



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

This handbook is a tool to help parents, students and staff work together as a team throughout the school year. **Parents are asked to review the handbook with their student(s). Please sign and return the page at the end of the handbook to your student's teacher. If you have more than one student, please turn it in with the youngest child's teacher.**

DAILY SCHEDULE & ATTENDANCE

8:05 - 8:25 a.m. Arrival & Breakfast in the cafeteria

8:30 Tardy Bell – SCHOOL BEGINS at 8:30 a.m.

Lunch and Lunch Recess...

Second Grade:	Lunch recess 10:45 to 11:05 Lunch 11:05 to 11:25
Kindergarten/ TK:	Lunch Recess 11:05 to 11:25 Lunch 11:25 to 11:45
First Grade:	Lunch Recess 11:25 - 11:45 Lunch 11:45 to 12:05
Third Grade:	Lunch Recess 11:45 to 12:05 Lunch 12:05 to 12:25
Fourth Grade:	Lunch Recess 12:05 to 12:25 Lunch 12:25 to 12:45
Fifth Grade:	Lunch Recess 12:25 to 12:45 Lunch 12:45 to 1:05
3:00 p.m. <u>DISMISSAL</u>: grades KDG - 5th	

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

Early Dismissal Schedule

8:30 a.m. - 1:00 p.m. Grades TK - 5th

8:45 a.m. – 12:45 p.m. QUEST

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

Lunch and Lunch Recess...

Second Grade:	Lunch recess 10:20 to 10:40 Lunch 10:40 to 11:00
Kindergarten/ TK:	Lunch Recess 10:40 to 11:00 Lunch 11:00 to 11:20
First Grade:	Lunch Recess 11:00 to 11:20 Lunch 11:20 to 11:40
Third Grade:	Lunch Recess 11:20 to 11:40 Lunch 11:40 to 12:00
Fourth Grade:	Lunch Recess 11:40 to 12:00 Lunch 12:00 to 12:20
Fifth Grade:	Lunch Recess 12:00 to 12:20 Lunch 12:20 to 12:40

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. Your cooperation in this matter would be greatly appreciated. **When your child returns to school, please make sure that they bring a written excuse, which they can turn in at the office.** Please make every attempt to schedule medical appointments and family vacations outside of the school day calendar.

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 a 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, the staff escorts students to car pick up and bus lines. Parents should wait for their child/ren in the Car Transportation drive-thru to pick-up by car, not in the visitor parking area in front of the school. 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 write a note to the teacher and sign your child out in the office. 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 hour 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 are returned.

STUDENT EXPECTATIONS and BEHAVIOR

The following student behavior expectations have been established school wide:

