2017-2018 School Year

Dear Jefferson Elementary Family:

 **Welcome!** We’re glad to see friendly and familiar faces returning, and delighted to welcome students and families who are new to our school.

 The purpose of this handbook is to improve communication between home and school**.** Please read through the handbook to answer many questions about policies and procedures at Jefferson Elementary. It should be used in conjunction with the GMCS School Board Policy (a copy of which can be obtained through the Superintendent’s office and can also be viewed on the district website at <http://gmcs.k12.nm.us>).

 If you have any questions or concerns, please come to the school office. Also, please stay in touch with your child’s teacher and support his/her school-related work and activities.



Reach for the Stars

DAILY SCHEDULE 

# Student School Day:

# Monday - Thursday 7:30 AM – 3:00PM

**Friday 7:30 AM – 12:45 PM** (EARLY RELEASE EVERY FRIDAY)

Students transported by car or who walk may arrive between 7:15 and 7:30.

Students are provided Breakfast After the Bell at **7:30 AM.**

Students are considered **tardy** if they are not in the classroom by **7:45 AM.**

Students **Must Not arrive** **at school before 7:15 am.** There is no supervision provided.

Lunch 1st Lunch for Kinder and 1st at 11:10-11:50

 2nd Lunch for 2nd and 3rd at 11:35-12:15

 3rd Lunch for 4th and 5th at 12:00-12:40

***There will be no Student check out after 2:25 PM*.**

* Students **must be picked up no later than 3:15 PM. If your child is not picked up by 3:30 pm, the police can be called** to take your child to the Christian Children’s Care Center for their safety. We realize that emergency situations sometimes happen. In case of an occasional emergency please call the office (505) 721-3000 so we can reassure your child that you are on your way.

**Teachers’ School Day: 7:15 AM – 3:15 PM**

 **On Fridays teachers are in meetings from 12:45 PM to 3:30 PM.**

Please contact your child’s teacher if you need to schedule a conference. Messages may be left in the office or you may email the teacher. Email addresses are available on the Jefferson website.

**OFFICE HOURS: 7:20 AM – 3:30 PM Daily.**

To keep updated on school events, please read your child’s monthly newsletters or link onto the Jefferson web page from <http://www.gmcs.k12.nm.us/>.

Jefferson Elementary 2015-2016 Staff



JEFFERSON ELEMENTARY

SUCCESS!

###### ACADEMIC STANDARDS

The Jefferson Elementary academic program is based on the Gallup McKinley County Schools curriculum, which in turn incorporates the Common Core State Standards. These standards are important tools for making expectations clear to students, and for communicating with parents regarding what their children are learning in school as well as how they are doing compared to grade level expectations.

* In order to adequately address the standards and benchmarks, Jefferson Elementary has developed a 90 day Plan for Student Success. This plan is available in the office for your review, or you may ask your child’s teacher for more information.
* Briefly, the goals of this plan include:
	1. Students will increase proficiency in reading and math through a standards alignment and small group teaching.
	2. Teachers will develop better instruction based on observation and feedback by administration.
	3. Parent involvement will increase through APTT (Academic Parent Teacher Teams) to support the proficiency of our students. Four meetings will be held during the year.

#### ACCIDENTS

* In case of an accident, the office MUST have an up-to-date Emergency Care Form. Please be sure that emergency phone numbers and information are **always** kept up to date.
* Any incidents that occur during the school day should be reported to the Health Office and the health assistant will send a report home.

**ADVISORY SCHOOL COUNCIL**

 The Advisory School Council (ASC) was established by House Bill 212 in 2003 at the New Mexico legislative session. The ASC shall work with the school principal and give advice, consistent with state and school district rules and policies, on policies relating to instructional issues and curriculum and on the school’s proposed and actual budget. The council shall involve creative ways to involve parents in the schools. There are yearly elections, at the school, for membership in the ASC. Monthly meetings are held with the ASC members and Jefferson’s Building Leadership Team. Members include:

* School principal (1)
* School employees (2) Must work at Jefferson Elementary
* Parents (2) Must have a child enrolled at Jefferson
* Community members (2) Must live in the Jefferson attendance area

ANIMALS

 Because we have many children with allergies, animals are not welcome at school. Please encourage your child to leave their pets at home.

 Occasionally we do have animals living on or near the school grounds. Students are encouraged to inform the office of this problem so that Animal Control can be called. This is done for the safety of your children.

ATTENDANCE:

Definition of Absenteeism- Absence from school with or without the prior knowledge of parents, guardians, or school personnel. A student not in a class but on a school approved activity is not considered an absence.

* Students are to be in attendance starting with the first day of school each semester. Any day a student is not in attendance from the first day on will be counted as an absence**.**
* **Parents are expected to contact the school before 9:00 AM, if their child will be absent.** A written excuse should accompany the child when he/she returns to school after the absence.
* If a student is absent for three or more consecutive days, the school shall contact the student’s parents or legal guardians. **After the 10th consecutive day** **absent, the student will be dropped** from the school enrollment.
* An unexcused absence is any absence with or without prior parent notification for any reason other than personal illness, professional appointments, or family emergency.
* Excused Absences: A student is absent from school with personal illness, professional appointments, or family emergency.
* Parent must verify absences by written or verbal method within 24 hours of absences. At the principal’s discretion, a doctor’s note may be required to verify excused absences.
* When a student accumulates five (5) absences for verified but unexcused or truancy reasons a form letter will be sent home.
* When a student accumulated seven (7) absences for verified but unexcused or truancy reasons a form letter will be sent home and a conference between the parent and principal will be held.

