

Jefferson Elementary School  
Student/Parent Handbook  
2017-2018



**Mission Statement:** The mission of Jefferson Elementary in conjunction with Middlebury Community Schools is to prepare our students to be life-long learners and contributing citizens.

Jefferson Elementary School  
18565 CR 20  
Goshen, IN 46528  
574-822-5399  
FAX: 574-533-3731

# Schedules

**School Hours:** Parents and student cooperation is requested in observing the daily school schedule.

## **Monday, Tuesday, Thursday and Friday Schedule:**

- 7:25 a.m. Breakfast served
- 7:35 a.m. Students may enter the building
- 7:45 a.m. Tardy bell
- 2:10 p.m. Dismissal

## **Wednesday Schedule:**

- 7:55 a.m. Breakfast served
- 8:00 a.m. Students may enter the building
- 8:10 a.m. Tardy bell
- 2:10 p.m. Dismissal



**\*When there is a 2 hour delay, school will ALWAYS begin at 9:35 a.m. The tardy bell rings at 9:45 a.m., regardless of the day of the week.**

1. Children who walk to school, or are transported by parents, should NOT arrive before 7:35 a.m. PLEASE OBSERVE THIS ARRIVAL SCHEDULE. Students should be dropped off at the East door (Door # 8) when transported by car. The school does not accept responsibility for the supervision of students who arrive early.
2. Buses will park in the front of the school to load and unload students. NO VEHICLES should be driven or parked in front of school while buses are loading/unloading students. Buses will unload at 7:35 a.m.
3. Parents are asked to call the school or write a note if their student will be traveling home or to a sitter other than by bus.
4. School phones will be answered between the hours of 7:15 a.m. and 3:30 p.m. The school phone is (574) 822-5399.

**Attendance:** Students are expected to be in school except in cases of illness, emergency, or school-approved absences. Steps to follow when absent:

1. Parents should call the school before 9:00 a.m. the day a student is absent. If the school does not receive a call by 9:00 a.m., the school will generate an automated attendance call. **After a child is absent**, for any reason, he/she should bring a **written note from home** stating the reason for absence and signed by a parent or guardian (unless the parent has already called the school regarding the reason for the absence).
2. A doctor's statement may be required for an extended illness.
3. All students are required to participate in scheduled recesses unless prior arrangements have been made with the teacher. If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from physical education will require a doctor's statement.
4. Homework will not be provided for one-day absences. Parents are not allowed to "drop in" at a classroom and ask for homework. However, parents may phone the school to request homework before 10:00 a.m. or have a sibling or other student contact the teacher before school starts. Requested homework will be available for pick up in the office at the end of the school day, up to 3:30 p.m.
5. To receive the "**Perfect Attendance Award**" a student cannot have any absences or tardies.
6. All absences for any type of appointments will be counted as an absence for purposes of the Perfect Attendance Award.

**Tardiness:**

1. A student is considered tardy if they are not in the classroom when the 7:45 a.m. tardy bell rings.
2. Parents must sign-in their child(ren) anytime students arrive after 7:45. Students are not allowed to sign themselves in when arriving after the start of the school day.
3. Students arriving after 11:15 a.m. will be counted as absent for the a.m. Students leaving school after 11:15, without returning in the afternoon, will be counted as absent in the p.m.

## **Sign-Out Procedures:**

1. If a student needs to leave during the school day, the parent must come to the office. The child will be summoned to the office after the parent signs him/her out. Parents are requested to notify the office in advance when possible.
2. Parents may not go directly to the classroom without notifying the office when picking up a student for an appointment. This is for the protection of your child and to limit the disruptions to the learning environment.

**School Lunches:** The school cafeteria will begin serving meals on the first day of school. The price of meals is \$10.75 per week or \$2.15 for single meals. Separate milk is \$0.60 per carton. When paying weekly, please send money on the first school day of that week. Another option is to pay for lunches by the semester.

- 1<sup>st</sup> Semester      \$197.80
- 2<sup>nd</sup> Semester      \$189.20
- Both Semesters    \$387.00

1. Weekly rates for **breakfast** are \$7.50. Daily rates are \$1.50. Reduced rates for breakfast are \$0.30/day.
2. Weekly rates for reduced lunches are \$ 2.00. The daily rate for reduced lunches is \$ 0.40. Parents who qualify for free or reduced price meals or for textbook assistance should complete the appropriate forms the first week of school. Forms are available in the school office.
3. Our school lunch program, “Point of Sales,” is a computerized system that allows parents to deposit any amount of money into their child’s account. We recommend that you keep a minimum balance of \$8.60 or 4 lunches in your child’s account at all times. We are unable to “charge” lunches except in extreme situations and approval for such arrangements must be made in advance with the principal.

## **Procedures for Student Lunch /Meal Accounts Charge Policy**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Middlebury Community Schools will adhere to the following meal charge procedures:

All cafeteria purchases are to be prepaid before meal service begins. Students may enter payments in their respective schools by physically handing payment to the school food service staff or bookkeeper. Families can enter payments into a student’s food service account using the Meal Time online website.

