



JEFFERSON ELEMENTARY SCHOOL

STUDENT / PARENT HANDBOOK

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Welcome Jefferson EAGLES!

VISION STATEMENT

The mission of Jefferson Elementary is to ensure that every student learns the skills, attitudes, and knowledge to become a responsible, productive citizen in a rapidly changing society.

The Mount Vernon School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ Civil Rights Compliance Coordinator, [Bill Nutting](#), Assistant Superintendent, 124 E. Lawrence Street Mount Vernon, WA 98273, (360)428-6110; Section 504 / ADA Coordinator, [Clint Carlton](#), Director of Special and Support Services, 920 S. Second Street Mount Vernon, WA 98273, (360)428-6141

parents, students and staff work

together as a team throughout the school year. Parents are asked to review the following information with their student(s).

This handbook is a tool to help

DAILY SCHEDULE & ATTENDANCE

8:05 - 8:25 a.m.	Arrival & Breakfast
8:25	Second Bell go to Class
8:30	Tardy Bell
10:10 - 10:25 a.m.	Recess: grades KGD / 2 nd / 4 th
10:25 - 10:40 a.m.	Recess: grades 1 st / 3 rd / 5 th

RECESS/LUNCH SCHEDULE

11:30 - 12:00 a.m.	Recess: KDG / 2 nd
12:00 - 12:20 p.m.	Lunch: KDG / 2 nd
12:00 – 12:30 p.m.	Recess for 1 st and 3 rd grades
12:30 - 12:50	Lunch 1 st and 3 rd grades p.m.
12:30 - 1:00 p.m.	Recess: grades 4 th / 5 th
1:00 - 1:20 p.m.	Lunch for grades 4 th / 5 th
1:55 – 2:10 p.m.	Recess 1 st / 2 nd
3:00 p.m.	<u>DISMISSAL: grades KDG - 5th</u>

QUEST – Primary & Intermediate 8:45 a.m. – 2:45 p.m.

EARLY DISMISSAL SCHEDULE

8:30 a.m. - 1:00 p.m.	Grades KDG - 5 th
8:45 a.m. – 12:45 p.m.	QUEST

Grades KDG – 5th will be served lunch as usual. All students will use normal transportation unless school is notified in advance by parent/guardian.

Early Dismissal Recess/Lunch Schedule:

KDG/2 nd	10:55 – 11:25 Recess; 11:25 - 11:45 Lunch
1 st / 3 rd	11:25 – 11:55 Recess; 11:55 – 12:15 Lunch

Attendance

In an effort to ensure the protection of your child coming to and returning from school, we require that you call the school any morning that your child is going to be absent. This procedure gives us an immediate check to see that all students have arrived safely at school, and is a means to gain health information that may be of concern to the school. In case we do not hear from you, and your child does not arrive, we will attempt to contact you. This contact will include questions related to COVID symptoms. Your cooperation in this matter would be greatly appreciated. **When your child returns to school, please make sure that he or she brings a written excuse.**

BECCA Bill Information

School attendance is a serious issue in Washington State. The “BECCA Bill” was enacted (RCW 28A.225.010) requiring parents to provide a timely written excuse when students are away from school for legitimate reasons. Without a parental excuse and school verification, students will be considered truant. The school may file a Juvenile Court petition for five (5) unexcused absences in a month or ten (10) unexcused absences in a year. Once the school determines a student is truant, school officials are required to file a petition with Juvenile Court. This law applies to all students in grades K-12. The district wants to avoid filing petitions but will need parental help to see that children attend school and are not absent without a written excuse. If a student arrives after 9:00am or leaves before 2:30pm that will be considered a half day absence. Excessive excused absences will also be reason for the school to file BECCA paperwork with the courts.

• End of the Day

Learning activities are taking place up until the time students are dismissed. For safety reasons, staff escorts students to car pick up and bus lines. Parents should wait for their child/ren in the Car Transportation drive-thru area to pick-up by car, or in person as a walker. If there is any change in normal transportation for a student, a note from a parent is required. Parents may also contact the office before lunch periods begin (11:30am). The office staff will send a change of transportation note to the teacher if received in time.

• Leaving School Early

If your child needs to leave school during the day for a medical appointment or family emergency, please come to the front of the building and buzz in to

let office staff know you are here to pick up your child. The secretary will call the classroom, and your child will be sent to the office. If your child leaves school for an appointment, we ask that you bring them back to school after the appointment if school is still in session.

Please note: If a student is signed out of school within the last 30 minutes of the school day, that absence may be counted as a tardy.

• **Late Arrivals / Tardies**

Students who arrive late to school must go to the school office to obtain a tardy slip for class.

• **Door Security System**

We have a keyless entry system. The front doors will be unlocked between 8:05am and 8:35am and again from 2:55pm to 3:15pm. If doors are locked then you may enter the building after pressing the doorbell to the right of the front door and you will be “buzzed in” by the secretary.

Withdrawals

If you need to withdraw your child from school due to a move or for other reasons, please give the office at least a one-day notice. There are forms the office needs to complete and send to your child’s new school. Please make sure that any school fines are paid and that library books and chromebooks are returned.

