

### Message from the Administrators

We would like to take this opportunity to welcome you to Jefferson Elementary. We look forward to working in partnership with you to provide the best education possible for your children. Jefferson's program will reflect our concern for high standards and high expectations. We will use modern and innovative approaches as well as mastery learning to achieve our goals. We are dedicated in maintaining a tradition of excellence that has been a characteristic of Jefferson School and Clovis Unified School District. We are here to serve your child, you, and the community, and we welcome any comments with regard to educational services that Jefferson and the district provides.

### SCHOOL HOURS

School is in session from 8:00AM to 2:45 PM. **Kindergarten sessions are 8:00AM to 1:15pm each day. Transitional Kindergarten sessions are from 8:00am to 12:05pm each day.** For your child's safety no students should be on campus before 7:40am or 15 minutes after school releases, unless involved in a supervised after school activity.

### ARRIVAL/DISMISSAL

For your child's safety children, should be dropped off no earlier than 7:40 AM and picked up by 3:00 PM, Kindergarten 1:30pm, unless involved in a supervised after school activity.

### EARLY DISMISSAL

Every Wednesday is early dismissal. School is dismissed at 1:15 PM every Wednesday.

### TARDINESS

When your child is late, he/she should report to the school office before going to class. This is necessary to prevent your child from being marked absent when they are actually present. Being tardy not only prevents your child from receiving critical instruction, it also interrupts the learning process of other children. For this reason, repeated tardiness (truancy) will necessitate a letter being sent home to the parents. For every 3 tardies a student receives in 1 quarter the student will receive 1 day of detention. **It is every parent or legal guardian's legal obligation to assure that their child is at school on time.** Unexcused tardies exclude students from the quarterly "No Tardy Party." If this becomes a chronic issue, the matter will be referred to the Jefferson Student Attendance Review Board (SARB) or Clovis Unified School District's Master SARB.

### ABSENCES

Regular school attendance is important to your child's progress. When it is necessary for your child to be absent from school or come to school late, he/she must have a note from the parent or guardian explaining the reason. In addition, please telephone the school office at 327-7000 and contact Marcia Triplett, school registrar, the morning your child will be absent or clear an absence. All absences must be cleared within 24 hours after the occurrence. Uncleared absences are considered truancy. Student who have chronic absences or tardies may lose privileges

### DISCIPLINE

Maintaining student conduct is necessary to achieving our goals of providing a safe school and achieving highest student achievement. Each class under the direction of the teacher, will develop a set of rules. The rules and consequences are posted in the classroom. **Fighting will result in suspension of participating students regardless of who initiates the altercation.** Any offense that leads to suspension, or poor attendance, will be an automatic elimination field trip that quarter and may affect participation in co-curricular activities. Alternatives to fighting are walking away, asking an adult for help or alerting teachers or administrators to ongoing situations.

### DO NOT BRING TO SCHOOL

Children are not allowed to bring live animals, gum, seeds and playthings (toys) to school except by special permission from the teacher. These included but are not limited to, electronics, trading cards and balls. A toy brought from home can be distracting and cause neglect of classroom work. Toys can also pose a safety hazard for children and staff. Teachers may take such items from children and hold them for the parent to pick up.

### DRESS CODE

Excessively baggy or oversized pants or shorts are not allowed. Oversized clothing that presents a safety concern or reflects a gang style image is not acceptable. Halter-tops and bare midriffs are not appropriate for school wear. **Sayings on clothing should not be of a negative nature toward any group, self, or family member. Characters depicted on clothing should reflect the Clovis Unified School District Dress Code.** Hairstyles that include unusual designs, colors, symbols, messages, Mohawks, fauxhawks are not allowed. Partial razor shaving of the head may be only one inch above the top of the ear. If more specific information is needed, please refer to the Clovis Unified School District Dress Code Policy available on the CUSD website or in the Jefferson office. **Only Jefferson Elementary School, Clark or Clovis High**

**School caps. Knit hats will be allowed to be worn at Jefferson Elementary School for boys and girls during the cold months of the year.**