A student may charge up to 4 meals maximum (1 charge per meal) as long as they

establish and maintain a good credit history of making payments on their food service account.

A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.

A student who has charged a meal may not charge or purchase “a la carte” item(s), including extra main entrees.

If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

Schools may deny a reimbursable meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However, if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a regular reimbursable meal. Students with insufficient funds and that are no longer allowed to charge a meal will be offered an alternative meal for no charge.

The food service manager or other school personnel will coordinate communications with the parent(s)/ guardian(s) to resolve the matter of unpaid charges.

The automated school messenger call system will notify parents every week of any outstanding negative balance in the student’s lunch/meal account. The food service manager or bookkeeper will also send home letters each week to parents of students who carry negative balances of \$10.00 and above.

All accounts must be settled at the end of the academic school year. Letters will be sent home approximately 14 days before the end of the academic school year to students who have any negative balances. Negative balances not paid in full by the end of the academic school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

Students who graduate or withdraw from the corporation and have \$10.00 or more left in their lunch/meal food service account will be notified by mail by food services at the end of the academic school year and given the option to transfer funds to another student or to receive a refund. If no response is received within 30 days the student’s lunch/meal balances will be transferred to the corporation food service fund.

Students in Middlebury Community Schools will have the ability to charge for both Breakfast and lunch as long as the prior conditions have been met. These will include the offered main entrees and basic reimbursable meals.

Families may apply year round for free or reduced meals. Information regarding this can be found on our school’s websites, the corporations website and inside our school offices. Contact for questions can be directed to the Middlebury Community Schools Food Service Director, Dr. Robby Goodman at (574) 825-9425.

Online payments via Meal Time software are available to families with student meal debt as well as the ability to contact the school directly to set up individual repayment plans.

Families that fail to repay debt will be subject to the procedures in Middlebury Community Schools Board Policy 6151 Bad Checks and Uncollectable Debt.

Middlebury Community School’s families will receive a written copy of the meal charge policy annually via student handbooks and/or registration materials. The policy will also be found on the school websites as well. This includes students who may transfer into the district midyear. Policy reminders may also be distributed via social media during the academic school year.

School and district level staff members responsible for this policy enforcement will receive a written copy of the meal charge policy annually during other required annual trainings.

Students will be offered an alternative meal, breakfast/lunch, as long as needed if funds are not available in their school food service account and have exhausted their allowed charges. This will be offered at no cost to students or families. These meals will be

presented to students in the same manner as reimbursable meals.

Household food service account debt collections will be initiated by Middlebury Community Schools staff, including building level administrators, food service managers, school bookkeepers, and /or the Food Service Director.

If unallowable bad debts to the NSFSA exist after the 30 day period concluding the end of the academic school year, the general fund of the Middlebury Community Schools will be used to settle the debts.

4. Students who would like change back when paying for lunches must have a note from the parent asking for change. For younger students, we encourage you to send checks payable to “Jefferson Elementary”, or send the money in a sealed envelope marked “Bookkeeper” with the child’s name and classroom.
5. Free and reduced price meals, along with free textbook rental are available to those families that qualify. At any time throughout the year, anyone who feels they may qualify for assistance should complete a Free/Reduced Meal application form. Forms are available from the school office. If you have any questions, please call Mrs. Jane Allen at 825-9425.
6. Students should **not** bring pop (sodas) as part of their lunch.

## **Middlebury Community Schools Guest Eating Policy Regarding Fast Foods**



Thank you for taking the time to come and eat with your child. We recognize that this is a special time and a positive memory your child will carry with him or her as they grow.

In accordance with the Middlebury Community Schools District Wellness Policy, visitors to any of the cafeterias in Middlebury Community Schools **are not allowed to bring in outside food such as McDonald’s, Taco Bell, Subway, pop style drinks, and etc. when they eat in the cafeteria with their child.** Parents are encouraged to either bring a lunch from home or eat the school lunch with their child when visiting. If a parent does bring an outside lunch for the student then they will be directed to a different area of the building, such as the office

conference room, classroom, etc. The cost of an adult lunch is \$3.50. Please notify the school office by 9:00 a.m. if you plan to have a school lunch.

**Emergency Numbers:** The importance of emergency information on each student cannot be over-emphasized. Parents should complete and return the “Student Enrollment Information Sheets” which will be sent home during the first day of school. The school should be notified when there is a change of residence, telephone number, or designated contact person. Current business telephone numbers should also be provided in order that the parent may be reached in case of an emergency. Phone numbers should be provided for each working parent and the school should be provided the name of an appropriate contact person in the event both parents are away from home during the day and cannot be reached.

**Emergency School Closing and School Delay Information:**

In case school is delayed or cancelled because of road or weather conditions during the winter or because of emergencies at any time, the information will be reported to the following radio or television stations before 7:00 a.m.

WBTU-FM Radio 93.3; WFRN-FM Radio 104.7; WRBR-FM Radio 103.9; WSJV-TV 28; WNDU-TV 16; U-93-FM Radio 92.9; WSBT-TV 22; 1490-AM; 960 AM Radio.