STUDENT EXPECTATIONS and BEHAVIOR

The following student behavior expectations have been established school-wide:

- Make good choices
- Be respectful
- Solve your problems

We believe that students who adhere to these rules will be successful at Jefferson and in life.

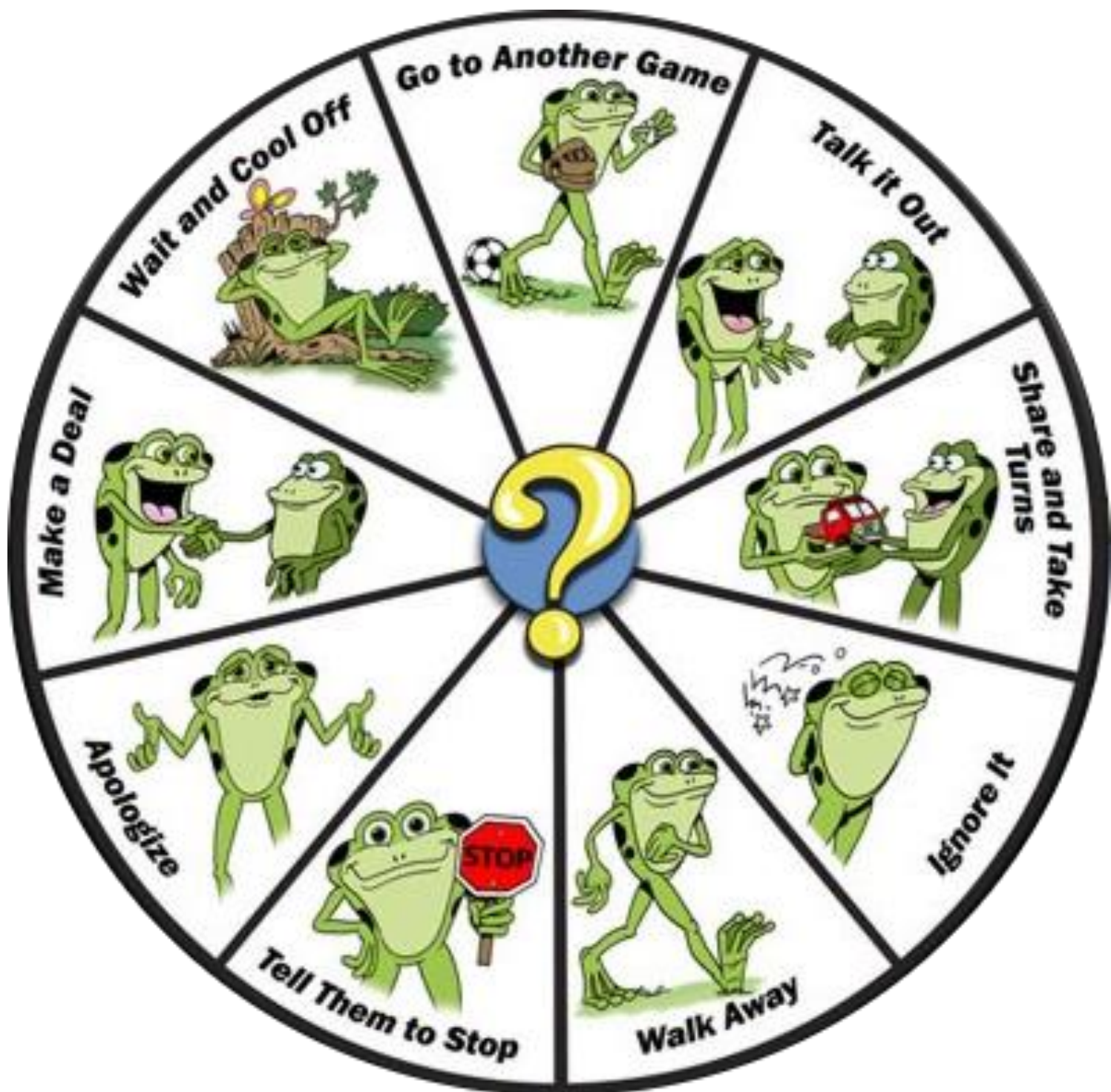
Kelso's Choice is a conflict management program we use with our students. The program teaches students to identify the difference between a big problem and a little problem. The students are then taught a variety of non-violent problem-solving techniques.

STUDENT'S EXPECTATIONS

	HALLWAYS	CLASSROOMS	CAFETERIA	BATHROOM	SPECIALIST	RECESS
ZERO NOISE	Walk quietly Stay on right Quiet Zone	Listen Follow directions Inside voice	Inside voice ONLY	Quiet voices No visiting	Students walk with teacher to and from specialists Walk quietly	No screaming
BE RESPECTFUL	Respect personal space Zero Noise Walking ONLY Enter and exit quietly	Follow directions Respect personal space Respect other classrooms	Leave your area clean Listen to adults Put trash in garbage can	Flush toilet Wash & dry hands Keep area clean Put paper towels in garbage can	Respect other classrooms	Follow playground rules No bullying
MAKE GOOD DECISIONS	Walk in a Straight line Eyes forward Zero Noise Listen to adults	Sit up in your chair Keep your space clean		Report unsafe behavior Return to class when finished		Follow playground rules Listen to adults Stay in play area
SOLVE YOUR PROBLEM	Use Kelso's Choice Show Zero Noise	Use Kelso's Choice Stop & Think	Use Kelso's Choice	Use Kelso's Choice	Use Kelso's Choice Show Zero Noise	Use Kelso's Choice

IT'S YOUR CHOICE!

