

Jefferson Elementary Parent/Student Reference Guide

2020-2021 School Year

School Hours: 9:00 - 4:10 p.m.

Welcome to another school year! This will be a very different year for us. Thank you for being willing to partner with us to ensure the safety of your student and our staff. We hope this reference guide will answer any questions you may have as the year progresses. Please know that we are always happy to answer any questions that may arise during the course of your child's attendance at Jefferson! I also know you understand due to the precautions with COVID 19 - many of the school activities as well as access to our building have been put on hold until further notice. We appreciate your understanding.

Attendance - By law, children are required to attend school at the elementary and secondary levels. Students who become truant (inexcusably absent 3 consecutive days or 5 school days in any semester or 7 days in a school year) will be reported to SRS in accordance with Board of Education Policy 1461. Please call the school office at 973-3000 anytime your child will not be in school. Any attendance issues will be turned over to our school social worker for further follow up. You may also contact our school social worker at 973-3000. Due to instruction alternatives of MySchoolRemote or Face to Face - attendance will still be taken during both learning options.

Arrival - Students will arrive at 8:50 and line up by their designated grade level/classroom cone outside. Students should stand socially distanced from their classmates. When the bell rings at 8:50, students will transition to their classroom.

Students who arrive after 9:00 will have to enter the main door (#1).

Tardy - Good attendance is critical for steady academic growth. Students are counted tardy if they arrive after the 9:00 a.m. bell. Students with chronic tardies will be targeted for attendance intervention. Many times, school clocks and home clocks are off by only a few minutes, please verify school clocks against cell phones/watches

while you are in the building. Students must be in their classroom prior to the bell ringing at 9:00 a.m. We will mark tardies according to the school clocks.

Early Checkout - Students who have a dental or doctor appointment are checked out through the office. Persons checking out students must be on the student's Pupil Information Form and 18 years of age or older. Students who are checked out before 2:30 p.m. will receive an absence for the p.m. Absences for the p.m. are excused with a note from the medical facility in which the appointment occurred (per BOE Policy 5314-Pupil Appointment for Health Reason). Students who are checked out after 2:30 receive an early out for the afternoon. Parents are discouraged from constant early checkout without a valid reason (doctor or dentist). Students who are constantly checked out early may have additional outside intervention assigned. Parents should call the school office to make arrangements for an early pick up. Parents will wait outside for student to be brought to door #1.

Parent/caregiver should be prepared to show identification to school staff to ensure safe pick up.

Late Pick Up - Students who are chronically left in the office **after 4:20** will be considered Child In Need of Care. School security and 911 will be contacted to secure the students delivery home. Contacting school security and 911 is never something the school wants to do - please secure your child's transportation home and communicate that to them prior to dismissal at 4:10.

Vacations - There are numerous breaks throughout the school year (inservice days, Fall Break, Winter Break, Spring Break, etc) we ask that all vacations be scheduled during these times. Any days requested outside of the above scheduled breaks are contingent upon principal approval. Please call the school office to inquire about a Request to be Absent form if your child will be absent for 2 or more days for a family trip that does not fall during a regularly scheduled school break. In the event 4 or more school day absences are requested, generally only 2 will be excused. Extenuating circumstances are always considered. In some cases, a student will be exited and re-enrolled. Be sure to check the travel restriction area on the KDHE or Sedgwick County web site.

Sick - If your child wakes up ill, please call the school office to notify us of the absence. 973-3000. Due to new COVID procedures, please notify the school office

if your student has COVID symptoms, been identified as a close contact of someone who has tested positive for COVID or has tested positive for COVID themselves.

Illness while at School - If your student gets sick while at school. Depending on the nature/severity of the illness, we will either have the student rest for a while in the nurse's office or we will attempt to contact a parent. If a parent is contacted and asked to come and pick up the child, the illness requires more than we are able to handle at school. In instances where a student has a high fever, chronic stomach ache, asthma attack, upset stomach, or other serious ailment (as deemed by the school nurse) - an adult will be expected to pick up the ill student within a reasonable amount of time. It may be necessary for the school to contact 911 for EMS assistance in cases where we are unable to reach an adult by phone. Jefferson Elementary is not responsible for fees incurred through any EMS assistance needed for students. If you have any questions regarding your child's medical care while at school, please contact our school nurse at 973-3000.

Student COVID Room - If a student becomes ill with COVID symptoms. The nurse will escort them to our student COVID room. The parent will be contacted and expected to immediately come to pick up the student. Additional directions will be given by our school nurse once the parent arrives. Once the parent/ approved caregiver arrives, they should call the school office at 973-3001.

ParentVue- Please check your parentvue account often. This application houses important contact information for your students. It is important it is kept up to date. If changes need to be made, (new phone number, new emergency contact) in many cases you can do online in this application. Due to COVID procedures more information will be shared via Parentlink this year. Up to date phone numbers are critical to stay informed and aware of any changes or adjustments made by Jefferson or Wichita Public Schools.