1. Parents will also receive an automated phone call from the Administration Office indicating the nature of the delay or closing.
2. If classes need to be dismissed during any school day because of road and weather conditions, or other emergencies, the information will be reported to the same stations and an automated phone call will once again be utilized. Parents should make arrangements for children to be able to get into the house, or to go to another safe place, in case no adults are home in such a situation.

## General Information

**Kindergarten Age:** Kindergarten Age (HEA 1001): Allows parents to enroll children who will turn **five years old on or by August 1** of the current school year.

**Book Rental:** The book rental and purchase list is to inform you of books and supplies your child will be using this year. Exact amounts are appreciated whenever possible. Please do not include lunch money with book fees – they need to be kept separate.

### Book Fees:

- Kindergarten Fees           \$112.00
- Grades 1-3 Fees             \$112.00

Students who damage or lose a book, for which they are responsible, will be charged a fee according to the situation. Students may take textbooks home to do homework as approved by the teacher.

**Physical Education:** The physical education program is an important part of school curriculum. Students are expected to participate in P.E. classes unless there is a doctor's statement on file indicating reasons for not doing so. Tennis shoes are required for P.E. classes. Consequently, we are asking that each student have an extra pair of gym shoes to keep at school for P.E. classes.

**Classroom Visitation:** Parents may visit classrooms while they are in session throughout the year and are welcome to attend assemblies and special programs. The first few days of school, testing days, days directly before and after vacations, and the last few days of school are not the best time to visit. Teachers would appreciate knowing when visitors will be on hand, just as parents appreciate knowing when they will have company at home. **All visitors need to sign in and out at the office and obtain a "Visitors Badge" to wear while in the building.** Younger siblings and school-age students from other schools are prohibited from visiting except in unusual situations approved by the teacher and/or principal in advance.

**Educational Trips:** Students are involved in a number of field trips during the year. Prior to these trips, parents will be provided with general information about the trip. All trips will have a small transportation charge and some may have an



admission charge. Please be aware that the school will not be able to reimburse students if they are absent on the day of the field trip.

**Dress and Grooming: School Board Policy #5511** Students are asked to dress in a manner that is appropriate for school activities. Neatness and cleanliness are of major concern. Clothes or grooming techniques that detract from the educational process should be avoided. Parents are asked to monitor the wearing of shirts that show a bare midriff. Mesh shirts or shirts with inappropriate language or advertisements for products illegal to students under the age of 18 are not permitted. Students will not be allowed to wear caps or hats during the school day unless otherwise noted by the teacher or principal. Appropriate winter hats will be allowed on the playground at recess times. Teachers or the principal may counsel with students and parents if questionable dress or grooming is observed, and the school will provide suitable apparel. The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school;
2. Interfere with school work, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property;
4. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

**Outside Play:** Students do not, as a general rule, go outside for noon recess in the winter if the wind chills or actual temperature is below 15 degrees or if the weather is inclement in some other respect. Occasionally, teachers may take their own classroom out for a few minutes of fresh air even though the weather is cold. If a child is properly clothed, a short playtime in brisk temperatures is important to good health. If there is a valid reason for a student to remain inside for recesses when others are out, a Doctor's note should be sent to the teacher. The fact that a child would simply rather remain inside is not a valid reason. Problems of

supervision are created when children stay in while the scheduled supervisors are outside.

**Lost and Found:** Please see that gym shoes, jackets, lunch boxes, and other items have a full name clearly printed on them. Items can be returned to the owner if they are marked. Any articles found around the school building should be brought to the office. We maintain a “Lost and Found” four-drawer file cabinet in the cafeteria. Parents are invited to check for lost items at any time. Unclaimed items are donated to the Good Will.

### **School Telephones:**

1. Our phone system has after hour’s voice mail. You may call the school at any time and leave a message.
2. Students are not allowed to use the office or classroom phones for personal calls. Calls of an emergency nature, including illness, may be made in the office by the student or for the student by office personnel. Students are requested to make arrangements for staying after school for scheduled activities and similar matters in advance so that school time is not used for these purposes.
3. Parents are requested to make transportation arrangements in advance as much as possible so that calls to the school to deliver messages to students can be kept to a minimum. **ALL PHONE CALLS REQUIRING A CHANGE IN TRANSPORTATION NEED TO BE MADE BEFORE 1:30PM. (This includes when a student is getting picked up after school).**

### **Discipline**

1. The Jefferson Elementary staff has high expectations for all of our students in the area of discipline. We approach any discipline problem or concern with a positive attitude. We teach our students to respect themselves, respect others, and respect property. School staff members will make every effort, with parental cooperation, to help all students develop acceptable self-discipline.
2. Classroom teachers establish their own expectations for student behavior within their classroom, and there are school wide expectations established for all other areas on the school grounds. This includes the halls, restrooms, lunchroom, playground, riding a school bus, and other areas.

3. In most cases the classroom teacher handles student discipline problems as they arise. In cases of a serious or continual form of misbehavior the child may be referred to the principal. When a child appears to be headed for trouble or has been involved in major or repeated offenses, the parent will be contacted. Some of the disciplinary approaches used by the teachers and principal include counseling, reprimand, and loss of privileges, detention, and temporary separation from other students, in-school suspension and out of school suspension.