DO YOU HAVE A SMALL PROBLEM?
TRY TWO OF KELSO'S CHOICES:



IF YOU HAVE A **BIG** PROBLEM,
TELL AN ADULT YOU TRUST.

RESPECT of SELF

Appropriate and Respectful Dress

- Hats must be removed and stored once students enter the building. Students may wear a hat outside the building.
- Clothing should not be a distraction to the educational setting. Shirts and blouses must cover the child's shoulders, chest, mid-section, back and sides.
- Clothing must not symbolize violence or represent gang related activity. This includes written symbols on clothing, the body, or property.
- Clothing may not promote an illegal or unhealthy activity for students. This includes cigarettes, drugs or alcohol.
- Clothing and shoes should be appropriate for the weather and daily activities (eg: PE). Flip flops should not be worn to school.

RESPECT of OTHERS

Harassment, Intimidation and Bullying

The District is committed to a safe and civil educational environment. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act that includes but is not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability or other distinguishing characteristic reference and when the intentional written, verbal, or physical act:

- physically harms a student or damages the student's property;
- has the effect of substantially interfering with a student's education;
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Sexual Harassment

The Mount Vernon School District is committed to a positive and productive working and learning environment free of discrimination. The District prohibits sexual harassment or intimidation of its employees or students.

Personal Belongings

Students are not to bring toys, electronic equipment and games, or valuable items or money from home (other than lunch money, book orders, or similar). If any items are brought to school without teacher permission (e.g. show and tell, theme day, classroom project, etc.), they will be secured according to classroom policy.

Physical Altercations and Threats of Violence

Fighting is NOT allowed and will result in consequences. These consequences include restoration, restitution and /or suspension. Physical altercations are but not limited to: fighting for any reason, wrestling, roughhousing, 'play fighting' and pushing. Gestures will also be taken seriously and carry consequences.

Outdoor Expectations

Playground rules are meant for everyone's safety. The following expectations are reviewed with students in the first weeks of school:

- play in the assigned areas of the playground,
- stay on the school property unless permission has been given by a school staff person.

CONSEQUENCES OF MISBEHAVIOR

Problem Solving

The counseling and intervention staff work with students to develop problem solving skills to be used in a variety of situations.

Poor Choice Slips

All staff members may give a student a poor choice slip for minor violations of school rules. The student must take home the poor choice slip and return it to school the following day signed by a parent/guardian. If the poor choice slip is not signed and returned, a phone call to parent/guardian will be made. This communication between the school and the parent is important so that we may work together to bring about positive behavior in the student.

Students Accepted on Waivers

Students may attend Jefferson Elementary if they live outside of our neighborhood boundaries. We will accept waivers for students when possible. This acceptance is largely dependent upon class size. All students and parent/guardian of students attending Jefferson Elementary from outside of our boundaries need to read and sign a waiver contract. If a student does not live up to the terms of the waiver contract their right to attend Jefferson may be revoked and the student will be sent to their neighborhood school. This can occur at any time during the school year if behavior or attendance warrants a change in school placement.

Drug Free and Gun Free Policy

Jefferson School supports the statement that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. Students found using or holding illegal substances on campus will immediately receive due process and appropriate actions will be taken or during school related activities.

Consequences for substance abuse on campus, or during school-related activities, will result in suspension or expulsion and referral for prosecution of students in violation of the substance abuse standards of conduct.

Our campuses are gun-free zones. If a student is found on campus to have in his or her possession a firearm or dangerous weapon, he or she can be subject to emergency expulsion. *Be advised that toy weapons create safety issues and are also prohibited. Infractions of this policy will result in varying consequences.*

STUDENT SAFETY

The staff of Jefferson School strives to create a safe and secure environment for each and every child and adult on our campus. A number of safety procedures and policies have been put into place for the benefit of all. We appreciate your support and help with these efforts.

Building Access

We ask that all visitors enter Jefferson through the front doors during regular school hours and sign in at the school office. This allows the office to monitor who is in our building and in contact with children.

Animals in the Classroom

1. Pets and animals should not be kept at school. Most animals have both health and safety concerns.
2. Only animals brought to school for a short-term instructional purpose and with the authorization of the building principal will be allowed on school district property.
3. Animals brought to school for Show-and-Tell by students and staff should be caged or leashed at all times. Students who bring animals for Show-and-Tell must be accompanied by an adult, and the animal must leave the school building as soon as Show-and-Tell is over.
4. Due to Health Department regulations, no birds will be allowed at school.
5. The only animal allowed to be transported on a school district bus is a "seeing eye" (WAC language) service dog. (Chapter 392-145 WAC).

EMERGENCY PROCEDURES INFORMATION

Student Emergency Information

A Student Emergency Information Sheet is sent home at the beginning of each school year. This information is of the utmost importance to us, and to you. In case of emergency or an accident, we need to be able to contact you as soon as possible. Please fill in the information carefully, sign the sheet, and return it to school. If your child does not bring this sheet home in the first few weeks of school, please call the school office to ask for another sheet. If the information on the sheet changes during the year, please advise us so that we may update your child's emergency record.