• If the student accumulates ten (10) absences for verified or truancy reasons for the school-year, the principal may:

1. Require a conference with the student and parent(s) / guardian(s) and initiate an attendance contract.
2. Appropriate Social Services agencies will be notified
3. A child with up to ten (10) unexcused absences will be determined to be a habitual truant by the youth authorities, which may submit the parents of such a child for potential sanctions
4. Refer the student to the Student Assistance Team (SAT) for an intervention plan. The parent or guardian will be required to attend the meeting. At the meeting, the student will be placed on an attendance contract, which may include alternative placement, grade reduction, discipline action, or no credit.
* Transfer students with excessive absences may be asked to return to their home attendance area school since district transportation is available for students to their home school.
* **See SAT section for more information on attendance.**

Cases that include lengthy periods of absence due to extended illness or extenuating circumstances will be handled individually provided the valid circumstances and appropriate documentation are known to the principal.

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**TARDINESS:**

Tardiness is defined as an interruption of the educational process caused by arriving in the classroom after normal starting time. Excessive early checkouts can also be counted as tardiness, since checkouts also interrupt learning at the end of the day.

* For awards purposes, more than two (2) tardies will count against outstanding attendance. Please come to school on time. Do not disrupt the education of others by arriving during class time.
* School begins at **7:30 AM**. Students must be in the classroom by **7:45 AM**.
* Transfer students with excessive tardies may be asked to return to their home attendance school since bus transportation will be available to their home school.
* Students arriving tardy and being checked out early on the same day may be considered to have a full or partial absence for the day.
* Students with excessive tardies may be referred to **t**he **Student Assistance Team** for help in solving tardiness issues.

**BUSES:**

Students who ride on the bus need a note at the beginning of the school day in order for them not to ride the bus on any particular day. **If there is to be any change in how your child gets home, please notify the office before 1:00 PM.** If the front office is not notified by 1:00, the student will be placed on the bus. This policy is for the safety of your child, as young children often cannot recall parents’ directions, mix up days, and do not necessarily relay information to their teachers. We encourage parents to be as *consistent as possible* in their afterschool arrangements, as frequent changes often lead to upset, confused children and children ending up left at school or at the bus stop unsupervised. Please adhere to this policy with the safety of your child in mind, rather than the convenience of caretakers.

**CAFETERIA:**

* Jefferson Elementary offers school breakfast and lunch as part of the National School Lunch Program.
* As a Title I Provision II school, all Jefferson Elementary students receive a free breakfast and lunch.
* All students will have 3 options for lunch which include 2 hot items and 1 cold item, as well as an unlimited salad bar.
* Occasionally you may want to join your child for lunch. Adult lunches or lunches for children who are not Jefferson students are available every day for $3.25 per meal.
* Students are welcome to bring a packed lunch to school. **It is recommended that students should not bring soft** **drinks or anything in a glass container. Milk is not provided if students bring their own lunch, however it may be purchased for $.25**
* No food or drinks are allowed on the playground.
* Lunch prices for adults is $3.25

**BREAKFAST AFTER THE BELL**

* Jefferson Elementary serves Breakfast in the classroom. All students are encouraged to eat the school breakfast in their classrooms beginning at 7:30 AM.
* ![MCj02336810000[1]]()This is considered instructional time, so this is the perfect time for students to discuss the plans for the day, receive tutoring in areas of need, or ask the teacher questions about homework.
* Breakfast ends at 7:45 AM.
* Students who arrive to school after the 7:45 tardy bell will not receive breakfast.

LUNCH

 Information on the lunch program can be found in the Cafeteria section above. Lunch times at Jefferson are:

* Kindergarten and First – 11:10-11:50 AM
* First and Second Grades – 11:35-12:15 PM
* Fourth and Fifth Grades – 12:00-12:40 PM

#### CALENDAR

 The Gallup McKinley County School calendar will be sent home

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separately from this book. Please refer to the monthly newsletters for

special dates at Jefferson Elementary.

#### CELL PHONE POLICY/ Electronic Device Policy

Elementary School children **will not** be allowed to bring cell phones to school. If a child needs to reach his/her parent or if a parent needs to reach their child, they are to use the school phones. If cell phones are confiscated from elementary students, the offense will be treated as a misbehavior as per board policy. (See School Board Policy) The phone will be taken from the student and held in the office until the end of the school day when the student will be given the phone. If the students has the phone again, the phone will be taken from the student and held in the office until the parent comes to the school to collect it.

**VALUABLES**

**Valuable items such as money, cell phones, MP3 players, ipods, and other electronic devices are not allowed.** The school will not be responsible for the loss of these items. Please make sure your child leaves these at home.

 GMCS is not responsible in any way for lost or stolen items. We will not investigate any electronic devices that have been lost or stolen.

 The Board believes that students need a safe, positive and productive learning environment free from disruptions, distractions, and threats. The Board has determined that Personal Electronic Devices can create a disruption to the learning environment, distract students from the primary purpose of education, and can be used to threaten other students. Accordingly, it is the policy of the Board to forbid the use of Personal Electronic Devices by students in classrooms, other places designated for instruction, and school offices during the school day. Coaches and sponsors in charge of extra-curricular activities or school trips shall have the discretion to regulate and limit the use of Personal Electronic Devices during such school activities and school trips.