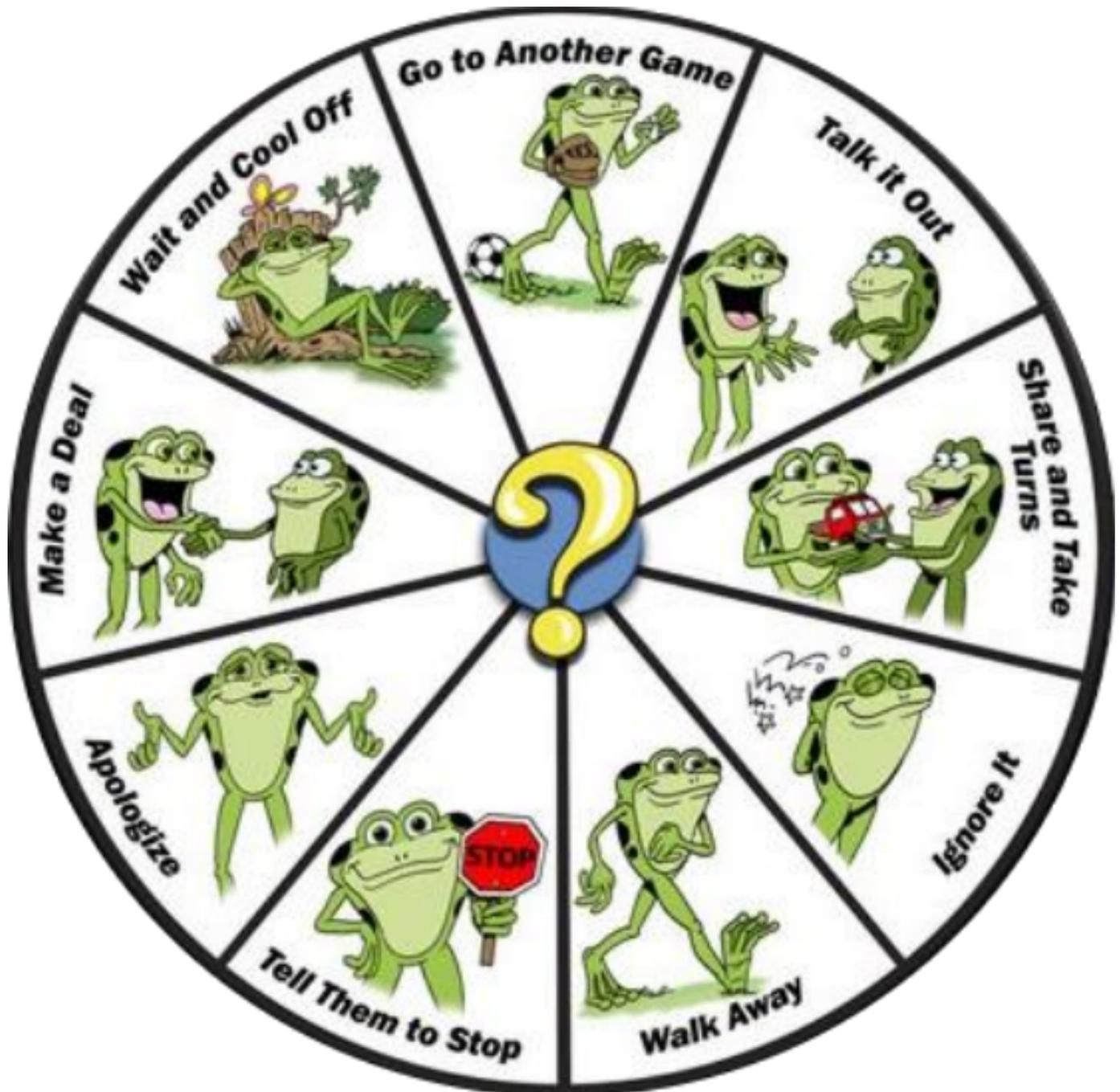
- Make good choices
- Be respectful
- Solve your problems

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.

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.

Student Expectation Posters



EAGLE EXPECTATIONS

Recess

Show Respect

- Listen to adults
- Be kind
- Everyone gets to play



Make Good Decisions

- Play safely
- Stay in the play area
- Keep your body to yourself
- Line up quickly and quietly
- Enter the building quietly



Solve Your Problems

- Use Kelso's Choices
- Big problem? Ask an adult for help



EAGLE EXPECTATIONS

Restroom Rules

Remember to:

F.L.U.S.H.

Floors stay clean & dry

Leave when finished

Use soft voices

Show respect

Hands washed

P
R
I
V
A
C
Y



EAGLE EXPECTATIONS

Classroom & Specialist

Show Respect

- Come prepared to be an active learner
- Enter classroom quietly
- Raise your hand
- Listen to the speaker
- Respect people and property

Make Good Decisions

- Stay on task
- Participate
- Follow directions quickly

Solve Your Problem

- Have a growth mindset
- Think creatively
- Brainstorm many solutions



EAGLE EXPECTATIONS

Assembly

Show Respect

- Listen to speaker
- Eyes on speaker
- Sit on your bottom

Make Good Decisions

- Hands and feet to yourself
- Zero noise

Solve Your Problem

- Stop and think



EAGLE EXPECTATIONS

Hallways

Looks Like:



- Line up single file
- Walk in a straight line
- Walk slowly
- Hands at your sides
- Watch where you are going
- Walking on right side

Sounds Like:

- Soft footsteps
- Silence (Zero Noise)



EAGLE EXPECTATIONS

Cafeteria

- Walk in quietly
- Say “please” and “thank you”
- Use soft voices
- Stay in your seat
- Eat your own food
- Clean up your area
- Line up quietly with walking feet when dismissed



RESPECT of SELF

Appropriate and Respectful Dress

Hats and hoods 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 torso (shoulders - no less than 2-inch shoulder straps) chest, mid-section, back and sides.

Pants must not be to the point of falling off.

Shorts, skirts, and dresses – length must reach fingertips when arms are extended downward

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 (ex: PE). Flip flops should not be worn to school.

RESPECT of OTHERS

The District is committed to a safe and civil educational environment. Jefferson Elementary defines harassment, intimidation or bullying as any intentionally written message or image-including those that are electronically transmitted-verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an 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.

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 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 throughout the year. At recess, the students will be asked to follow these rules:

play in the assigned areas of the playground,

stay on the school property unless permission has been given by a school staff person,

Students will respect the playground staff.