Conferences - Jefferson holds parent/teacher/student conferences two times/school year. Our goal is to conference with 100% of our families face to face. The opportunity for parents to discuss their child's academic progress is important and requires commitment from all of us. Our conferences are scheduled for October 27th, 28th and 29th 2020 and March 16th, 17th and 18th 2021. Conferences will be virtual. No in person at school. Please mark these dates on your calendar. Your child's teacher will contact you with an individually scheduled time to discuss your

child's academic progress. Please be sure to share any questions you might have as well. Do not let conference time be the first time you talk with your child's teacher.

~~**Healthy Snacks and Birthdays** – New this year Jefferson will set aside one day/month to celebrate monthly birthdays. This means parents will not be able to bring treats on the specific birth date of their child. For example if your child's birthday is October 15th, the date to bring treats will be determined by the grade level it could be before October 15th or after the 15th. Healthy, store bought, packaged snacks/treats should be brought. We have many students with food allergies so only store bought, packaged items will be allowed. Teachers may decide to not serve cupcakes and cookies if parents send them anyway. Unfortunately, due to COVID restrictions, no birthday treats can be brought to school or sent to school from home. We will find other creative ways to celebrate your student's birthday.~~

Masks – Students in grades PreK – 5 will be expected to wear a mask at all times while in the building. Students will be able to remove their face covering while they eat or when outside participating in vigorous exercise.

Dress Code – Jefferson does not have an official code of standardized dress, but the following should be considered to outline students dress while at school:

- Jeans/pants/shorts that are too large will be expected to be held up at the waist with a belt. If no belt is present, string will be issued to assist in keeping the student's pants/shorts from sagging.
- Shirts should be free from any profanity, advertising of tobacco, alcohol, violent images/weapons.
- Girls are expected to wear leggings under short skirts.
- No spaghetti strap shirts (3rd – 5th grade).
- Shirts should always cover the entire front area of a student's body.
- No baseball caps/bandanas of any kind are worn at school.
- Button down shirts are expected to remain buttoned at all time.

Thank you for working with us to ensure our students are dressed appropriately for the school setting. If your child's dress violates one of the above or is distracting as determined by school administration, a phone call will be made home and a change of clothes will be expected to be brought up for the student. If no adult is able to bring up a change of clothing, students will be given clothing from our donation tub to wear for the remainder of the day.

Behavior – Students learn best in an environment that is free from constant behavior outbursts. Jefferson students are expected to follow the character traits of:

- Respectful
- Responsible
- Caring
- Hardworking
- Honest

Parents will be contacted for students who display disruptive behavior. If the behavior is such that it endangers the safety of other pupils, suspension may be one consequence enacted. If a student is suspended, an adult will be required to come and pick the student up.

We want our students to handle their disagreements in a way that does not result in physical aggression. Physical altercations will be investigated and could result in an out of school suspension.

Suspension may also be enacted for the following, but not limited to: defiance (refusing to comply with adult requests), disrespectful/rude behavior toward adults, bullying, harassment (of any kind), stealing, destroying school property or disruptive behavior. Please reference Board of Education Policies: 1464, 1465, 5113 for further detailed information on student behavior/Student Code of Conduct brochure.

Bullying Behaviors – We invite you to review the pamphlet “No Bullying Allowed – Essential Questions for Parents.” This pamphlet outlines bullying and what “it” is not. Many times students will report to their parent they are victims of bullying, but the student has not made their teacher or the school administration aware of the incident. We take all complaints of bullying seriously, but we must first know that your child is experiencing problems. The above referenced pamphlet outlines specifically how parents can deal with this very serious issue. We also ask that parents be open to hearing that their child may in some cases be the bully. Please know that bullying will not be tolerated at Jefferson. If you would like your child to receive one-on-one information about preventing becoming the victim of bullying, or

stopping bullying behavior, you may contact our school counselor, Ms. Sauls at 973-3000.

Cell Phones - The use of cell phones by our students, during the course of the school day is prohibited (includes the cell phone ringing during class time).

Following is the procedure that will be used for the upcoming school year if your child has his/her cell phone out while on school grounds:

- 1st offense: phone confiscated, parent must pick phone up from school office.
- 2nd offense: phone confiscated, parent must pick phone up from school office, in-school suspension.
- 3rd offense: phone confiscated, parent must pick phone up from school office, out of school suspension.

Recess Equipment - The playground equipment will not be used this school year due to COVID. We have painted numerous games outside for students to play while at recess. Home outdoor items must be ok'd by your child's teacher and our recess monitors before it is brought to school. Electronic devices/games/Ipods/Ipads should not be brought to school. The school will not be responsible for personal items that are stolen or lost.

Parking Lot - Please look at the attached map that outlines where you can park or drop your student off for late school arrival or pick your student up after school. The parking lot closest to the main doors (Door #1) should not be used before school or after school.