#### CHECK-IN, CHECK-OUT:

* **The safety of our students is the basis for check-in and check-out policies.**
* No student will be released to the custody of anyone unless that person is listed on the PA-1or PA-2 form. You are to fill out this form yearly. Please also update the PA-1 or 2 form if changes to your contact information happen during the school year.
* Anyone checking a student in or out during the day must sign the log in the front office.
* **NO CHECK OUTS AFTER 2:25 PM.**
* Early checkouts are considered the same as tardiness and will be counted against the child’s full day attendance. This will affect perfect attendance records for individuals and classrooms.
* Check-in and Check-out must be done through the office, this includes pre-school.
* **All parents and visitors must enter through the front doors** and check-in at the office before walking to the classrooms if the school day has already begun, or is still in session.
* **Preschool** students will be dropped off and picked up in the front lobby. The preschool teachers will meet you there and have you sign in and sign out your child.

VISITORS- ALL VISITORS MUST WEAR IDENTIFICATION WHILE IN THE BUILDING- THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

* It is required that you stop by the office, sign the log, and pick up a visitor’s pass so that everyone in the school can identify you as a welcomed visitor. Please return the pass to the office before you leave.
* **This policy applies to ALL VISITORS, including parents and guardians**. This precaution is for the safety of all our children. We appreciate your compliance.
* We welcome visits by parents and guardians. We ask that as a courtesy and to avoid disruption of instruction, you contact the principal and teacher in advance if you will be visiting.

**CHEWING GUM:**

* Chewing gum and bubble gum are allowed in the classroom only, with the permission of the teacher. Please check with your child’s teacher if you have any questions.
* No gum is allowed outside of the classroom.

#### CLOSING/DELAYED SCHOOL START FOR INCLEMENT WEATHER

* When GMCS schools are closed due to inclement weather, an announcement will be made by approximately 6:00 AM on the local radio stations and Albuquerque TV stations. GMCS will also call parents and guardians using the ParentLink system. Up-to-date information regarding school closing can be obtained by calling Central Office at 505-721-2233.
* When the weather/road conditions are not severe enough to close schools but not appropriate for a normal start time, a delayed school day may be called. This means that school will start exactly two hours later than normal (9:30AM).
* Buses will run exactly two hours later than normal. (If bus pick-up is at 7:10AM, then bus will pick-up at 9:10AM)
* Listen to the local radio stations, the Albuquerque TV Stations, or call Central Office at 505-721-2233 for updated information regarding delayed start days.

**COMPLAINTS**

When there are issues/ problems between a parent or student and employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with the principal may be requested. If the principal is unable to resolve the matter to a parent’s satisfaction, they may lodge a complaint with the Superintendent’s office.

Gallup McKinley County Schools has a procedure in place for handling complaints. Complaints concerning school personnel should be made directly to the person against whom the complaint is lodged or to a school administrator within ten (10) working days. Complaints shall be communicated to staff and resolved on site through an informal process, if possible. If the complaint is not resolved, the complainant shall put the complaint into writing and direct it to the employee’s administrative supervisor or principal.

 A copy of this policy along with the form is available in the principal’s office.

#### CONFERENCES (APTT):

* Jefferson is a part of the NMPED’s APTT (Academic Parent Teacher Team) program. Meetings will be held 4 times a year (3 group meetings and 1 individual meeting).
* Parents are **expected** to attend the APTT meetings for the purpose of supporting their child’s progress in school and setting academic and behavioral goals.
* There are 4 APTT meetings. Please call your child’s teacher to schedule an additional conference when you think there is a need.
* Refer to the GMCS calendar or the Jefferson Newsletter to find dates and times.



**DISCIPLINE POLICY**

Students must not engage in any activity which might hurt themselves or others, or damage their own property, the property of others, or public property. The child, parents/guardians, and school personnel share in seeing that appropriate behavior is maintained in all situations. In most cases, the teacher and the child can work out a solution. If a child’s behavior is such that it disrupts or interferes with the educational program, or infringes upon the rights of students and/or staff, the child may be referred to the principal to help resolve the problem. If the problem is severe or continues, the parents/guardians will be notified and a conference will be held between the principal, parent, student and teacher.

The students and staff at Jefferson Elementary School are expected to follow the rules and regulations of the Gallup McKinley County Schools Board of Education.

**GMCS Discipline Policy**

**The safety and security of all school children is our highest priority, and The Gallup McKinley**

**County School District is committed to providing a safe learning environment.**

The Code of Student Conduct establishes policies, rules, and expectations for all school community members to learn, teach, and work together.

These are common sense expectations built on respect for each other as our common core

values.

Therefore, students must refrain from violence against others, from bullying, harassment and carrying weapons.

Consequences for students who endanger school safety or disrupt the educational experience of others are listed in detail.

Families and guardians are critical to our school community. We ask that they please read and understand the Code of Student Conduct and School Student Handbook, and discuss them with their child.

We understand that families and guardians know best how to make sure that their child understands the expectations that will lead to a safe and orderly school community that is ready to learn.

**ON CAMPUS STUDENT BEHAVIOR**

The Code of Student Conduct applies during school day and on the way to and from school, including, but not limited to, travel in School District vehicles, private transportation, District sponsored activities such as; ballgames, school plays, assemblies, graduation, and at all district facilities and property.

**OFF-CAMPUS STUDENT BEHAVIOR**

All discipline policies and procedure may apply to those students whose conduct off-school grounds endanger the health or safety of the student population within the school district or creates a significant distraction or disruption to the educational process.

**Behavioral Expectations and Responsibilities**

**Responsibilities of Everyone**

• Respect all members of the school community.

• Maintain a positive school climate by being responsible, respectful, and cooperative.

• Communicate Code of Student Conduct expectations for students and staff.