### FIELD TRIPS

All field trips will be curriculum based to increase student achievement. Approved permission slips must be signed by a parent before a student can go on a field trip. Telephone permission is not encouraged. In some instances, a voluntary donation may be asked of the children's parents to off-set the cost of the transportation on long distance field trips. Collection of voluntary donations for field trips must be paid in cash (except sixth grade Regional Learning Center trip), therefore it is very important parents pay attention to the deadline for the permission slip and money needed for the trip. Although all donations are voluntary, if donations are not enough to cover a field trip, the trip will be cancelled and the money will be refunded. Chaperones for all field trips must fill out the Clovis Unified School District Volunteer Form included in the Back to School Packet along with a photo ID. The volunteer form must be filled out one month in advance of the field trip that you wish to chaperone. **Chaperones also must be in CUSD dress code with regard to clothing, tattoos and gang related symbols.** Students represent themselves, family and school when attending field trips. Students must be in good standing in their classrooms to be able to attend field trips. **Suspensions automatically remove students eligibility for a field trip in that quarter. An alternative lesson will be assigned for students who do not qualify for field trips to be completed at the school site.**

### WRITTEN PERMISSION

It is necessary for students to bring requests written and signed by the parent for permission to leave early, go home with another pupil, or deviate from the regular mode of transportation. This note needs to be submitted to the teacher or the office. All field trips must have a permission slip signed by a parent.

### HONOR ROLL

The Honor Roll is a means of giving recognition to students based on scholastic achievement. The requirements reflect not only the student's academic achievement, but also his/her effort and citizenship. The Honor Roll is published by semester – at the end of each report card period. (1) A special certificate is presented to the student. Most students at Jefferson in grades 2-6 are graded utilizing the 4,3,2,1 criteria. Within this policy, latitude has been given to teachers to calculate grades on the following basis:

- |                          |                      |
|--------------------------|----------------------|
| 4 – Standard Exceeded    | 3 – Standard Met     |
| 2. – Standard Nearly Met | 1 – Standard Not Met |

### PHYSICAL EDUCATION

According to Education Code section 51210(a)(7), the District is required to provide, in the elementary setting, not less than 200 minutes each 10 schooldays, exclusive of recesses and the lunch period, physical education. Any complaints related to the failure of the District to adhere to this requirement may be filed under the District Uniform Complaint Procedures, BP/AR 9208, which is included in this handbook.

### LOST AND FOUND

Many articles become lost or left unclaimed during the course of the year. It helps if personal belongings are clearly marked on the inside label with your child's name so that your child can identify his/her articles easily. Children may claim lost items by checking with their teacher and then checking the lost and found box and/or the office. At the end of each quarter, unclaimed items are given to a charitable organization.

### MEDICATION AT SCHOOL

The School Board has adopted a policy to provide as much safety as possible when underlying health problems make it absolutely necessary for students to receive medication at school. If students **must** receive medication at school, in order for employees to give the medication, a parent must:

1. Bring the medication to the school in the prescription bottle labeled with the exact dosage.
2. Have the appropriate authorization form signed indicating the time and dosage given to the child. The forms are available in the school nurse's office.
3. No medication will be given at school that could be given at home.
4. No over-the-counter medication may be given at school without the proper medication forms signed by the physician.

### MOVING

A student's school assignment is based upon the residence of the parent or court-appointed guardian. If you move, you must notify the school within five days. If you are found to be out of the Clovis Unified School District or the Jefferson attendance area and have not notified the office, your child can be immediately withdrawn and your request for an intra or inter district request for your child to remain at Jefferson can be denied. All financial obligations must be cleared before leaving.

### WITHDRAWING YOUR CHILD FROM SCHOOL.

Should your family find it necessary to move out of Clovis Unified School District, please follow the steps below to make for an easier withdrawal for both you and your child:

1. Notify the school at least two days prior to your child's last day at school. You may call or send a note to the school office.
2. Return all library and textbooks, and pay any fines or loans.

### PTC

Please consider joining our Parent Teacher Club, your support ensures participation in an organization that provides our students with activities and raises money for support of special purchases for the school. Meetings are announced in the Blue Jay "Week at a Glance". Contact the school should you need more information.

### SCHOOL SITE COUNCIL (SSC)

The School Site Council (SSC) serves as a liaison between school and the neighborhood community. It advises the principal regarding budget, program, and staffing decisions. Committee members consist of parent, teachers and the principal. All members are voted upon (except the principal) by either parents or the Jefferson staff. The Jefferson School Site Council meets four times per year.

### SCHOOL ASSESSMENT REVIEW TEAM (SART)

School Assessment Review Team (SART) is a team of parents and staff who meet monthly to provide a forum for school communication among all groups in the school community. The committee also coordinates the annual SART Parent Survey and selects a site representative for the district and area level of the SART process. The team evaluated school programs and their effectiveness and makes recommendations. We encourage all parents to join us at the SART meetings once a month.