Personal Safety Information

For your child's safety she/he should:

- know their name, parent/guardian names, address, phone number and be able to recognize the general area of home.
- know rules for walking, riding bike/scooter and riding the bus.
- arrive at school between **8:05 a.m. and 8:25 a.m.**
- when walking, leave for home immediately after dismissal and go straight home.
- when going to a friend's house or some other destination other than home, bring a signed note from a parent/guardian to the teacher before school to make necessary arrangements (eg: riding the bus).
- not make arrangements during school time to go home with a friend.

Weather or Emergency Conditions

In the event of a school closure due to snow or other emergency conditions, parents will be contacted via an automated calling system with specific details if a current phone number is in the system. In addition, all school information will be relayed via the following: **KBRC (1430 AM), KAPS (660 AM), KRKO (1380AM), KIRO (710AM), KOMO (1000 AM), KAFE (104.3 FM), KOMO 4 /TV, KING 5/TV or KIRO 7/TV** and www.mountvernonschools.org by 6:00 a.m. **ALSO**, emergency school day schedule changes are recorded on the school phone line as early as 6:00 a.m. (360-428-6128).

Emergency Preparedness and Response Plan

In compliance with Washington State Law, all students regularly participate in practice drills for fire, earthquake and emergency lock down. Students are instructed in and practice safety behaviors and procedures.

Jefferson has an emergency response plan designed through the collaborative efforts of school staff, local law and fire enforcement, emergency management, and public health officials.

These plans, which are regularly reviewed and updated, include procedures to respond to a variety of incidents. For emergency response plans to be effective, we depend on the cooperation and support of the parents of our students. We ask parents to observe the following procedures during a crisis situation:

- Tune to your local radio or TV station for emergency announcements, status reports and instructions on where, when, how to pick up your

child. The district website will also post information – www.mountvernonschools.org

- Do NOT telephone the school. Phone lines must be kept clear for emergency communications.
- All attempts will be made to supervise your child until released to a parent or guardian. If an evacuation is required, an attempt will be made to notify parents/guardians through media bulletins or the MVSD website. (www.mountvernonschools.org)
- Do NOT come to the school or evacuation site until instructed to do so. At that time, you will be directed to a pick up location for your child.

More detailed information on MVSD emergency response and preparedness may be found in the MVSD brochure *Parent Guide to School Emergency Planning* available from the school or district office.

COMMUNICATION

Communication between parents and teachers is an important aspect of your child(ren)'s education. If you need to contact your child's teacher by phone please call before or after school [360-428-6128]. ***Urgent or emergency messages should be given to the school secretaries in the office.***

You may also send an e-mail directly to your child's teacher by using the MVSD email format: Initial of first name & full last name then @mvsd320.org (eg: tnewall@mvsd320.org). A staff contact list for Jefferson Elementary may be requested in the school office.

Telephone Messages

The school telephone is extremely busy. Consequently, telephone messages for children must be limited to EMERGENCIES ONLY. Any telephone messages regarding student transportation must come to the office **no later than 11:30**. This allows the proper paperwork and process to occur, securing delivery of your child to the correct location. **Do NOT leave changes in transportation on voice mail.** We cannot guarantee your child will receive transportation changes.

Cell Phones

The *Guidelines & Permission for Cellular Phone Use* form is available in the school office. Student and parent signautes are required for students to bring cell

phones onto comnaous. Cellular phones/smart watches are for emergency use only and are to be kept turned off and in backpacks while students are on campus. If a cellular phone causes a disruption at school it may be confiscated. If a phone is confiscated it will need to be picked up by a parent from the school office. The school is not be responsible for lost or stolen cell phones.

Student Publicity Consent

MVSD is committed to protection of the privacy and safety of all students. There are times when it is appropriate to recognize students and their work in public forums such as newspaper articles, web pages, photo displays, school events, etc. If parents do not wish for their child(ren) to be included they should submit a letter to the school office stating their preference regarding student information and images.

TRANSPORTATION

School Bus

If your student rides a bus to and/or from school, it is your responsibility to review the Mount Vernon School District Transportation Department's Bus Rules and Bus Discipline Procedures according to Washington State law. This information is attached to the parent signature form required from all students riding MVSD buses.

Walking

Students who walk to and from school should know the safest and easiest route from home. Please review with your child the route that should be taken every day. Students are reminded to use sidewalks and to respect the property of neighbors. They are expected to obey the instructions of the safety patrol members so that crossing streets may be done in a safe manner.

Bicycles and Scooters

Students may begin riding bicycles/scooters to and from school in third grade. Student must wear a helmet when they ride to/from school. If your student will be riding a bicycle or scooter to school, you must complete and return the Bicycle Riding Permit and Rules for Safe Bicycle Riding forms or Scooter Policy form available in the school office. (Helmets are required for either vehicle.) If students arrive without a helmet they will not be allowed to ride home. Parents will be called to bring one to school.