• Motivate students to live up to the expectations through positive reinforcement.

• Use good judgment to prevent minor incidents from becoming major problems.

**Responsibilities of Administrators**

• Respect all members of the school community.

• Implement the Code of Student Conduct and all disciplinary procedures in a fair and

consistent manner.

• Provide students and parents whose first language is not English with translation and interpretation services free of charge.

• Inform all school personnel, parents, and students of discipline policies.

• Review and act upon allegations and requests from school personnel concerning violations.

• Use professional judgment to prevent minor incidents from becoming major problems.

**Responsibilities of Teachers**

• Respect all members of the school community.

• Teach proper behavior and positively reinforce rules of conduct.

• Maintain a learning environment that provides for academic success.

• Hold students accountable for disorderly conduct in school and on school grounds.

• Address rule violations with multiple strategies.

• Use professional judgment to prevent minor incidents from becoming major problems.

**Responsibilities of Students**

• Respect all members of the school community.

• Understand and comply with school rules and climate expectations, including the Code of

Student Conduct and School Student Handbook.

• Comply with the School Districts attendance, dress code, unlawful harassment, and bullying policies.

• Behave in a manner that focuses on academic success.

• Be responsible and accountable for following rules.

**Responsibilities of Parents / Guardians, and Advocates**

• Respect all members of the school community.

• Respect, understand, and support school rules and regulations.

• Respect, understand, and support the policies of Gallup McKinley County Schools

• Recognize and understand that school personnel must enforce school rules.

• Teach children to respect the rights of others and follow school rules.

• Emphasize the importance of being prepared for school and adhering to school rules to foster academic success.

For specific information on policies/ consequences and any changes to the policy can be found on the district’s website at: <http://gmcs.k12.nm.us/>

**BULLYING**

**Gallup McKinley County School District** believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying, and it supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore,

harassment, intimidation, or bullying are forms of dangerous and disrespectful behavior that will not be tolerated. A copy of the bully, harassment policy is in the Principal’s office and the Counselor’s office.

“Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

* The Anti-Bullying policy can be found on the GMCS website <https://gmcs.k12.nm.us>
* All staff has been trained in Bullying Prevention; such as how to prevent, identify, report, and discipline bullying incidences.

RULES – PBIS (Positive Behavior Intervention Supports)

Jefferson Elementary has rules to cover all situations. Students will be taught what each rule means. We believe in a policy of positive behavior supports, which means that we tell students what we *do expect*, as opposed to what we don’t want. We have a framework of expected behaviors, the “STARS”: Our rules are:

* Safe
* Trustworthy
* Achieving
* Respectful, Responsible
* Self-Control

The consequences for breaking these rules are:

* 1st – Warning with written or verbal apology (Peace Path)
* 2nd – Time out (One minute per year of age – not to exceed 10 minutes)
* 3rd – Call/letter to parent from student
* 4th – Meet with parent
* 5th – Family support

For serious behavior problems, refer to the GMCS Discipline Policy located on the district website at <http://www.gmcs.k12.nm.us>

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**TOYS AND GAMES:**

* No items of play may be brought to school without previous permission from the teacher. Toys and games, except for those that are being used as part of a lesson, are distracting and can easily be lost or stolen. This policy applies to Mp3 players, radios, electronic games, cell phones, trading cards, etc. Jefferson Elementary is not responsible for lost and/or stolen items brought to school in violation of this policy.
* For safety reasons, balloons are not allowed unless they are a part of the instructional lesson. If they are used in a lesson, it should be under constant teacher supervision. Helium balloons as part of a bouquet are to be sent home at the end of the day.

WEAPONS:

* The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is policy of the Board of Education to forbid the possession, custody, or use of weapons by students or unauthorized personnel in or around school property. The principal is required to notify the appropriate law enforcement authorities or appropriate juvenile authorities.
* This policy includes look-alike weapons and/or objects that have the potential to be used as a weapon. Weapons can be blades, pocket knives, guns of any kind.
* For more information please see the GMCS Discipline Policy located on the district website at <http://www.gmcs.k12.nm.us>



**DISMISSAL PROCEDURE**

 When the bell rings at 2:55 PM, bus students are dismissed through the front doors of the building. After the busses have left, an announcement will be made to dismiss all walker and pick-up students. We have worked to develop a dismissal procedure that ensures the safety of all students. If you are picking up a child, you have two options:

* Pick them up from the teacher in the front of the school or pick them up from the car pick up lane (Please DO NOT park in the drive thru pick up lane). Cars need to move forward as much as possible to keep the flow of traffic.
* Give the teacher time to check the PA-form to make sure you are authorized to pick up that child.
* Do not take a child out of line in the hall, at the bus, in the walker line, or at the classroom door.
* **If there is to be any change in how your child gets home, please notify the office before 1:00 PM.**
* A walker is a child who lives in the neighborhood and/or who will walk independently from school to their home or after school destination.
* A walker’s designation should be marked on their PA1 form when registering for the new school year.
* Any changes will require a written notification by the parent/guardian as soon as the change is expected to occur.

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 **DROP OFF AND PICK UP ZONE:**

Jefferson Elementary School has a lot of traffic before and after school. **It is critical that** **the safety of our students be the priority in our drop off and pick up zone.** Please DO NOT park in the pickup/ drop off lane. Please drive slowly. **DO NOT PARK OR LET CHILDREN OFF IN THE FIRE LANE**. For the safety of our students, please have students enter and exit on the passenger/ curb side of the car only.