### PARENT VISITATIONS

Parents are welcome and encouraged to visit the school. Visits should be scheduled in advance with the teacher so that suggestions for appropriate time will make the visit as productive as possible. Teachers will **not confer** with parents **during class time**. In the interest of safety, all visitors must check in at the office upon arrival at school and prior to visiting a classroom. All visitors are required to wear a visitor or volunteer badge. All visitors without a badge will be directed to the office. This procedure will assist the staff in offering a safe, secure environment for our students. For all children's safety parents should not play with any children on the playgrounds.

### PARENT TEACHER CONFERENCES

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling the teacher. Parents may **not confer with teachers during class time**. If canceling a conference appointment, please call at least 24 hours in advance so another parent conference can be scheduled. Parents will be asked to attend at least one individual conference during the year to discuss student progress.

### SAFETY CONCERNS

Please notify the office staff or an administrator if you have any on site or off site safety concerns that may impact the well-being of our students. Please remind your children to follow all safety rules, including using the cross walk as the only area to cross the street. If your child is a walker, discuss the walking route they will take. Advise them to walk with a friend and go straight home. Speak with them about using the crossing guards and following traffic signals. If your child is a bike rider, review all bike safety rules including the ones mentioned for walkers. Remind your child to wear a helmet at all times.

### SCHOOL MEALS

Breakfast and lunch is available at Jefferson Elementary School. To eliminate the possibility of lost money, students are to turn in their money in the morning in the cafeteria before the bell rings. Applications for free/reduced meals are available in the school office. The cost of breakfast is \$.1.00 and lunch is \$2.25. Students who forget their lunch money are given an alternative meal (cheese sandwich and milk) after the first charge until their lunch accounts are brought up to date.

### TELEPHONE

The office will **not** transfer calls for a student in to the classroom. The morning is academic time and phone interruptions will interfere with class time. In an emergency situation we will be happy to take a message for the student and make sure the student receives the message.

### SNACKS

Due to health and safety reasons no snacks of any kind will be allowed outside any buildings at Jefferson Elementary School during the school day. Research shows that high fat, salty, high sugar snacks reduce the academic achievement of children as well as contribute to many health issues. Healthy snacks may be brought to school and eaten in the cafeteria at recess time.

### SUPPLIES

Most basic student supplies are provided at school. However, often teachers will suggest a few items that are helpful and an added convenience to the student. Students, of course, are responsible for the care of the textbooks and other non-consumable items issued to them. Students are responsible to replace all lost books.

### VOLUNTEERS

A key part of Jefferson Elementary's total plan is community involvement. Volunteers are needed in the classroom to make instructional materials and help the classroom teacher by copying or running small errands around school. The volunteer program is limited only by the imagination of the community. If you are interested or want to learn more about our parent volunteer opportunities please come by the school office or visit your child's teacher. All parent volunteers must be cleared with parent volunteer forms each year before working in the classroom. T.B. Screening forms must be completed before a parent may volunteer. Volunteers should adhere to the Clovis Unified School District dress code when volunteering in the classroom and obtain a volunteer badge from the office. **Parent chaperone's cleared one month prior to the field trip.**

### COMMUNICATION

Communication is a top priority for the staff at Jefferson Elementary School. Jefferson Elementary School has several different types of media to inform parents and the community of upcoming events at the school site. The monthly calendar is published the first week of each month with an overview of school meetings and events. The "Week at a Glance" is delivered to the classrooms every Friday. This gives detailed information for the upcoming week.

In addition, teachers send classroom news at least weekly. All of these publications are given out to your children. Jefferson has an outstanding web site that has all of the information that is given to your children. The web site address is: [www.clovisusd.k12.ca.us/Jefferson](http://www.clovisusd.k12.ca.us/Jefferson). The web site includes e-mail addresses for all teachers and administration at Jefferson Elementary School.

### ASSISTANCE

Jefferson Elementary School prides itself on being a community resource. If you have specific needs that are beyond the normal scope of the school community, we may be able to help. We have many county wide resources that we can get in touch with to help you with specific situations. Contact school administration to access these resources. Some of the services include: Job placement, counseling, medical assistance and housing. Some of these services are offered at reduced or no cost. The following staff members are on site to help you at any time:

**Geoffrey Tiftick**; Principal, [jefftiftick@cusd.com](mailto:jefftiftick@cusd.com)

**Sara McAvoy**; Guidance Instructional Specialist, [saramcavoy@cusd.com](mailto:saramcavoy@cusd.com)

**Clare Smith**; Office Manager, [claresmith@cusd.com](mailto:claresmith@cusd.com)

**Marcia Triplet**; Attendance, [marciatriplet@cusd.com](mailto:marciatriplet@cusd.com)

**Shannon Dean**; School Nurse, [ShannonDean@cusd.com](mailto:ShannonDean@cusd.com)

### CIVILITY

Board Policy 9210 will be strictly enforced. Adults who act inappropriately towards children, staff or other adults may lose their privilege to be present on campus. This includes but is not limited to: inappropriate language, yelling or physical altercations. Our top priority is the safety of the children that have been entrusted to us.