Car Procedures

For student safety, a “student drop off/pick up” area is provided at the east end of the school. Anyone transporting students by car should use this designated drop off / pick up area on the east side of the school. After school, traffic monitors will be present to assist and direct traffic for student pick up. The front school parking lot may be used to park and walk a student into school only between 8:45 am and 2:40pm. Parents are encouraged to use the car pick up on the East Side of the school to get students at the end of the day. This is the safest and quickest way to get the kids at the end of the day.

IMPORTANT: Do not drop students off at school before 8:05 a.m.; there will be no supervision available. If your child arrives late to school, park in the front lot and walk your child to the front door and buzz in to the front office. They will let the student in, take a lunch count and send the student to lunch.

Transportation Changes

Students will only be sent home via their designated transportation method. If there is a change to their designated transportation, temporary or permanent, the school needs written instructions from a parent or guardian specifying the new transportation method and the time frame for the change before a student will be allowed to leave school in a different manner than what the school has on file. This includes going home with a friend or being picked up by a different person as well as other changes.

CAFETERIA BEHAVIOR

Breakfast and lunch are eaten in classrooms. All students are expected to observe school rules and to conduct themselves with the following appropriate mealtime behavior:

1. Enter classroom in a quiet, orderly line.
2. Practice good table manners. Throwing food, playing at tables or talking loudly are unacceptable.
3. Exchanging food is not permitted.
4. Students should leave their eating space clean and free of trash.

• Breakfast

Breakfast is provided free of charge for all students in the cafeteria from

8:05 - 8:25 a.m. each day. Students should arrive by **8:20 a.m.** so that they may finish breakfast and arrive in the classroom on time for the start of school. Breakfast ends at **8:25 a.m.**

•Lunch

All student will be offered a lunch at no charge. We are a cashless district. Since we are cahsless students may NOT buy milk alone.

For an explanation of the changes in school practices regarding edible treats and rewards, parents/guardians may refer to the new Mount Vernon School Board policy and procedure #6700: Nutrition, Physical Education, Activity and Wellness. (See at www.mountvernonschools.com)

Sack Lunches

When students bring a sack lunch from home, please make sure that it contains no glass or breakable food storage containers. If your child uses a permanent lunch box or bag (rather than a paper bag), please make sure to have it clearly marked with his or her name. **Students may not charge milk.**

Snacks & Treats

Due to food allergies and the dietary restrictions of some students, Jefferson is adopting a policy of 'store bought' (in original packaging) treats only. Classroom treats are allowed at the discretion of each teacher. An individual student may not share their snack or treat with another student especially in the lunch room.

HEALTH SERVICES

The Mount Vernon School District has certificated nurses who are assigned to multiple buildings to oversee health care services. Each nurse is in-building one to two days a week. In the event you need to speak directly with a nurse, contact the school where your child attends and ask for the day the nurse will be in the building.

Health Screenings

We provide state mandated annual health screenings for students in kindergarten, 1st, 2nd, 3rd and 5th grades. Screening includes vision and hearing

testing. If there are concerns with your child's vision or hearing, a referral letter will be sent home.

Medications

In order to administer over the counter or prescription medication at school, an Authorization for Administration of Medications at School form must be filled out and signed by both a parent/guardian and a physician/dentist. For the safety of everyone, all medication must be delivered to the school by an adult and needs to be in its original container. This is especially important information to remember if your child should go on an overnight field trip.

Immunizations

Under Washington State Law, all students must have a signed Certificate of Immunization Status form on file before each child's first day of school attendance. If the student's immunizations are out of compliance, the student has 30 days to take the steps needed to bring the student into compliance.

Students may be exempted from vaccinations for medical or religious reasons; exemptions require a physician's signature on a certified exemption form.

Immunization Requirements

Vaccination requirements may change from year to year for any grade/age. Please pay attention to notices sent to parents regarding these changes

HepatitisB	3 doses, 3 rd dose after 6 months of age
DTaP	5 doses, 5 th dose after 4 years of age
Tdap	1 dose, after age 11 but before entering 6 th grade
Polio	4 doses, 4 th dose after 4 th birthday
MMR	2 doses, 1 st dose after 1 st birthday and 2 nd dose at least one month later
Varicella (if student has had disease, medical verification of disease is required)	2 doses, 1 st dose after 1 st birthday and 2 nd dose at least one month later

Headlice

When a student is found to have live lice, the parent/guardian will be notified and asked to bring their student home for immediate treatment. Information related to detection and elimination of head lice will be provided to the parent/guardian upon request. If a student is sent home with head lice, they MUST be accompanied by a parent/guardian when they return to school. Upon return, the student's head will be checked by office personnel to ensure complete treatment. Full Classroom screenings for head lice are NOT done: "Current evidence does not support the efficacy and cost-effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among children" (CDC, May 2007).

When to Keep Your Student Home

Any of the following symptoms are reason to keep your child home due to COVID restrictions. Please let the office know you have a sick child. You will be called as a follow up to gather information for contact tracing if it is necessary.

Colds – The common cold presents the most frequent problem for parents. A student with a "mild" cold but otherwise feeling fine may go to school. A student with a "bad cold" and a deep or hacking cough belongs home in bed even if they have no fever. A health care provider should see a student with a greenish nasal discharge and/or a chronic cough.

