



Mount  
Vernon  
Schools

*Successful Learners Strengthening Our Community*

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## Jefferson Elementary School

September 4, 2018

Greetings Eagle Parents and Guardians,

Welcome back to a new school year. I am excited to get back to work with the kids and all of you. I know the staff feels the same way. There are a few changes at Jefferson I need to make you aware of.

**Keyless Entry:** To enhance security at Jefferson the front doors will remain locked during the day. When you come into the building you will need to be "buzzed in" by the secretary. As you look at the front doors the box to the right has a button on it for you to press to gain access to the building. The right front door is the entry door. The doors will be unlocked between 8:05 and 8:35 in the morning and in the afternoon from 2:55 to 3:15.

**Car Pick Up:** Due to the increased volume of office activity close to 3:00 PM I am asking that if you are picking up your child after school that you do not come into the building. Instead please use the car pick up on the East side of the building. It will allow the hallways to remain clear and make the leaving time more efficient and safer for the kids.

**Student Drop Off:** When you drop students off at the school the best place to do so is on the East side of the building at car pick up/drop off. Please drive slowly for the safety of all the students out there.

**Attendance:** We are supporting the MVSD's focus on 100% graduation with our own goal of 100% attendance. This includes arriving at school on time and not leaving early. If students are at school after 9:00 AM and/or they leave before 2:30 PM they will be marked in skyward as missing a half day.

**Appointments:** I understand that appointments are sometimes hard to get outside of school hours. In the event a student needs to be gone for an appointment please bring your child back to school for the rest of the day.

**Changes to transportation:** We follow the transportation plans that you have established with us for each child at school. It is important that if that routine changes that you let the office and or teacher know about the change. Please do this prior to lunch time since that is when teachers check their mailboxes for any last minute information.

**Calls to classrooms:** This year we are sending phone messages to teachers directly to voicemail. Phone calls to class disturb the entire learning process for kids and the teaching process for teachers. Teachers will check their voice mails at the end of the day and you can expect them to get back to you after school or before school the next day.

I love being able to work at Jefferson Elementary. I have always felt supported by you and know that we all have the same goals in mind. Doing all we can to help kids realize a happy and successful future. Together we are a team to help our kids get there. If you ever want to come by and chat please do so. My door is always open.

Tim Newall  
Principal Jefferson Elementary

**Tim Newall, Principal**

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