## 5630.01 - USE OF SECLUSION AND RESTRAINT WITH STUDENTS

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

### General Guidelines

Any behavioral interventions must be consistent with a student's right to be treated with dignity and respect and to be free from abuse.

Any behavioral intervention used must be consistent with the student's most current individualized education program (IEP) and with the student's behavior intervention plan (BIP), if applicable.

Every effort must be made to eliminate or minimize the need for the use of seclusion or restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to the use of seclusion or restraint, except in the case of an emergency, as defined below.

Seclusion and restraint are to be used only: 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

Seclusion and restraint may be used only for a short period of time or until the imminent risk of injury has passed.

Any instance of seclusion or restraint must be documented as indicated below.

A student's parent must be notified as soon as possible when an incident involving the student that includes the use of seclusion or restraint occurs, and a copy of an incident report must be sent to the student's parent, as indicated below.

Regular training of appropriate school employees/staff members on the proper use of effective alternatives to seclusion and physical restraint and the safe use of seclusion and physical restraint in situations involving imminent danger or serious harm to the student, school employees or others is required, as indicated below.

Seclusion and restraint must not be used as a means of punishment or discipline, coercion or retaliation, or as a matter of convenience.

Seclusion and restraint must never be used in a manner that restricts a child's breathing.

The student must be monitored by a staff member at all times during the use of seclusion or restraint to ensure the appropriateness of its use and the safety of the student or others.

### **Cell Phones, Electronics and Games - School Board Policy #5136**

Students are encouraged to leave electronic equipment at home. These items include, but are not limited to, CD players, iPods, Nintendo DS's, etc. We understand that some bus drivers allow students to use these items on the bus, while others do not. If a student chooses to bring the time for use on the bus, it is his/her responsibility. Jefferson is not responsible for items that are lost, stolen or damaged on the bus or at school. Once at school, these items can cause a distraction to the learning environment, so they must remain turned off and in a student's book bag in his/her locker at all times. A classroom teacher can make an exception during field trips and/or special classroom events. The school encourages students to leave cell phones at home as access to phones at school is available through the classroom teacher when needed. **Students who bring cell phones to school must keep them in their backpack and turned off at all times.**

## Medical Policies



**General Health Policy:** Students should not be sent to school if they have a temperature of 100 degrees or above or if they were sick the night before. They should remain at home until they are fever-free (less than 100 degrees) for at least 24 hours without the use of fever-reducing medication such as Tylenol, or Advil. Also, students should not return to school for at least 24 hours after their last vomiting or diarrhea episode. By keeping children home to fully recuperate, we can decrease the duration of the illness and decrease the spread of flu and colds to other students. If your child should become ill at school, you will be contacted to come pick them up.

**Student Illness or Accident:** In case a student becomes ill or is injured during the school day, the school nurse or a designated school person will use their judgement about notifying the parents. Most parents do not wish to be bothered each time their child receives a bump or scrape. Parents, when notified are encouraged to make the decision about and make arrangements for taking the child home or to a doctor. In case the parents cannot be reached or in the case of an emergency the instructions on the back of the enrollment/emergency card will be followed. Please be thorough in completing the enrollment form. Be certain to add work numbers, and phone numbers of other persons we can call if we are not able to contact you. Please contact our office anytime there is an address or phone number change. If a student has a medical condition that the school should be aware of, a special medical condition form (H-9) should be completed and returned to the school office.

**Medication:** A number of our students need medications while at school. All medication, either prescription or over-the-counter, must be kept in the clinic and dispensed either by the school nurse or her designee. Prescription medication can only be given out if the medication form is filled out in full by the child's doctor and by the parent. When having prescriptions filled, it is helpful to request from the pharmacist a duplicate bottle so that we can keep one bottle at school while you keep the other one at home. **MEDICATION WILL NOT BE GIVEN OUT**

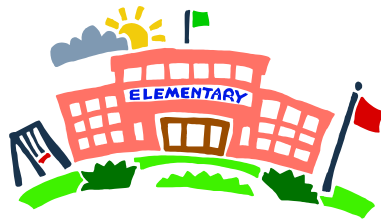
**UNLESS IT IS IN ITS ORIGINAL CONTAINER:** Non-prescription medication can only be given if the student's parent fills out the release on the back page of the enrollment form. You are welcome to bring in medication from home such as chewable Tylenol, antacids, and cough medicine. **ALL MEDICATION MUST BE BROUGHT IN ITS ORIGINAL CONTAINER.** Our clinic stocks Tylenol, ibuprofen, and Benadryl for our students if they become ill while at school and they do not have medication from home. **No medication will be sent home with a student.**

**Head Lice:** Head Lice is always a possibility in any family. We encourage parents to do head checks on all family members throughout the school year. The school nurse will do individual head checks as needed. Middlebury Community Schools has a "no nit" policy. What this means is, in addition to the use of lice shampoo, all nits (lice eggs) must be removed from the hair. If a student is found to have lice or nits, the parent will be notified and the student may not return to school until the lice & nits are removed. Upon returning to school, parents should accompany their student to the school to be checked & cleared by the nurse. Instructional pamphlets and information are available from your school nurse.