Fever/Temperature – Do not send your student to school with a fever of 100° or higher. Keep your student home until they have been fever free for 24 hours.

Headache

Fatigue

Sore Throats - If your student complains of a sore throat but has no other symptoms they may come to school. If however, you can see white spots in the back of the throat or a fever is present, keep them home and call your health care provider.

Vomiting – Keep your student home until they have been symptom free for 24 hrs.

Stomach Ache – Contact your health care provider if the stomachache is persistent or severe enough to limit their activity

These are other symptoms which may or may not be a reason to keep a child home for normal non COVID related ailments.

Earache – Contact your health care provider.

Rash – A rash may be one of the first signs of a childhood illness, such as chicken pox or measles. Do not send a student with a rash to school until your healthcare provider has said that it is safe to do so.

Toothache – Contact your dentist

Student Care Plans

Washington State Law requires that children with life threatening conditions meet with the school nurse to develop an appropriate care plan, and have all required medications and treatment orders on file prior to attending school each year. Under the law, a “life-threatening condition” is a health condition that puts the child in danger of death during the school day if treatment is not available school grounds. The law provides for exclusion of a child from school if the above conditions are not met. Life-threatening conditions include: severe asthma, bee sting allergy, food allergy with potential for anaphylaxis, and diabetes. Please contact the school nurse if you have questions.

Parents of Fifth Grade Students

Each year prior to the presentation of the HIV/AIDS and Human Growth and Development Unit of the Health Education Curriculum, Mount Vernon School District provides parents an opportunity to review both the curriculum and the instructional materials. State law requires HIV/AIDS education for all students in grades 5-12.

This requirement may be waived if parents prefer to provide this education at home. (Parents of fourth grade students are also provided the opportunity to review the curriculum and instructional materials for the Human Growth and Development Unit of the 4th grade level Health Education Curriculum.)

ELEMENTARY EDUCATION GOALS

Our goal at Jefferson is to make sure your students have the following skills at the end of each grade level. They will learn more than these items but in our opinion they must have these skills in place to be successful in each following grade level. You can certainly help by working on these items at home with your children.

MATH...

- **Kindergarten...**
 - Number identification to 20 and able to count to 100

- Number sense (What is a number and how does it work?)
- Sorting and classifying
- Addition and subtraction math facts to 5
- **First Grade**
 - Addition and subtraction fact fluency to 10
 - Count and write numbers to 120
 - Ability to compose and decompose numbers to 20 (put together and take apart, e.g. $13 + 7 = 20$)
 - Solve addition and subtraction problems using Appropriate Strategies Numberline, counting, Friendly 10's Picture, etc.
- **Second Grade**
 - Fluent addition and subtraction to 20
 - Know the concept of odd and even
 - Understand 1s, 10s, 100s place value
 - Accurately solve 1 and 2 step story problems with answers to 100
- **Third Grade**
 - Multiplication and division
 - Multiple step problems
 - Use efficient strategies
 - Place value to 10,000
- **Fourth Grade**
 - Multiple digit multiplication
 - Comprehend parts of wholes, fractions and decimals
 - Place value to .01
 - Problem solving 2 step word problems
 - Multiplication facts
- **Fifth Grade**
 - Number sense (Do answers make sense given the question?)
 - Parts of a whole
 - Reasonableness of answers
 - Multiplication and division fact fluency
 - Solving multiple step story problems
 - How to solve story problems efficiently

Some general thoughts...

The ability to state math facts is a concern across all grade levels. Parents can help by working with students using with flash cards for addition, subtraction or multiplication to help students memorize facts.

READING...

- **Kindergarten**
 - Letter names

- Letter sounds
- Sight words (32)
- Phonemic awareness
- **First Grade**
 - Know sight words (from Dolch List pre-primer through 1st Grade)
 - Understand concept of reading fluency
 - Phonics: 2 and 3 letter consonant blends (pl, gr, nk, spl, etc.)
 - Digraphs (sh, th, ch, wh)
 - Long vowel combinations (ea, oe, ay, etc.)
 - Retell and sequence stories
 - Know the difference between fiction and nonfiction.
- **Second Grade**
 - Sight words through the second grade level
 - Phonemic skills covered in treasures
 - Retell and recount events in grade level text using supporting text as evidence
- **Third Grade**
 - Strategies specific to reading genre
 - Summarizing
 - Understanding difference of how to read fact or fiction
- **Fourth Grade**
 - Main idea and details
 - Inferencing
 - Summarizing
 - Fluency – expression / intonation
 - Context clues / vocabulary
- **Fifth Grade**
 - No fear of reading
 - Comprehend that reading is a necessary tool to understanding what to do in life
 - Comprehension of grade level text
 - Decompose text to find needed information
 - Summarizing

Some general thoughts...Parents can help by reading with students every night or as often as possible. Ask questions about the story and take turns reading. Read and Respond is a school wide assignment of 20 minutes of reading a night.

WRITING...

