td>Mid-Term (1st Quarter)</td>
</tr>
<tr>
<td>Wednesday, October 24</td>
<td>Parent Teacher Conferences (3:10 – 6:10 PM)</td>
</tr>
<tr>
<td>Thursday, October 25</td>
<td>Parent Teacher Conf. (12:10 – 3:10 PM &amp; 5:00 – 7:00 PM)</td>
</tr>
<tr>
<td>Friday, October 26</td>
<td>Parent Teacher Conferences (7:10 – 9:10 AM – No School)</td>
</tr>
<tr>
<td>Friday, November 2</td>
<td>End of 1st Quarter – Staff Workday – No School</td>
</tr>
<tr>
<td>Wednesday, November 21</td>
<td>Dismiss at 11:21 AM</td>
</tr>
<tr>
<td>Thu/Fri November 22/23</td>
<td>Thanksgiving Break – No School</td>
</tr>
<tr>
<td>Friday, December 7</td>
<td>Mid-Term (2nd Quarter)</td>
</tr>
<tr>
<td>Friday, December 21</td>
<td>School-wide Winter Activities</td>
</tr>
<tr>
<td>Monday, January 7</td>
<td>Students Return</td>
</tr>
<tr>
<td>Monday, January 21</td>
<td>Martin Luther King Jr. Day (Observed) – No School</td>
</tr>
<tr>
<td>Friday, January 25</td>
<td>End of 2nd Quarter – Staff Workday – No School</td>
</tr>
<tr>
<td>Friday, February 14</td>
<td>School-wide Valentine’s Activities</td>
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<tr>
<td>Wednesday, February 27</td>
<td>Mid-Term (3rd Quarter)</td>
</tr>
<tr>
<td>Wednesday, February 27</td>
<td>Parent Teacher Conferences (3:10 – 6:10 PM)</td>
</tr>
<tr>
<td>Thursday, February 28</td>
<td>Parent Teacher Conf. (12:00 – 3:10 PM &amp; 5:00 – 7:00 PM)</td>
</tr>
<tr>
<td>Friday, March 1</td>
<td>Parent Teacher Conferences (7:10 – 9:10 AM – No School)</td>
</tr>
<tr>
<td>Friday, March 29</td>
<td>End of 3rd Quarter – Staff Workday – No School</td>
</tr>
<tr>
<td>Friday, April 19</td>
<td>Spring Break Begins – No School Apr. 19 – Apr. 26</td>
</tr>
<tr>
<td>Monday, April 29</td>
<td>Students Return</td>
</tr>
<tr>
<td>Thursday, May 9</td>
<td>Mid-Term (4th Quarter)</td>
</tr>
<tr>
<td>Friday, May 24</td>
<td>Dismiss at 11:21 AM</td>
</tr>
<tr>
<td>Monday, May 27</td>
<td>Memorial Day (Observed) No School</td>
</tr>
<tr>
<td>Tuesday, June 11</td>
<td>School-wide End of the Year Activities</td>
</tr>
<tr>
<td>Wednesday, June 12</td>
<td>Last Day of School – Release at 11:21</td>
</tr>
<tr>
<td>Thursday, June 13</td>
<td>Staff Workday</td>
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