**Immunizations:** There are separate state immunization requirements for different grade levels. These immunizations include: 5 DPT (Diphtheria, Pertussis, and Tetanus), 4 Polio (Oral and/or injectable), 2 MMR (Measles, Mumps, and Rubella), 2 Hepatitis A, 3 Hepatitis B, 1 Chickenpox vaccination for grades 1-3 and 2 Chickenpox vaccinations for all incoming kindergarteners. Completed immunization forms from a doctor's office, health department, or former school must be on file in the office for a student to attend school.

**Student Insurance:** Generally speaking Middlebury Community Schools is not responsible for injuries and accidents occurring to students. Therefore, Middlebury Community Schools makes Student Insurance available each school year. This insurance is administered by a third party. At the beginning of each school year the plan coverage and rates are established. **2017-2018 school year Student Accident Insurance information and Applications will be available on the Middlebury Community School website. Click the Student Insurance Link. The school carries NO medical insurance for student injuries.**

## School Rules and Guidelines



**Candy and Gum:** Students are requested not to bring candy to school unless it is part of a special classroom treat. Gum may not be brought or chewed at school at any time.

**Bicycles:** No child shall ride a bicycle to school unless his parents consider him/her capable of riding safely in automobile and pedestrian traffic. Students must secure a bicycle permit form in the office and have parents complete it and return it before riding a bicycle to school. Bikes should be walked, not ridden, once on school grounds. Bicycles are to be parked in bike racks provided.

**Money:** If you send money with your child for milk, lunch, school pictures, etc., it is advisable to seal it in an envelope with the child's name on it, along with the purpose for which it was sent. If money is to be sent for other reasons, the teacher will send a written notice explaining the need. It is strongly urged that students not be allowed to carry any significant amounts of money with them to school.

**Walking to School:** Anytime students walk across CR 20 or SR 15 there is a safety hazard. We want all of our students to arrive safely to and from school. With this in mind, if your child would cross CR 20 or SR 15, we strongly encourage you to have your students to use bus transportation or drive the students to school.

**AM Student Drop-Off:** Please do not drop off your student(s) before 7:20 a.m. on Monday, Tuesday, Thursday and Fridays or before 7:45 a.m. on Wednesdays as the doors will not be unlocked. When there are two hour delays the doors will not be unlocked before 9:45am regardless of the day. Also, please have your child exit the car as quickly as possible anywhere along the sidewalk; this will keep the drop-off line moving smoothly. Some mornings, there may be quite a line of cars dropping off students, so be sure to allow enough time to prevent your child from being late to class.

## **Playground and Lunch Schedules:**

### Recess Times

- 10:00-10:30 Kindergarten
- 12:10-12:40 Grade 1
- 11:00-11:30 Grade 2
- 11:35-11:55 Grade 3

### Lunch Times

- 12:15-12:45
- 11:30-12:00
- 10:30-11:00
- 11:05-11:35

**Grading and Report Cards:** In grades K-3 a report card is sent home four times per year (once each quarter or nine weeks). Reporting practices try to serve two basic purposes: (1) to motivate and encourage students and (2) provide information regarding student progress and effort. No grading system is totally effective at achieving these goals. We feel, however, that the report cards we use, combined with parent-teacher conferences, are very effective. We hope the amount of effort and learning that takes place will be more important to students and parents than the actual grades. Hopefully the grades used on the report cards are self-explanatory.

**Communication:** Good communication between home and school is essential for the maximum progress of your child. Parent-teacher conferences are one important way of working at this. Conferences are scheduled for all students at the end of the first quarter (late October)). Conferences are scheduled at the end of the third marking period (March) for selected students who would benefit from them. Parents are encouraged to ask questions and share ideas at these conferences.

Parents are also invited to contact the teachers by note or phone with questions or concerns at any time during the school year. Questions about general school matters should be directed to the principal. By talking together we can avoid misunderstandings, rumors and gossip, none of which are beneficial to your child in the long run.

Other methods of communication include monthly letters to parents from the school and phone calls and notes from teachers to parents.

**Classroom Parties:** Most classrooms traditionally have a Fall Party (October), a Winter Party (December), and a Valentine's Day party. The room mothers usually supervise and coordinate these parties. Occasionally special parties may be held. Parents who wish to provide a classroom treat in honor of their child's birthday may do so if the treat is simple, the involvement is minimal, and the teacher has been contacted in advance. Birthday treats should never be distributed before lunch and should not be eaten on the bus. Please contact the teacher to find out if there are any allergies or special considerations for snacks for the classroom.



When you arrive at the school, please bring the treats in their original package, to the office so the nurse can double check for allergies in the classroom against ingredients.

**Student Selling:** Students are not allowed to buy, sell or trade items at school or on the buses unless it is for a worthy, non-profit organization and has been approved by the principal in advance.

