

# JEFFERSON ELEMENTARY



## Family Handbook

### 2021 - 2022

Jefferson Elementary      832-6260 / 8:27 – 3:20 \*1<sup>st</sup> bell rings at 8:22AM  
Fox River Academy      832-4848 / 8:10 – 3:10 \*1<sup>st</sup> bell rings at 8:05AM

THE MOST RECENT AND UP-TO-DATE HANDBOOK CAN ALWAYS BE FOUND ON OUR SCHOOL WEBSITE.

August 2021

Dear Parents,

Welcome to the start of the 2021-2022 school year. I am very grateful to be in a school with a dedicated staff and wonderful students. Your Jefferson Elementary staff and I look forward to the challenge that lies ahead in providing your child(ren) with a quality educational experience.

We encourage you to get involved in your child's education by attending parent conferences, PTA functions, concerts, and all other school activities. If you're interested, there are many opportunities throughout the school year where volunteers are needed to work in the classrooms, tutor, listen to children read, or help out with special events.

From time to time you may have questions about one thing or another – please do not hesitate to call. Your child's teacher will be the best resource to let you know how your child is doing in school.

As you page through our Jefferson and Fox River Academy Parent Handbook, you will see a lot of useful information. Not only will you find our school calendar, discipline policy, PTA information and other items of importance, but it also includes a booklet of important school board policies and notices. All this information is intended to provide you with a more thorough understanding of our policies, procedures, and opportunities at Jefferson Elementary School. If you have any questions, please feel free to call our office (832-6260).

Sincerely,

Lori Leschisin  
Jefferson Elementary and Fox River Academy Principal

# WELCOME!

¡Bienvenidos!

Zoo siab txais tog nej!

This *Jefferson Elementary and Fox River Academy Family Handbook* has been designed as a yearlong reference guide for the Jefferson School students. If you have any questions or concerns, please feel free to contact the school office at 832-6260. We welcome and encourage your feedback and suggestions.

Jefferson Elementary offers exciting educational programs that provide our children with a nurturing environment that ties learning with real life opportunities. Programs for students with unique learning needs are provided in addition to a variety of special programs such as band, orchestra, and musical programs. Children have the opportunity to learn leadership skills through Student Counsel, Peer Mediation and Safety Patrol. The community is always welcome in our school!

Please visit our Jefferson web site at <http://jefferson.aasd.k12.wi.us/> or our Facebook page. They are both awesome!



*“Making Connections that Count”*

# JEFFERSON ELEMENTARY AND FOX RIVER ACADEMY STAFF

Principal: Lori Leschisin  
Secretary: Cathy Kornish  
Secretary: Maggie Alfrey

Dean of Students: Cathy Porter  
Student Advocate: Jenny Vissers  
Building Engineer: Evan Veldt