**DRESS CODE:**

* Jefferson Elementary strictly adheres to the GMCS dress code. Parents, please dress your children appropriately according to the weather. During the colder months, please send them with a jacket. Students violating the following policy will be loaned appropriate clothing, the clothing will be adjusted and/or parents will be called to bring appropriate clothing to school for their child.
* This dress code has been established to promote discipline, respect and responsibility among all students and to maintain an appropriate school environment conducive to learning and free of unnecessary distractions and disruptive influences. With this in mind, understand that **the following is prohibited:**
	1. Muscle shirts, undershirts, shirt straps less than 3 inches wide, clothing that is shredded or frayed, off the shoulder, low cut in front or through the underarms, see through, or as described below are not acceptable. Bib overalls must have both straps attached. Shirts worn under jackets, sweaters, or other attire must be in compliance.
	2. Headgear of any kind, including hats, bandanas, hairnets, and sunglasses. Accessories including, but not limited to, studded bracelets, belts, or necklaces, belts loop or chain wallets, chains that connect body piercing and belts that extend more than 6 inches beyond the buckle or that hang down. Hats and sunglasses may be worn outdoors at the principal’s discretion.
	3. Pants/shorts worn below the waist in a manner that exposes underwear or bare skin. Pant cuffs that drag on the floor or which have a width that exceeds the length of the student’s shoe are wider than the thigh. Pants should fit at the waist, fit in the crotch, and be properly hemmed or cuffed.
	4. Shorts or skirts, which are higher than 3 inches above the student’s knee when standing straight. Shirts/tops, which expose midriff when the student is standing straight or when sitting down. Spandex shorts or pants unless the rear is covered by a shirt/top. Attire, accessories, and/or backpacks publicizing any group or organization that promotes disrespect towards individuals or groups, or that contain profanity or promote violence. Any type of pants, shorts or skirt that have large wording on the back.
	5. Clothing, tattoos, or accessories, which advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, weaponry, disruptive symbols, profanity, hate, or bigotry towards any group or is offensive or disrespectful to other individuals.
	6. Clothing that displays gang affiliation or abuse. Clothing with symbolism and or insignias which suggest illicit behavior, gang affiliation or abuse, including shirts/tops with the inscription “In Memory of…”
	7. Footwear should be appropriate to the activity to ensure safety.
	8. Overcoats and trench coats may not be worn indoors.
	9. Pajamas, slippers, and other clothing not normally worn in a school or public setting.
	10. Safety pins, straight pins, paperclips or similar objects used as decoration or accessories on any type of attire. These objects may be considered weapons.
	11. Other such items that are, in the principal’s opinion, detrimental to the educational process.

At the principal’s discretion, and in the interest of safety, students may be required to wear their school identification cards while at school.

 Spirit day, photo day, professional dress day, and other special event day dress will be allowed at the discretion of the principal.

(Violations of this policy will be handled as misbehavior under policy VIII. 12.22)

**EMERGENCY INFORMATION:**

* Return the Emergency Care sheet as soon as possible. Please keep the information updated and alert the school office to any changes throughout the year.
* Please make sure the school has **current phone numbers** during the school year. When a change takes place, notify the school office as soon as possible!

**EXTRA CURRICULAR:**

* Basketball is an Extra Curricular activity, open to 5th grade boys and girls.
* When not enough 5th grade boys or girls participate, 4th graders may be allowed to play.
* Physical Forms are required before participation is allowed, this includes practice.
* Physical Forms may be picked up from the office and need to be turned in by October 1st.
* Behavior, Grades, and Attendance may affect participation.
* Grade checks will be done prior to each game during the basketball season.
* Afterschool Program – Jefferson Elementary has an afterschool program. Parents must adhere to the pickup times of the program. If your child is not picked up within 30 minutes of dismissal, the police can be called to take your child to the Christian Children’s Care Center for their safety. We realize that emergency situations sometimes happen. In case of an occasional emergency please call the office (505) 721-3000 so we can reassure your child that you are on your way. More information to come about the program. More information to come.
* Summer School/ K3+ Summer Program – These programs will be offered depending on funding and availability. More information to come.

**FOOD:**

* As per ***GMCS District Wellness Policy,*** there will be no vending of food or drinks, other than water during school hours,with theexception of school- sponsored fund raisers.
* Food is allowed in the classrooms for Halloween, Christmas, and Valentine parties. Healthy food is encouraged.
* Students bringing sack lunches from home are encouraged to bring healthy foods, and discouraged from bringing carbonated beverages.

**HEALTH INFORMATION:**

**ALLERGIES AND MEDICAL CONDITIONS:**

* If your child has severe allergic reactions or conditions such as asthma, epilepsy, heart condition, or allergies or a medical of any kind, it is important that you inform the school.
* It is essential that we receive instructions from the child’s Doctor regarding any medication to administer, signs and symptoms to look for, and/or procedures to follow. Instructions must be in writing.
* We must know how to contact you immediately. Also, provide the name of the person to contact in an emergency as well as accurate and current phone numbers.
* If a child is recommended for partial or full exclusion from physical education, recess, or any other normal class activities, a written statement from his or her doctor will be needed.
* Please contact the 504 Chairperson if we need to make a medical plan. Contact the school office to find the name and number of the 504 Chairperson.
* Food allergies must be on file with health office so we can inform the kitchen.

**ILLNESS:**

Is my child well enough to go to school?

Parents are frequently concerned about whether to keep a sick child home or to send them to school. The following information is intended to help parents with this decision.