## Student Services/Support



**Title I:** The Title I program at Jefferson is based upon current research concerning emergent readers and early intervention strategies. Students in need of extra help in reading will be given instruction from a certified teacher in groups of no more than three students. The “Early Literacy Groups” allow teachers to use strategies that help readers become independent.

### ***2261.02 - TITLE I – PARENTS’ RIGHT TO KNOW***

*In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Corporation will provide the following information on the student’s classroom teachers:*

- a. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching*
- b. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived*
- c. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned*
- d. The qualifications of any paraprofessionals providing services to their child(ren)*

*In addition, the parents shall be provided:*

- e. Information on the level of achievement of their child(ren) on the required State academic assessments;*
- f. Timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is*

*not highly qualified.*

*The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.*

**Reading Recovery:** Reading Recovery is a program designed to offer intensive work with individual students having trouble in reading. Reading Recovery trained teachers will be teaching first-grade students, who qualify for the program 30 minutes every day to help them attain better reading skill levels.

**High Ability Program:** The High Ability Program at Middlebury Community Schools is called EXPLORE. The acronym, EXPLORE, stands for Expanding Potential through Learning Opportunities, Resources, and Experiences. The purpose of the program is to provide a challenging and socially appropriate environment for academically talented students in grades 2 & 3. The program provides a learning environment which permits and encourages the capable student to develop his/her potential while interacting with like ability students as well as chronologically aged peers. It provides a climate that values and enhances intellectual ability, talent, creativity, and problem solving.

### **Policy on Non-Discrimination On The Basis Of Disability**

Section 504 of the Rehabilitation Act of 1973

American with Disabilities Act (ADA)

It is the policy of the Middlebury Community Schools to provide a free and appropriate public education to all disabled students, and not to discriminate against any otherwise qualified individual with a disability, in admission or access to, or treatment or employment in, any program or activity sponsored by the school corporation. Inquiries regarding compliance with these policies may be directed to:

Mrs. Jane Allen, 504/ADA Coordinator  
Middlebury Community Schools  
57853 Northridge Drive  
Middlebury, IN 46540

# Bus Transportation



## Student Pick Up/Drop Off Corporation Policy

1. **All students are only allowed 1 (one) bus stop in the AM and 1 (one) bus stop in the PM for the whole school year.**
  
2. **If an issue arises or there is an emergency during the school day regarding the PM drop off, the only other option will be for the parent to pick up the child from school or arrange for someone else to be at the PM drop off.**
  
3. **Pick-ups and Drop-off stops WILL NOT BE CHANGED during the school year unless one of the following happens:**
  - A. **Family moves** –must provide proof of address change
  - B. **Divorce/Custody change**-provide documentation
  - C. **Family Death**
  - D. **Permanent\* Sitter/Child Care change** \*not just if gone on vacation etc
  
4. **ANY TRANSPORTATION RELATED PHONE CALLS MUST BE MADE PRIOR TO 1:30 PM.**

## **Riding the Bus**

### **Boarding the Bus:**

1. Be waiting and at stop on time.
2. Do not destroy surrounding property.
3. Line up in orderly fashion.
4. Allow bus to come to full stop before boarding.
5. Be seated promptly.

### **Riding the Bus:**

1. Be seated promptly and remain seated in assigned seats.
2. Do not obstruct walkway.
3. Keep all parts of body inside window.
4. Do not litter. (inside and outside)
5. Do not tease, scuffle, trip, hold, hit, or use body in objectionable manner.
6. Do not eat or drink on bus.
7. Talk quietly and do not use profane or objectionable language.
8. Do not smoke.
9. Listen respectfully and obey all instructions given by the bus driver.
10. Do not bring drugs or alcoholic beverages onto bus.

### **Unloading from Bus:**

1. Remain seated until bus comes to a full stop.
2. Unload from front to back alternating sides without crowding.
3. Stay six feet away from the side of the bus.
4. Always go around the front of the bus (Never Behind) when crossing roadway.
5. Students, when unloading at JES, should move directly to sidewalk and not walk in front of parked buses.

### **Bus Discipline:**

1. The bus drivers are responsible for the safety of all students and, therefore, must expect the best behavior from each student on the bus.
2. The driver may assign a student a certain seat on the bus for improper behavior or as deemed necessary.
3. A student may be suspended from riding the bus by the driver or principal from one to five days for improper behavior.
4. A student may be expelled from riding a bus for the remainder of the school year because of continuous misbehavior.

# Playground Guidelines



1. The supervisors on duty will encourage all children to use common sense in playing in a safe and enjoyable manner.
2. The supervisors on duty may use his/her discretion in interpretation and enforcement of these rules.
3. Fighting, kicking, pushing, tackle football, “rough-housing” or play fighting are not permitted.
4. The throwing of sticks, rocks, snowballs, or other hard objects is not permitted.
5. Students must stay within marked playground areas.
6. Students who use a playground ball or other equipment are responsible for returning it.
7. No spitting.
8. Students are to line up in a prompt and orderly manner when the whistle is blown at the end of recess.
9. **Winter Guidelines:** Students should not slide on ice. No throwing snow, ice, or snowballs. Students must wear warm winter coats, boots, hats, and gloves during cold weather. Students without winter boots must remain on the sidewalk or blacktop if there is snow.