Handicap parking is reserved for visitors who have a handicap placard or tag and have an appointment inside the school building. Due to COVID this is no longer an option for before school or after school pick up. We are asking parents to stay in their cars or by their cars after school. Students will come to you. This is to maintain social distancing and to keep our students and staff safe.

~~**Visitors to Building** - Our student's safety is our top concern. All visitors wanting to spend time in their child's classroom are required to stop in the office and check in through the Hall Pass system. Valid identification for this system is a current driver's license or military ID. Visitors will be required to be on the student's Pupil Information Form (PIF) or be with a parent listed on the PIF all visitors who aren't parents will also be ran through the Hall Pass system. All middle and high school~~

~~students wishing to visit classrooms must be with a parent and wearing their school ID.~~

~~Visitors should also ensure their dress is appropriate for the school setting: no sagging pants, no obscene words on t-shirts, no pajamas, shirts free of alcohol or tobacco products, shirts must also cover entire body and cannot be see through. Visitor dress code is also enforced on school field trips.~~ Due to COVID - all visits to classrooms have been postponed at least for the first semester. An update for second semester will be shared closer to that time. Parents who have IEP meetings will be contacted by their child's teacher to set up a meeting time.

Tornado Warning - In the event of a tornado warning, all students will be escorted to our gym which doubles as our FEMA shelter. We will secure the interior gym doors and once this is done, no one will be allowed inside the gym. We do not want to compromise the safety of our student body. Repeated knocking and verbal requests for us to open the doors will be ignored and will only frighten students who are inside the gym.

We understand this can be a frightening time; parents can assist us by proceeding to our secondary shelter (restrooms across from the library). Once we receive the all clear from a weather radio, a news station or our security department, we will open the gym doors and proceed with dismissal of students if necessary.

Frequently Asked Questions:

- My child said something happened at school today, what do I do? -Please call to speak with your child's teacher. Many times asking questions and allowing the teacher to explain the situation will clear up any confusion.
- I've talked with my child's teacher, but we still aren't in agreement. - Please call to speak with school administration. The principal or assistant principal will work to find out any additional information available. The goal is to always try to work out a win-win solution, if possible.
- ~~Can I bring home baked goods to school for treats? - Unfortunately not for students (adults yes ☺) - the reason the answer is no for students, we have many students with food allergies, only store bought items in the original packaging are accepted as treats. Be sure to talk with your child's teacher for~~

~~further guidance.~~—No treats (store bought or from home) will be brought to school this year.

- My child had a fever this morning; can I give him/her some motrin or Tylenol and send them to school anyway? – No, due to COVID regulations, students who either wake with a temperature or develop a temperature while at school will be given our COVID protocol and will receive a phone call from the school nurse or be sent home if at school. Call the school nurse for additional information. COVID will require us to use a special school classroom space to keep students who have a fever separate from staff and students who are healthy. Keeping your contact information up to date is critical.
- Can I send aspirin or asthma medicine with my student to take on his/her own? – No, all medications (even over the counter medicine) must be on a Request to Administer Medication at School form, signed by your child's doctor.
- We are going on vacation; will I need to fill out any paperwork? -Yes, please call the school office for directions on filling out the Request to be Absent form.
- My child doesn't eat meat; can he/she get a special lunch? Lunch menus are available on the Wichita Public Schools web page. Due to COVID restrictions, limited entrees are available to choose from; we cannot always guarantee the "non-meat" option will always be available, depending on popularity and when your child eats lunch.
- Do I have to use the crossing guards when I cross the street? – Yes, especially since children will be walking to you. Please only cross the street at the corners that have patrol staff. Also please do not ask your student to cross the street in a spot that is not permissible.
- I see the "No Parking" sign in the staff lot at dismissal time, can I pull in and park anyway? – No, the parking lot by the main doors (Door #1) is for staff only. Parents are asked to park in the designated areas for drop off and pick up of their students. (See the attached map).

Here to Serve You – We want to get it right 100% of the time, however we are human and will make errors. Thank you for working with us and offering suggestions when things are not working as well as they could. If in this handbook we have neglected to answer a question, or you have additional

feedback – please feel free to email me at kevans@usd259.net or call the school office at 973-3000.

Administrative Team:

Kamiel Evans - Principal

Jill Pfifer - Assistant Principal

Office Staff:

Cheryl Opegard - Administrative Assistant - Secretary

Jacqui Bellew - Administrative Assistant - Clerk

Support Staff:

School Social Worker - Rachel Trombley (attendance issues, adjusting to school, anxiety, student working with peers)

School Nurse - Chelcie Haase (immunization questions, COVID questions/procedures, medication your child might need at school, vision difficulty, doctor concerns, food allergies)

School Psychologist - Karin Cernik (concerns with your child learning or being challenged academically)

School Counselor - Cierra Sauls (concerns with your child adjusting to school, anxiety, depression, behavior struggles, working with peers)

School Speech Pathologist - Jenny Maier (concerns regarding your child's difficulty with speech/sounds/talking)

Pando/School Partnerships - Abby Martinez (coordinates volunteering/community partnerships)

Revised August 2020