**Children should stay at home if they:**

1. Have a fever of 100.4 degrees F or above, (however a student will be sent home when obviously ill even if the temperature is not elevated to 100.4).
2. Have vomited: any vomiting is a reason to send a student home or keep a student home, exception: motion sickness (from use of play equipment or riding in a car or other vehicle) that goes away after motion stops would not be a reason to send a student home or keep a student home.
3. Have had diarrhea: two or more loose bowel movements, even if there are no other signs of illness.
4. Have a disruptive or painful cough due to cold symptoms.
5. Have a rash: a student who has a rash or untreated lesions/sores (pain, redness, discharge) should be sent home with a referral for evaluation by their health care provider; there are different rules for returning to school depending on the cause of the rash; a student being treated with antibiotics should remain home for 24 hours before returning to school.
6. Have inflamed or draining eyes or ears: variably red eye(s), with swelling, discharge which may be watery, mucous, crusty eyelids, or complaints of pain, light sensitivity, or blurred vision.
7. Have head lice or nits present.
8. Injury: whenever an injury is serious enough to need a healthcare provider’s attention, a parent should be contacted to take the student home to be evaluated by their health care provider. \*\*Parent/Guardian must be notified of ALL head injuries (neck and above)\*\*
9. Severe Unresolved Pain: earache, headache, stomachache, toothache.

If a child is sick or injured and needs to miss 3 or more days of recess and/or PE, a signed parental or Doctor’s note must be sent.

If a child becomes ill during the day, school staff will contact the parent or designee to come for the child as quickly as possible. If there is a sibling at the school, please contact the office and explain the arrangements for pick-up of the other child (especially for younger siblings). **Please be sure to have a current Emergency Information Form on file in the Health Office.**

**IMMUNIZATIONS:**

* New Mexico law requires that before a student may enter school, a certificate that documents successful immunizations against communicable diseases (Diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, and Haemophilus Influenza Type B) must be presented to school staff. No student may enter school without the required proof of immunizations. Contact the district nurses at 721-1021 for information regarding the required immunizations.

**Pre-School:**

* New column for children≥ 55 months of age:
* 5 doses DTaP required
* **Pneumococcal (PCV):** Attention to footnote for PCV13/PCV7 schedules and “catch up” schedule for all pre-school age groups.
* **Polio:** 3 doses now required by 12 months of age.

**Kindergarten through 12th grades:**

* **DTaP:** 5 doses now required for grades K-12.
* **Polio:** 4 doses required for grades K-12.
* **Varicella:** 2 doses of Varicella vaccine are required for all students entering Kindergarten through 5th grade. One dose is required for all students entering 6th through 11th grades.

Additional information may be obtained, toll-free, by calling the New Mexico Immunization Hotline at 1-866-681-5872.

**MESSAGES:**

Emergency messages may be let for the students in the office. Please be sure to call before 2:30 pm to assure time for delivering the message. Any time after 2:30 pm messages will not be guaranteed to be relayed to students.



**MEDICATION:**

IF MEDICATION MUST BE ADMINISTERED DURING SCHOOL HOURS, YOU MUST OBTAIN A FORM FROM THE SCHOOL HEALTH OFFICE. THIS FORM MUST BE FILLED OUT COMPLETELY AND ON FILE IN THE HEALTH OFFICE BEFORE ANY STAFF MEMBER CAN ADMINISTER MEDICATION.

* Home remedy over the counter medication for sore throats, cold, headaches, etc. CAN NOT be administered at school.
* Under no circumstances should students carry medication to school. Parents must arrange for medication distribution with the school nurse or health assistant.
* Medication should be brought in its original container with the pharmacy label still attached.

GRADING / REPORT CARD POLICY:

The grade-reporting period for elementary grades (K-5) shall be nine weeks.

**System of Grading:**

* Elementary Grading System (K-2)

|  |  |  |
| --- | --- | --- |
| Grade Level | Letter Grade | Percentage Range |
| K – 2nd  | Advanced (A) | 90-100% |
|  | Proficient (P) | 70-89% |
|  | Not Proficient (NP) | 60-69% |
|  | Not Yet (NY) | 0-59% |
| 3rd – 5th  | A | 90-100% |
|  | B | 80-89% |
|  | C | 70-79% |
|  | D | 60-69% |
|  | F | 0-59% |

**HOMEWORK:**

* At Jefferson Elementary we see homework as a way of:
	1. Developing the partnership between home and school for improving student learning.
	2. Reinforcing skills and consolidating new learning.
	3. Encouraging self -discipline and commitment.
* All children at Jefferson Elementary have daily homework assignments
	1. Primary Grades (K – 2nd grade)

READING – Students should read or be read to for at least 20 minutes each night of the week and recorded in a reading log.

MATH – Worksheets and flashcards may be assigned for up to 20 minutes a night, at teacher discretion.

SPELLING – Students may be assigned spelling practice (flashcards, word practice, sight words) for up to 10 minutes per night.

* 1. Upper Grades (3rd – 5th)

READING – Students should read for 20 to 30 minutes per night from an AR book, or book at their grade equivalent, and recorded on a reading log. They may also be asked to spend 15 to 20 minutes per night on grade-level comprehension passages.

MATH – completion of math work should take approximately 15 minutes each evening.

SPELLING – Students may be assigned spelling practice (flashcards, word practice, sight words) for up to 10 minutes per night.

\*\*\*\*Homework will not be assigned at any grade on Fridays or over holiday breaks, except for reading logs\*\*\*\*

Who is responsible for homework?