# Equipment Guidelines



**Swings:** No standing, twisting, or sideways swinging on the swings. No bailing or jumping out of swings. There is only one child allowed on each swing.

**Slides:** Students should slide feet first only. Students may not walk up the slide, jump off, or stop in the middle of sliding. Students are to avoid rough or dangerous play on climbing equipment.

**Merry-Go-Rounds:** Students permitted to kneel, sit, or stand only. No lying down or hanging heads over the edge.

**Football-Soccer-Kickball-Basketball:** Should be played in designated areas only and with proper ball for that activity.

**Playground Misbehavior Consequences:** Students are expected to follow directions of supervisors at all times.

1 <sup>st</sup> time:	Bench sitting/Time Out
2 <sup>nd</sup> time:	Miss remainder of recess
3 <sup>rd</sup> time:	Office Referral

## J.E.S has CLASS



The CLASS (Connecting Learning Assures Student Success) principles will continue to be used at JES. Lifelong Guidelines are stressed on a daily basis. These guidelines are: Truth, Trust, No Put-Downs, Active Listening, and Personal Best. We also include the Lifeskills in our vocabulary regularly. The Lifeskills are:

- Integrity: to act according to what is right and wrong
- Courage: to act according to one's belief
- Initiative: to do something because it needs to be done
- Flexibility: to be willing to change plans when necessary
- Perseverance: to keep at it
- Organization: to plan, arrange and act in an orderly way
- Sense of Humor: to laugh and be playful without harming others or putting others down
- Effort: to do your very best
- Common Sense: to use good judgement
- Problem Solving: to find solutions to difficult and everyday problems
- Responsibility: to respond appropriately; to be accountable for your actions
- Patience: to wait calmly for someone or something
- Friendship: to make and keep a friend through trust and caring
- Curiosity: a desire to investigate and seek understanding
- Caring: to feel and show concern for others
- Pride: satisfaction from doing your personal best
- Cooperation: to work together toward a common goal or purpose
- Resourcefulness: to respond to challenges and opportunities in an innovative and creative way

## Parent Teacher Organization



President	Sara Walker
President-Elect	
Secretary	Natalie Furfaro
Treasurer	Mariko Claassen
Treasurer-Elect	

All parents with students at Jefferson are automatically members of the PTO. The Jefferson PTO is very active in many ways. It sponsors many activities and meetings for students, parents and/or family members throughout the year. They include:

- September: Skating Party @ Eby's Family Fun
- October/November: Grandparents' Day & Book Fair
- December: Student Christmas Music Program
- February/March: Family Reading Night
- March/April: Student Spring Music Program & Skating Party @ Eby's Family Fun
- May: Skating Party @ Eby's Family Fun

PTO committees that are functioning in 2017-2018:

- Pop Tabs for Riley's Hospital
- Box Tops
- Birthday Books
- Staff Appreciation/Hospitality
- Book Fair
- Walk-a-Thon
- Spirit Wear

If you are interested in helping in some capacity, please complete and return the PTO Volunteer information sheet which will be sent home in early fall.



**Indiana Code Concerning Bullying**  
**IC 20-22-8-0.2**  
**“Bullying”**



Sec. 0.2. As used in this chapter, “bullying” means overt, repeated acts or gestures, including:

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed;

By a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

*As added by P.L. 106-2005, SEC. 6.*

**IC 20-33-8-13.5**

**Discipline rules prohibiting bullying required**

Sec. 13.5. (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

- (1) prohibit bullying; and
  - (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.
- (b) The discipline rules described in subsection (a) must apply when a student is:
- (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
  - (2) off school grounds at a school activity, function, or event;
  - (3) traveling to or from school or a school activity, function, or event; or
  - (4) using property or equipment provided by the school
- (c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

*As added by P.L. 106-2005, SEC.7.*

# Jefferson Elementary School Safe School Policy



**Purpose:** Jefferson Elementary recognizes that conflict and bullying have a negative effect on the school climate. Bullies are hindering the academic success and emotional well-being of their victims. Each student at Jefferson has a right to learn in a safe, caring, non-threatening environment.

**Definition of Conflict:** Conflict involves two or more students in a disagreement and does not have an imbalance of power. The action taken by staff members or school officials will vary depending on the nature and severity of the conflict.

**Definition of Bullying:** Bullying is a repeated harmful act involving physical, emotional, or social attacks. Bullying may include, but is not limited to: harm to someone's body or property (hitting, kicking, tripping, theft, destruction of property), harm to someone's self-esteem or feeling of safety (name calling, teasing, put-downs, threats) or harm to someone's group acceptance (social isolation, spreading of rumors).

**Staff Intervention:** Jefferson Elementary staff members who observe or become aware of an act of bullying are expected to take immediate action, unless the intervention would be a threat to the staff member's safety. If the intervention does not or possibly will not resolve the matter, the staff member will report the incident to the school principal, assistant principal, or guidance counselor.

**Student Intervention:** Students who are victims of bullying, or who observe another student being bullied is expected to report the incident to a staff member.