JEFFERSON HOMEROOM TEACHERS		JEFFERSON SUPPORT STAFF	
<i>Kindergarten</i>	Kelly Ambrose	<i>Art</i>	Kate Baumgart
<i>Kindergarten</i>	Kathy Dachelet	<i>Band</i>	Eric Ihde
<i>Kindergarten</i>	Melissa Romenesko	<i>EBD</i>	Ashtin Aman
<i>Grade 1</i>	Ann Kaczmarek	<i>EBD</i>	Matthew Schauer
<i>Grade 1</i>	Rachel Jakober	<i>ELL Teacher</i>	Amy Silha
<i>Grade 1</i>	Melissa Cust	<i>Guidance</i>	Becca Jacobson
<i>Grade 2</i>	Savannah Hoffman	<i>Media Specialist</i>	Jacki Bolwerk
<i>Grade 2</i>	Julie Niquette	<i>LD</i>	Sara Kennedy
<i>Grade 3</i>	Angie Gambaro	<i>LD</i>	Brianna Gretzinger
<i>Grade 3</i>	Kelly Peebles	<i>LD</i>	Catherine Hawley
<i>Grade 3</i>	Vicki Zipperer	<i>Music</i>	Brittany Sperberg
<i>Grade 4</i>	Alex Allinger	<i>Nurse</i>	
<i>Grade 4</i>	Allison Ehmke	<i>Orchestra</i>	Emily Walters
<i>Grade 5</i>	Kelli Mammenga	<i>Phy Ed</i>	Kaiser Behnke
<i>Grade 5/6</i>	Maggie West	<i>Psychologist</i>	Lisa Hermus
<i>Grade 6</i>	Olivia Wolf	<i>Title 1 Intervention</i>	Lindsay Johnson
		<i>Social Worker</i>	Michelle Miller
		<i>Math Intervention</i>	Lydia Denzin
		<i>Speech</i>	Katie Traynor
		<i>SRO (PSL)</i>	Officer Leah Becher
		<i>TAG</i>	Melissa Schmidt
		<i>Literacy Coach</i>	Dawn Retzlaf / Vicki Justman
JEFFERSON PARAPROFESSIONALS		FOX RIVER ACADEMY TEACHERS	
<i>Instructional K-6</i>	Janet Weidenfeldt	<i>Kindergarten</i>	Sara Leintz
<i>Instructional K-6</i>	Diane Reopella	<i>Grades 1/2</i>	Amanda Voss
<i>Instructional K-6</i>	Kim Larson	<i>Grades 3/4</i>	Joann Kasper
<i>Instructional K-6</i>	Caitlin Roovers	<i>Grades 5/6</i>	James Birch
<i>Instructional K-6</i>	Tony Pudlo	<i>Grades 7/8</i>	Heather Brinkman
<i>LMC Assistant</i>	Erin Breed	<i>Paraprofessional</i>	Jacob Vaughan
<i>SPED Ed Assistant</i>	Alex Canner	<i>Technology</i>	Leanna Miller
<i>SPED Ed Assistant</i>	Elli Gehl	<i>STEM</i>	Melissa Schmidt
JEFFERSON INTERPRETERS		CHARTWELLS	
<i>Hmong Interpreter</i>	Yer Lor	<i>Lead</i>	
<i>Spanish Interpreter</i>	Esther Blandon	<i>Head Cook</i>	Cindy

# 2021-2022 Jefferson PTA OFFICERS

<b>President:</b>	<b>Katie Stanley / Rachel Ten Haken</b>
<b>Co. Vice President:</b>	<b>Tammy Carey</b>
<b>Secretary:</b>	<b>Ryan Leonhardt</b>
<b>Treasurer:</b>	<b>Robyn Krenke</b>

## **Meeting Dates and Times**

PTA meetings are normally held monthly in the LMC. The PTA meetings are usually held on the first Monday of the month at 6:00 PM in the LMC. Please visit the PTA website for more information regarding events and updates. A tentative schedule is listed below.

- September 13, 2021
- October 4, 2021
- November 1, 2021
- December 6, 2021
- January 3, 2022
- February 7, 2022
- March 7, 2022
- April 4, 2022
- May 2, 2022

Please join and be a part of an organization whose primary goal is to make Jefferson School better for all of our children. Single and family memberships can be purchased until October 30<sup>th</sup> in our school office or at our PTA meeting.

[http://jefferson.aasd.k12.wi.us/parents/parent\\_organizations/jefferson\\_pta](http://jefferson.aasd.k12.wi.us/parents/parent_organizations/jefferson_pta)

## JEFFERSON LATE START– SCHOOL DAYS

Late Start will only pertain to Jefferson Elementary and **not the Fox River Academy**. Please note the following dates. We will be starting at 10:22 on September 22<sup>nd</sup>, 2021. Beginning in October, we will be having Late Starts the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month.