**Dogs should not be brought onto the Jefferson Elementary School campus at any time with the exception of service animals.**

### BELL SCHEDULE

Wednesdays – Early Release	Grades K-6 8:00am – 1:15 pm
M, T, Thur, Fri	*Grades 1-6 8:00am – 2:45pm
Monday through Friday	~Kindergarten 8:00am-1:15pm
TK	8:00am – 12:05pm

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## NURSING SERVICES

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### School Nurse – School Health Services Assistant

A School Health Services Assistant will be in the health office 5 days a week. When necessary HSA will contact parents/guardians regarding illness and injuries that occur during the school day. All HSAs are CPR/First Aid certified.

Credentialed School Nurses are on campus for the following:

- Mandated vision and hearing tests.
  - Complete special education and 504 health assessments.
  - Ensure immunizations are compliant with CA state law.
  - Provide health education resources for school staff, students and parents/guardians.
  - Maintain student health records.
  - Contact parents/guardians regarding health problems and/or excessive absences.
  - Communicate with health care providers regarding health issues and impact on education (within HIPPA regulations).
  - Develop health/safety plans for students with high risk medical diagnosis.
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### First Aid, Illness, Injuries

- If a student is injured or ill at school he/she will receive every care and consideration.
- Parent/guardian will be contacted for serious injury or illness.
- School nurse is available to consult with parents/guardians regarding health problems upon request.
- After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
- Injuries and illnesses occurring at home should be cared for at home.
  - Upon student's return to school parents are to provide documentation from health care providers indicating any limitations or special considerations/equipment necessary to the student's continued care at school.

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### LICE

Clovis Unified School District operates on NO LICE **guidelines**.

Students will be sent home if evidence of **live** lice is found.

Students may not return until treatment has been completed and hair/scalp are free from live lice.

Students must check with health office and be cleared to return.

Class checks are no longer part of district **guidelines**.

### **Reasons to keep students home:**

**Temperature** 100.0F or greater within 24 hours

Illness affecting child's ability to learn

Vomiting/Diarrhea

Starting antibiotics within 24 hours

Sore throat, especially with headache

and/or upset stomach (these are symptoms of strep throat).

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## RETURN TO SCHOOL

If a student is sent home with fever, they may not return the next day.

Student may not return until the following criteria are met:

Symptom free for 24 hours. This includes fever vomiting, diarrhea, cough and rash.

Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin.

Student should complete 24 hours of antibiotic treatment prior to returning to school (if treated with antibiotics).

## **MEDICATIONS**

ALL medications (even over the counter medications including Tylenol, Advil, cough drops and eye drops) must be checked in through the Health Office.

- CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:
  - A written statement from the physician detailing the name of medication, amount, method and time medication is to be taken.
  - A written statement from the parent/guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement.
  - Medication must be clearly labeled and sent to school in the original container from the pharmacy.
- The **Medication at school form** is available from the school or on the district web site under Departments – Nursing – Medication at School form.
- The Health office does not keep medication for general student use.

## First Grade Physical

California State Law requires that all children entering first grade have a Child Health and Disability (CHDP) physical examination within 18 months of beginning first grade. It is necessary to provide the health office with proof of this physical.

## Child Protective Services

It is important parents understand that all school personnel are “Mandated Reporters” of child abuse. Should a staff member have even the slightest suspicion that a child has been abused, they must report it to Child Protective Services (CPS).

### **Physical Education Excuse**

If a child is to be excused from P.E. for more than a 3 day period, a written note from a doctor is required.

This note should include a diagnosis and specific date for returning to PE as well as any limitations that might apply.

Crutches, wheelchairs and other devices require a doctor's prescription indicating directions for use and the student has been educated to use the device.

### **EMERGENCY CONTACT**

In case of an emergency parents/guardians will be contacted.

It is very important that the Health Office have updated contact information.

If there is a change in contact information please contact the health office to ensure the correct information is on your student's health information card. (Changing information on Parent Connect does not alert or inform the health office.)