Students will follow adult directions.

Students will use the equipment the appropriate way (bring equipment back inside, keep swings untwisted, go down the slide feet first, do not go on top of the monkey bars, not throwing rocks, bark, etc.)

Students will keep their hands and feet to themselves.

Students will use appropriate language.

Students will follow the recess game rules

BEHAVIOR

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 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.

E-Tickets

All staff members may give a student an E-Ticket for extra effort in schoolwork. Students receive all-school recognition after receiving a certain number of e-tickets.

Good Choice Slips

All staff members may give a good choice slip when a student is “caught” making good behavior choices.

Students Accepted on Waivers

Students may attend Jefferson Elementary if they live outside of our neighborhood boundaries. We will accept waivers for students whenever possible. This acceptance is largely dependent upon class size. All students and parents/guardians 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 their possession a firearm or dangerous weapon, they 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 parents, students, and 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 pose health and safety concerns for some of our students.
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.
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 an 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 they 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.
- Do 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***

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 your child's lunch time**. 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/Smart Watches

Cellular phones/smart watches are for emergency use only and are to be kept turned off and in backpacks while students are on campus. Once a student leaves the campus they may turn them on. If a cellular phone/smartwatch causes a disruption at school it may be confiscated by the classroom teacher and returned at the end of the day. If a phone is confiscated twice it will need to be picked up by a parent from the school office. The "Guidelines & Permission for Cellular Phone Use" form is available in the school office. The school will not be responsible for lost or stolen cell phones/smartwatches.

Student Publicity Consent

MVSD is committed to the 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. Students 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.)

Car Procedures

For student safety, a "student drop off/pick up" loop 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. Traffic monitors before and after school will be present to assist and direct traffic for student drop off/pick up.. Parents are encouraged to use the car pick up loop 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 into the office for a tardy slip to class and **lunch count**.

Transportation Changes

Students will only be sent home via their designated transportation method. If there is a change to their usual 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.

BREAKFAST AND LUNCH

All students may receive breakfast and lunch at no charge. We discourage bringing food and beverages from home to eat in addition to a school provided hot lunch. If students are not getting a complete lunch, which includes milk, they may purchase milk for 75 cents.

Breakfast is served in the cafeteria from 8:05 to 8:25. Students should arrive not later than 8:20 to allow adequate time to eat breakfast before going to class.

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 their name.

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 lunchroom. Gum is not allowed unless provided by the teacher.

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 or a plan to get immunized up to date before a child may attend school. If the student's immunizations are out of compliance, students will not be allowed to attend school.

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

Head Lice

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

If a student is exhibiting any of the following symptoms, they will need to stay home until they have been without symptoms and no medications for 24 hours...

Cold/flu, fever > 100, sore throat, vomiting/diarrhea, rash, lice or eye infection

If your student has an earache or a toothache, it is advised that you call their doctor and follow medical advice.

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 on 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 they must have these skills in place for the best chance of success in each following grade level. You can 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 Number Line, 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

• Third Grade

- Multiplication and division
- Multiple step problems
- 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 flashcards 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

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 four nights a week.

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 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 dependent 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 paraeducator 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 their family,
- come to class prepared to teach,
- provide an environment that is conducive to learning,
- help each child grow to their 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 their 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.

Annual LEA Report Card

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 flier and all Jefferson Elementary School parents are welcome. Meetings usually last an hour and your support is very important.

Fundraising is an essential part of J.P.G.'s focus. A yearly Fall FundRaising 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 an email directly to your child's teacher by using the MVSD email format: Initial of first name & full last name then @mvsd320.org (for example, Tim Newall would be: tnewall@mvsd320.org). A staff contact list can be accessed at; <http://jefferson.mountvernonschools.org/>.

SCHOOL INFORMATION/PERMISSION FORMS and APPLICATIONS

Student Emergency Information	Updated each year / school
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. 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>



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' 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

Parent and Student Signature Page

We ask that you review the handbook with your child. If there are any questions or concerns please do not hesitate to call us at school for clarification. Please sign below and return to each child's teacher. (1 per child) We will keep this signed statement on file for the year...

I _____ have reviewed the handbook with my child.
Parent Name

Parent Signature: _____

Student Signature: _____

Date: _____

I _____ have reviewed the handbook with my child.
Parent Name

Parent Signature: _____

Student Signature: _____

Date: _____

I _____ have reviewed the handbook with my child.
Parent Name

Parent Signature: _____

Student Signature: _____

Date: _____