**September 22, 2021**  
**October 13, 2021**  
**October 27, 2021**  
**November 10, 2021**  
**November 24, 2021**  
**December 8, 2021**  
**December 22, 2021**  
**January 12, 2022**  
**January 26, 2022**

**February 9, 2022**  
**February 23, 2022**  
**March 9, 2022**  
**March 23, 2022**  
**April 13, 2022**  
**April 27, 2022**  
**May 11, 2022**  
**May 25, 2022**

# OFFICE INFORMATION

## WELCOME TO JEFFERSON AND FOX RIVER ACADEMY!

***PLEASE CHECK IN AT THE OFFICE WHEN ENTERING THE BUILDING!  
EVERYONE IS REQUIRED TO WEAR A NAMETAG!***

For the safety and concern of all, please enter the building using the front entrance facing Mason Street, Entrance A. You will need to push the intercom button and identify yourself to enter the building. **All parents, visitors, and guest are required** to check in at the office upon entering the building. Staff members have been asked to direct any non-staff members to the office should they not have a Jefferson or Fox River Academy visitor pass on, so please visit the office first! When your visit is done, please sign out in the office and have a great day!

If you are coming to pick up your child before the end of the school day, you will need to come to the office to sign your child out of school. Students are not called down prior to your arrival to the office. Please plan your pick-up time for appointments with this in mind. Your child will then be called down to the office to meet you. If possible, please let the teacher know ahead of time whenever your child will be missing class time. This will alert the school to the absence and allow the teacher the opportunity to send school work home with your child ahead of time. If your child is returning to school, he/she needs to be accompanied by an adult and come into the office to be checked back in prior to returning to the classroom. We truly appreciate everyone's cooperation with the procedure to help us account for all of our students.

### **Bell Schedule**

*Jefferson K-6*

*Fox River Academy*

### **Morning Session**

8:22 a.m. - 11:30 a.m.

8:10 a.m. - 11:00 a.m.

### **Lunch/Recess Period**

\*11:30 a.m. - 12:15 p.m.

\*11:00 a.m. - 11:45 p.m.

### **Afternoon Session**

12:15 p.m. - 3:20 p.m.

11:45 a.m. - 3:10 p.m.

\*Subject to change

### **Office Hours**

Office hours are **7:30 a.m. to 3:45 p.m.** during the school year.

# GENERAL INFORMATION

## ABSENCES

It is the responsibility of the parent/guardian to ensure the student's regular school attendance. It is also the responsibility of the parent/guardian to notify the office of a child's absence before **9:00 a.m.** on the morning of the absence. When an absence is of a known duration, just one call is necessary. If the illness is of undetermined length, please call before the start of each school day. Notification by way of a FAX is also accepted.

If a child becomes ill while at school, parents will be contacted. District guidelines indicate that students with fevers of 100 degrees or higher, or students who have vomited or has diarrhea, will be sent home and should not return for 24 hours. It is very important that we have current phone numbers and or the names of those individuals who should be contacted if your child becomes ill and needs to be sent home.

***Jefferson's PHONE number is 832-6260. Our FAX number is 993-7060.***

In the case of a *communicable disease*, in addition to calling Jefferson, please call the **Health Department at 832-6429** as soon as the illness is diagnosed.

- ***Homework for Absences***

After an absence of two consecutive days, a request to pick up homework assignments should be made at the time a parent reports the student's absence to the office. This will allow time for teachers to get homework to the office by the end of the school day and does not cause unnecessary interruptions during instructional time. Staff will not be able to get homework to parents on short notice. Homework will be available for pickup by parents or siblings by 3:20 p.m. on the day requested. Students are expected to complete any work missed in a reasonable amount of time, and teachers will consider each student's circumstances when determining assignment due dates.

## ADDRESS/PHONE CHANGES IMPORTANT!

If at any time during the school year a student moves to a different address, this change must either be made on the parent portal by a parent or reported to the school office as soon as the move has occurred. Likewise, a change in telephone numbers (home, work, and cell) or the installation of a telephone should be changed on the parent portal or reported to the office. **Contact with the parent during an emergency is imperative!** We also need up-to-date emergency contact information on file at all times. Thanks for keeping us informed!