- **Kindergarten**
 - Letter formation

- Letters make words which make sentences
- Word spacing; capitals and punctuation
- **First Grade**
Write a Complete Sentence using...
 - Capitalization
 - Punctuation
 - Spacing between words
- **Second Grade**
Able to write a paragraph with...
 - Topic sentence
 - 2 – 3 supporting sentences
 - Conclusion
 - Appropriate conventions
- **Third Grade**
 - Identify and write in three styles
 - Narrative
 - Opinion
 - Expository
 - Basic conventions
 - Understand and use the writing process
- **Fourth Grade**
Write Multiple Paragraphs
 - Using reasonable evidence examples
 - Based on purpose and audience
 - Using descriptive language
 - Using appropriate conventions
- **Fifth Grade**
 - Write a multiple paragraph piece...
 - Staying on topic,
 - Supported with evidence and
 - Using appropriate conventions
 - Understand how to write for different purposes (Genre)

HOMEWORK POLICY

Homework provides an opportunity for home and school to work together to enhance the quality of education students receive. Parents may expect homework assignments to be consistent with the student's grade level and subject matter being taught. Homework assignments vary depending upon the teacher's policy. Homework is optional depending on the classroom teacher.

Homework presents opportunities for:

- practice of skills or concepts that have already been taught
- completion of assignments not finished in class
- extension or transfer of a skill or concept to a new situation, as in preparing or completing a project or report

Consequences for not doing homework are dependant upon the grade level and individual teacher's policy.

Tips to Help Your Child with Learning

- Establish a time each day for homework.
- Ask specific questions and have conversations about what your child learns in school each day.
- Encourage your child to read every day from a variety of sources
- Children should write every day and share their writing with others.
- Play games with your child.
- Review and practice basic math facts and spelling words with your child.

TITLE 1 SCHOOLWIDE PROGRAM

The Title 1 Schoolwide Program helps us increase the academic achievement of students by providing additional services to students. To accomplish our goals the school and the district use student assessment data to determine areas of need and outline a plan for addressing student needs. We structure professional development activities to support these needs, we connect the school with parents and the community, and we formulate an evaluation plan to monitor the progress of our efforts.

As a school that receives federal Title I funds, we must meet some specific federal rules. These include providing information to families regarding teacher and para-educator qualifications, parent involvement and schoolwide planning.

Parents' Right-to-Know — Student Achievement

At Jefferson Elementary, we provide parents/guardians with information that describes the level of academic achievement reached by their child. This information indicates a student's achievement on state and district assessments and is sent home formally in June. We strive to communicate throughout the school year in multiple ways regarding student achievement and learning progress.

Jefferson Elementary School's Family Involvement Policy

Jefferson Elementary has a Family Involvement Policy that outlines how we work together as a school community to support all of our students, staff and families. The current Family Involvement Policy may be requested from the school office or viewed on the school website. <http://jefferson.mountvernonschools.org/>

Title I, Part A Meeting

Parents/guardians of Jefferson Elementary School students are invited to learn more about Title I, Part A programs by attending school and district meetings throughout the year. We host an annual meeting at Jefferson where the requirements of this federal program and the right to be involved in school program activities funded by Title I, Part A are explained to parents/guardians.

Parents' Right-to-Know — Highly-Qualified Teachers

Parents/guardians of Jefferson Elementary student(s) are provided timely notice if a teacher who is not highly qualified has been assigned or has taught their child/ren for four or more consecutive weeks. All of Jefferson Elementary's certified staff meet the federal highly qualified status. In addition, our para-educators who provide academic support to students also meet the required federal highly qualified requirements.

School-Parent Compact— Shared Responsibility

As a learning community, we work together, families and the school, to share in the responsibility of the high-quality education for each child. Working closely with the parents/guardians of children who receive Title I, Part A services we create School-Parent Compacts each year. This compact takes the form of a written agreement that identifies shared responsibilities that parents/guardians, school staff and students carry out to improve academic achievement.

PARENT-STUDENT-TEACHER COMPACT

HAND IN HAND WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD

As a teacher, I will

- have confidence that each student can learn,
- show respect for each child and his or her family,
- come to class prepared to teach,
- provide an environment that is conducive to learning,
- help each child grow to his or her fullest potential,
- provide meaningful and appropriate homework activities,
- enforce school and classroom rules fairly and consistently,
- maintain open lines of communication with students & parents,
- seek ways to involve parents in the school program and,
- demonstrate professional behavior and a positive attitude.

As a student, I will

- always try to do my best in my work and in my behavior,
- work cooperatively with my classmates,
- show respect for myself, my school and other people,
- obey the school and bus rules,
- take pride in my school,
- come to school prepared with my homework and my supplies
- believe that I can and will learn.

As a parent/guardian, I will

- assure that my child attends school regularly and on time,
- provide a home environment that encourages my child to learn,
- insist that all homework assignments be completed,
- communicate regularly with my child's teachers,
- support the school in developing positive behaviors
- talk with my child about his/her school activities every day,
- encourage my child to read at home and monitor TV viewing.
- make an effort to put in time as a volunteer at my child's school
- show respect and support for my child, the teacher & the school.

IT TAKES A VILLAGE TO RAISE A CHILD ... HAND IN HAND WE WILL WORK TOGETHER TO CARRY OUT THE AGREEMENT OF THIS COMPACT.