* STUDENTS should complete and turn in their homework. They should also record assignments in their agenda to be signed by parents and shown to teachers daily.
* TEACHERS should ensure homework is collected, graded, and recorded. They should communicate student success with families, as well as share their concerns.
* PARENTS should check their child’s Agenda, communicate with teachers as needed, and read with their children nightly.
* PRINCIPAL should offer support to students, teachers, and parents and be prepared to discuss concerns.

Homework Request for Absent Students:

Homework request should be requested in the morning and be picked up between 12:00 and 3:00 in the front office. Teachers need time to get work ready, so please follow the guidelines.



**LIBRARY:**

* The Jefferson Elementary Library is an active, vital part of the school’s educational program. All students go to the library twice a week to teach library skills as well as to check out books and other materials. Parents are encouraged to come to the library to check out books to read with and /or to your children.
* Our library program aims to integrate the activities of the library and the classroom, provide a selection of materials to meet the needs and abilities of our students, and promote independent reading and learning.
* Most books and materials are signed out for a one-week period. Encourage your children to look after their library books, and remind them to return them as soon as they are finished. Students are responsible for books that are lost or damaged.
* The school sponsors book fairs to raise money to purchase additional books and materials for the library. More information to come.
* Students will be learning about technology skills such as; research, typing/keyboarding, e-mail, internet surfing, and using online learning tools/activities and assessments.
* A student/parent responsibility use agreement must be signed at the start of each school year. This is in your child’s enrollment packet.



**TECHNOLOGY:**

* Jefferson Elementary parents and staff are committed to bringing technology to our students. Our goal is to integrate technology into classroom instruction to support all areas of the curriculum. Every classroom has computers for students’ use. Our library is also equipped with up-to-date technology.
* In order for your child to use the computers, he/she must have a signed Computer Use Agreement on file. This form is in the enrollment packet.

LOST AND FOUND



 There is a Lost and Found box in the front lobby of the school. Please check this often. If the missing item is not there, please continue checking or ask the office to announce the item during our morning announcements.

At the end of the year any items left unclaimed will be donated to charities.

To prevent loss please write your child’s name on inside tags of coats and personal belongings.

**MESSAGES:**

Emergency messages may be left for students in the office. Please be sure to call before 1:00 PM to assure time for delivering the message. (Except in the case of an emergency, students are not called to the office to receive phone calls).

![MCj04040590000[1]]()**PARENT HANDBOOK:**

 The school handbook will be sent home with each student at the beginning of the year. Please refer to it for information and school policies. The office of the District Attorney, the Legal Aid Office of the Navajo Nation, and Public Education Department of New Mexico require that GMCS has a procedure in place to assure documentation of receipt of Student Handbooks. Please sign the form that confirms you have received this handbook and return it to the office.



PARKING

 Cars need to park in the parking spaces provided. Cars are NEVER allowed to park in the drop off/ pick up lanes. Never park in the Fire Lane.

**PRESCHOOL**

Jefferson Elementary School offers a full day Preschool program for three year olds and a Prekindergarten program for four year old children. Please check in the office to get your child on our waiting list for this quality program. Our waiting list has always been long, so get your child’s name on it early! Times for our preschool program are:

* 7:45 AM – 2:45 PM Monday – Thursday ONLY

Preschool does not have class on Fridays. Preschool pick-up and drop-off will be in the front lobby by the main office. Preschool staff will be in the classrooms to receive students during their specified times.



**If you miss these times, please bring your child to the front office**, check-in and receive a visitor’s pass, and walk them to class.

They will complete classes as scheduled.

**PRESENTS, PARTIES, AND INVITATIONS:**

 If students exchange personal presents, cards and invitations, it should be done outside of school. These exchanges at school often result in hurt feelings and disruption of instruction.

* Jefferson will host three parties per school year: Halloween, Christmas, and Valentine’s Day. They will take place during the last part of the school day. Teachers will let you know in advance of the party what procedures will take place.
* Birthdays

Please do not send in “treats” for your child’s birthday. To honor your child on their special day, the office will post the name of your child on his/her birthday month and give the child a birthday certificate. Most teachers celebrate all birthdays with a class song. Remember, every time a parent brings treats for a child’s birthday, it is very disruptive to the entire class. If you multiply that disruption by 15 or 20 students, you begin to realize how much time can be lost to “birthday goodies”. Also, please remember that not all children are fortunate enough to bring treats to the entire class for their birthday, and we don’t want any child to feel left out.

**PROFESSIONAL DEVELOPMENT FOR STAFF**

Every Friday the students will be dismissed at 12:45 to provide professional development for the staff at Jefferson. All students must be picked up at 12:45 on Fridays. If your child is not picked up by 1:15 pm, the police can be called to take your child to the Christian Children’s Care Center for their safety. We realize that emergency situations sometimes happen. In case of an occasional emergency please call the office (505) 721-3000 so we can reassure your child that you are on your way.

**REGISTRATION FORM UPDATE:**

* It is vital that we have the most current information possible on all students. If your phone number or address changes, please call the office, or come in to fill out an updated registration form.
* Registration forms must be returned to the office by the end of the 1st week of school.
* Transfer students must have a transfer form approved by the district before the 1st day of the school year.
* Transfer students with excessive tardies, early check-outs, and/or absences may be asked to sign an agreement that the family will be responsible to get their child to school on time. Another option is to return to their home attendance school so that district transportation can be available. A meeting will be held with the principal to help resolve the problem.
* See SAT section for more information on attendance.

![MPj04394460000[1]]()**RECESS:**

Recesses/health breaks are necessary for successful student learning. All students will have a recess break after lunch. Unless it is extremely wet, muddy, windy, and/or cold, all children go outside, unless we have a note from a parent. Addition recess times are planned by the teachers of each grade level.