**Investigative Procedures:** Upon learning of a bullying incident, the principal, assistant principal, or guidance counselor will investigate the incident. This investigation may include interviews (with students involved, staff, and eye witnesses), completing incident reports, and a review of school records.

## **Consequences\*:**

**First Offense:** Intervening staff member educate the bully and the victim. Bully will receive a verbal warning and will write a letter of apology to the victim. Guidance Counselor will be notified.

**Second Offense:** Bully will develop a pledge and plan of action for no longer bullying the victim. Bully will also serve a one-day in school suspension and a conference with parents will occur.

Third Offense: Bully will serve a two-day in-school suspension and an in-person conference with parents will occur.

Fourth Offense: Bully will serve a one-day out-of-school suspension and an in-person conference with parents will occur.

\*Depending on the severity of the incident, the bully may face a more severe consequence or may skip a consequence in the hierarchy of offenses listed above.

## **Dangerous Weapons Policy # 5772 Middlebury Community Schools**

The School Board will not tolerate the possession of weapons or other devices designed to inflict bodily harm by anyone while on Corporation property, at a school-related event, or while enroute to or from school on a school bus. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

## **Elementary Drug Free Policy #5330 Middlebury Community Schools**



- 1. Students may not possess, provide to another student, or be under the influence of any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether prescription or sold over the counter (without a prescription), or any substance represented by the provider to be alcohol, marijuana, steroids, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, (1) on the school grounds at any time, or (2) at any school sponsored activity at any location including the school bus.**
- 2. Students may not possess, provide to another person, or use any cigarette, other tobacco containing substance, or related materials including lighters (1) on the school bus, or (2) on the school grounds at any time.**
- 3. Students may not possess or provide any other person drug paraphernalia used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, steroids, stimulants, intoxicants, inhalants, depressants, or**

**hallucinogens (1) on school grounds at any time, or (2) at any school sponsored activity at any location including the school bus.**

- 4. Students who violate the above rules will be disciplined by the building principal. Possible disciplinary measures include in-school suspension, out-of-school suspension, probation, a due process hearing, or other measures.**
- 5. Major efforts will be invested in the Red Ribbon Week activities each year.**
- 6. Each teacher will provide drug free instruction each year as part of the health curriculum.**

### **Tobacco Use Prohibited**

**No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:**

- A. in any building, facility, or vehicle owned, leased, rented or chartered by Middlebury Community Schools;**
- B. on any school grounds property – including athletic fields and parking lots- owned, leased, rented or chartered by Middlebury Community Schools; or**
- C. at any school-sponsored or school related event on-campus or off-campus**

**JEFFERSON ELEMENTARY SCHOOL STAFF  
2017-2018**

**Principal: Curt Schwartz**

**Kindergarten**

**Bryce Ellenwood  
Michelle Sagarsee  
Katie Seel  
Jamie Van Daele  
Cori Willems**

**Grade 1**

**Cameron Baber  
Paula Klunder  
Tracy Martin  
Danae Miller  
Sara Walker**

**Grade 2**

**Judy Crawford  
Bev Hochstedler  
Jeremy Lehman  
Megan Stanton  
Lindsey Weber**

**Grade 3**

**Ali Cook  
Alex Gonzalez  
Jessica Graber  
Melissa Highley  
Kelly Schrock**

**Special Education**

**Amber Diller**

**Speech Language**

**Malinda Bylsma**

**Music**

**Rhonda Yoder**

**Art**

**Julie Shyposki/Emily Holt**

**Physical Education**

**Andrew Brabender & Patty Mosness**

**High Ability Coordinator**

**Cathy Morgan**

**Reading Recovery**

**Betsy Rogusta**

**Title I**

**Amy Ciokajilo**

**Title I**

**Brandon Schwartz**

**Literacy Coach**

**Patti McGlauchlen**

**Instructional Coach**

**Tricia Brickner**

**School Counselor**

**Tim Francis**

**School Nurse**

**Christine Khaoucha**

**Psychologist**

**Danielle Miller**

## Support Staff



<b>School Secretary</b>	<b>Juanita Friesen</b>
<b>Bookkeeper</b>	<b>Wanda Moore</b>
<b>Building Assistants</b>	<b>Natalie Mares Kathy Kreager</b>
<b>EL Assistants</b>	<b>Samantha Baker Lizbeth Hurtado</b>
<b>Instructional Assistants</b>	<b>Lauri Emenhiser Amy Stallman</b>
<b>Special Education Assistant</b>	<b>Crystal Ayres Paula Dill Sherri Moore Lindsey Schrock</b>
<b>Media Center</b>	<b>Pam Grevengood</b>
<b>Head Custodian</b>	<b>Greg Wilson</b>
<b>Custodians</b>	<b>Greg Gibson Jack Roberts</b>
<b>Cafeteria Manager</b>	<b>Trena Roth</b>
<b>Cafeteria Staff</b>	<b>Sherri Greene Char Hooley Libby Johnson Amy Schrock</b>
<b>Noon-Time Assistant</b>	<b>Danielle Miller</b>