The Mount Vernon School District LEA report card that includes student achievement disaggregated by category-graduation rates, LEA performance and other required information outlined in ESSA Section 111(h)(2) may be requested from the school office or viewed online at <http://reportcard.ospi.k12.wa.us>

ADDITIONAL INFORMATION

Visiting School

1. Arrange the date, time and details of your visit at least one day in advance with your child's teacher. Be sure to notify the teacher of the purpose of your visit.
2. Check in at the school office to receive a Visitor Badge that must be worn at all times when on campus. When you leave, please check out at the school office and return the badge.
3. Parent /Teacher meetings may not be scheduled during instructional time. If you would like a meeting regarding your child's progress or behavior, please call the teacher before or after school so that instruction is not interrupted. (Emergency or immediate contact may be handled through the office secretaries.)

Volunteering in Mount Vernon School District

Volunteers are greatly appreciated at Jefferson Elementary School. Mount Vernon School District requires a Volunteer Application for any adult offering to volunteer with students. Applications are available online at the Mount Vernon School District website: <http://mountvernonschools.org/index.php/volunteer>. Applications are renewed every three years.

Field Trip Chaperones

Adults chaperoning school field trips must have a current volunteer application on file with the MVSD.

JEFFERSON PARENTS' GROUP / J.P.G.

The purpose of the Jefferson Parents' Group is to promote a strong and continuing interest in our school and in understanding the needs of children. All parents of Jefferson students are encouraged to be members of the Parents' Group. They offer a number of family related and cultural enrichment events throughout the year. Parent involvement is necessary to make Jefferson's academic and social environment supportive and successful for all students.

The J.P.G. meets every month to plan activities and take care of business. Jefferson Parents' Group meeting dates are published in their flyer and all Jefferson Elementary School parents are welcome. Meetings usually last an hour and your support is very important.

Fund raising is an essential part of J.P.G.'s focus. A yearly Fall Fund Raising event is traditional, but J.P.G. is always open to creative ways to generate continuous funds that will enhance the support they offer.

J.P.G. Annual Fund Raising Profits support and enhance:

- Technology
- Classroom Allocations
- Playground Equipment & Improvements
- Music & Library programs
- Cultural Enrichment: Curriculum Based Arts/ Family Events
- Field Trip Assistance
- Student & Staff Recognition
- Miscellaneous Expenses

Jefferson's Parents' Group has a Facebook page [[Facebook.com/Jeffersoneagleparentgroup.com](https://www.facebook.com/Jeffersoneagleparentgroup.com)] to keep our school community up to date with information about up-coming JPG events and activities. If you are willing to help with a particular JPG sponsored event or have an idea/interest in seeing other activities sponsored by Jefferson's Parents' Group, please come to a JPG meeting or email JPG@mvsd320.org. They'd like to hear your ideas.

JEFFERSON STAFF

Communication between parents and teachers is an important aspect of your child(ren)'s education. If you need to contact your child's teacher by phone please call before 8:15am or after 3:15pm (1:15pm on early release days) [360-428-6128]. Urgent or emergency messages should be given to office personnel. They will make sure that the teacher receives the message. You may also send

e-mail directly to your child's teacher by using the MVSD email format: Initial of first name & full last name then @mvsd320.org (eg: tnewall@mvsd320.org). A staff contact list for Jefferson Elementary may be requested in the school office and found on the school website.

SCHOOL INFORMATION/PERMISSION FORMS and APPLICATIONS

Student Emergency Information	Updated each year / school office
Bus Rules / Permission to Ride	Available in school office
Alternative Holiday Observance	Available in school office/Class teacher
Photo/Filming Exclusion	Available in school office
Internet Use Rules/Permission	Available in office /Class teacher
Guidelines/Permission – Cell Phone	Available in school office
Bike/Scooter Permits	Available in school office
Adult Volunteer Application	Available online at http://www.mountvernonschools.org/
Permission to Administer Medication	Available in school office
Permission to Leave Campus/Field Trip ...	Classroom teachers (by event)

The school office is a good resource for any additional information or questions. The school foyer also has printed materials available for student/parent resource. Please do not hesitate to contact us.

Citizen Complaint Against a School District or Other School Service Provider

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation, or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

Please contact Jefferson Elementary School with questions @ 360-428-6128 for the information you need to move forward. You may also access this online at <http://www.mountvernonschools.org/index.php/equity>

Jefferson Elementary School

Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act (ESSA) Jefferson Elementary School would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

A. The following information may be requested for teacher(s):

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

B. The following information may be requested for instructional paraprofessional(s):

Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a schoolwide program, all paraprofessionals must meet professional qualifications. In a Targeted Assistance program, any paraprofessional who is working under the direct supervision of a certificated teacher must meet the professional qualifications.

Paraprofessionals can provide a copy of their high school diploma — transcripts are not necessary. In schools that operate a Title I, Part A program paraprofessionals must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Pass the ETS Paraprofessional Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;
4. Completed previous apprenticeship requirements and present a journey card or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

If you wish to request information concerning your child's teacher's and instructional paraprofessional's qualification, please contact Tim Newall

Sincerely,

***Tim Newall, Principal
Jefferson Elementary***

Tim Newall, Principal

(360) 428-6128 • fax (360) 428-6159 • 1801 East Blackburn Road • Mount Vernon, WA 98274
www.mountvernonschools.org