**REPORT CARDS:**

Report Card will be sent home after the end of each quarter. The quarters end on the following dates:

* October 11, 2017
* December 22, 2017
* March 2, 2018
* May 25, 2018

If you have any concerns or questions, please don’t wait for the report card. Contact your child’s teacher.

RIGHT TO KNOW:

Under the No Child Left Behind Act, Title I, Part A, Section III, Parents Right to Know, parents have the right to request the following information about their child’s teacher, any paraprofessionals (instructional assistants), or principal who may work with their child. This includes:

* Name of the teacher, paraprofessional, or principal
* Site assignment
* Teaching or classroom assignment (if applicable)
* Current licensure level and type
* Area(s) of endorsement
* Type of degree(s) and major from college/university

Any parent or legal guardian interested in requesting this information may submit this request in writing to the Gallup McKinley County Schools Personnel Department,

PO Box 1318, Gallup, NM 87305.

SPECIALS:

Library, Physical Education, and Art

* Specials runs on a 3-day rotation. Please ask your child’s teacher which day (day 1,2, or 3) each special falls on. A PE calendar will be sent home at the beginning of each month.
* Please make sure appropriate clothing and footwear (including coats, hats, and gloves during cold weather) are worn on PE days.

Bilingual Programs: Navajo Language and Culture

* Navajo Language and Culture Services K – 5th graders. This program is offered during the specials time block every day.
* Written Parental consent forms are required for participation in and withdrawal from each of these programs.
* Students who sign up for NLC will attend NLC classes instead of specials classes.

STUDENT ASSISTANCE TEAM (SAT)

This is a group of people that want to help your child succeed. A student that is struggling in any area can be referred to the Student Assistance Team for help.

* Academics- low test scores, retention, not meeting grade level expectations and standards.
* Retention- for monitoring (after retention) during current year, possibility of retention during current year.
* Social- failure to participate or collaborate purposefully and positively during group situations.
* Emotional- bullying, withdrawn, change in behavior, trouble getting along with peers and staff.
* Behavior- disruptive, sleep deprivation, antagonistic and defiant attitudes.
* Attendance- excessive tardies, excessive early check-outs, excessive absences including excused and unexcused.

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This team is composed of you, as a parent, your child’s teacher, the counselor, health assistant, SAT chair, principal, any other support staff as needed, and the student, if appropriate. Together, we brainstorm ideas to help your child. Anyone can refer a child to the Student Support Team. If you feel your child is having problems in any area, feel free to call the counselor/SAT chair, Tammy Sullenger, to refer your child. She can be reached at 721-3403.



**SUPPORT SERVICES:**

Jefferson Elementary offers a variety of special services to help our students. These include a School Counselor, Reading and Math Interventionists, Instructional Support Teacher, Special Education, and the Navajo bilingual teacher. If you feel that your child might benefit from any of these services of personnel, please contact your child’s teacher.

**TEACHER REQUEST POLICY**

Jefferson Elementary prides itself on putting a great teacher in every classroom. Therefore, we do not honor parent requests for specific teachers. Class lists are made after careful consideration of student academic abilities, appropriate balance of various demographic categories, teacher and student personalities, and students’ social needs. We appreciate your confidence in our selection methods and your support of your child’s teacher throughout the school year!

**TESTING**

It is very important that your child is present for benchmark and state-mandated testing during the school year, as these are the measures used to make individual student and program decisions for the school. We administer the following assessments:

FORMATIVE ASSESSMENTS – these are assessments given regularly in the classroom to check for student understanding.

ISTATION – This is a reading readiness test given three times yearly to all students. Progress monitoring is also completely monthly.

INTERIM ASSESSMENTS– The Interim assessment is a district benchmark assessment in reading and math given at the end of each quarter for 1st – 5th grade students.

NMSBA – New Mexico Standards Based Assessment is given to 4th grade students for science.

PARCC –The Partnership for Assessment of Readiness for College and Careers for grades 3 – 5. This tests reading, math, and writing. It is given in the Spring.

**TEXTBOOKS**

The teacher will provide appropriate materials and resources, including textbooks, to facilitate completion of homework assignments. In addition, textbooks will be provided, upon request of the parent and/or student, for outside class use, if available.

VOLUNTEERS/ CHAPERONES:

* Volunteers are valued at Jefferson Elementary. Your energy and expertise lighten the load and lift our spirits. If you’d like to become a volunteer on a regular or drop-in basis, please contact your child’s teacher or the office.
* Gallup McKinley County Schools does have a volunteer policy in place.
	+ Anyone wishing to volunteer will complete a volunteer background check which will be completed at the school. A secretary will be available to help, if needed.
	+ The cost for the background check is $16.95. A credit card or pay card must be used to complete the process.
	+ This process does NOT use fingerprinting.
	+ Once the background has been completed and GMCS has cleared the applicant, the school will notify the applicant.
	+ The Background Investigation Bureau will then issue a volunteer badge, which will be sent to the address put in the application. Volunteers should wear this badge at all functions where they are serving as a volunteer.

**Acknowledgement**

This is to acknowledge that I have been provided access to the Jefferson Parent/ Student Handbook, which contains information about the procedures and policies of Jefferson Elementary School. I understand that I am responsible for becoming familiar with the guidelines and procedures within the handbook for myself and my child(ren). I also understand that two (2) copies of the Parent/ Student Handbook will be made available in the school office and on the Jefferson Elementary website.

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Parent’s Name (Please Print)

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Parent’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Receipt