## ANTICIPATED ABSENCE

If you know your child will be absent for more than two days please stop in the office at least one week prior to the absence and pick up an Anticipated Absence form. This form needs to be filled out and turned into the homeroom teacher who will sign it and return it to the office. The homeroom teacher will provide the assignments to be completed over the vacation. Makeup work may also be assigned when the children returns to school. Alternative assignments may need to be assigned when it would be difficult to replicate the work/activities that were completed during the student's absence. Only one form needs to be submitted for all children in the family.

## **ATTENDANCE AND TRUANCY**

Please see Board policy 430 and 430 Rule.

[https://www.aasd.k12.wi.us/district/board\\_of\\_education/school\\_policies/400s](https://www.aasd.k12.wi.us/district/board_of_education/school_policies/400s)

## **BIRTHDAY AND HOLIDAY GUIDELINES**

Appleton Area School District is focusing on promoting the Whole Child Wellness. As part of these efforts the District has made some changes to the School Wellness Policy 458. The policy states that students **should not** bring in snacks and treats for their class. If you would like to recognize special occasions, such as birthdays, holiday, etc., please consider donating a class gift such as a new game, puzzle, or book.

## **CANCELLATION OF SCHOOL**

Should cancellation of school be necessary, every effort will be made to notify the radio and television stations listed below with a pertinent message by **6:00 a.m.** You may listen to any of the following stations for the Appleton Area School District announcement:

<b><u>AM Radio</u></b>		<b><u>FM Radio</u></b>		<b><u>TV</u></b>	<b><u>CH</u></b>	<b><u>Cable</u></b>
WHBY	1150	WAPL	105.7	WBAY	2	6
WNAM	1280	WUSW	96.9	WLUK	11	12
WSGC	1050	WOZZ	93.5	WFRV	5	10
WOSH	1490	WVBO	103.9			
WGEE	1360	WEMI	91.9			
		WIXX	101.1			
		WFIZ	107.1			



- Jefferson School will send an **EMERGENCY SCHOOL CLOSING** instruction form home for each child. This will allow you to indicate what you would like the school to do in the event that school is closed during the day earlier than the usual dismissal time.

## **COMMUNICATION – SCHOOL AND HOME**

Please check your child's backpack every day. It is essentially important that they are checked every Friday: this is when the Jefferson staff sends important notices home in the Jefferson Folders. Sometimes due to deadlines, information may be sent home on other days. Please remember to check your child's backpack on a consistent basis. In addition, each teacher will send home a newsletter at least once a month to tell you of upcoming events in their classrooms. Additional copies of all communications and progress reports will gladly be made for non-custodial parents or shared custodial parents. Please contact your classroom teacher to make those arrangements. We are requesting that you provide us with stamped, self-addressed envelopes if you'd like those mailed.

## **FEES**

School fees are assessed at the beginning of each school year. We encourage all families to pay for school fees through the online procedure at the time of registration through the parent portal. School fees are as follows:

Full-Day Kindergarten: \$30.00  
Grades 1-6: \$30.00  
Grades 7-8: \$40.00



## **FEES – CONTINUED...**

**If paying in the office by checks, please make the check out to AASD.** Families with incomes below established guidelines may qualify for a waiver of school fees. The school fee waiver application is now combined with the Free and Reduced Lunch Application. All applications are treated confidentially. There is no reduced-school fee; therefore, students who qualify for *reduced* lunch fees are required to pay school fees as listed above. All forms can be found online through the Parent Portal or in the school office. Students who enter school later in the year are assessed prorated fees.

## **FIELD TRIP FUND**

Sometimes there are family circumstances that make it financially difficult, if not impossible, for a Jefferson Elementary family to cover the cost of a classroom/school activity. If a family ever needs financial assistance to cover costs of a school activity they can make the classroom teacher aware of the need. All requests should be approved by the principal and are kept completely confidential.

## **MEDICATIONS AT SCHOOL**

In compliance with Wisconsin State law, the Appleton Area School District has adopted a policy on the administration of medications. In order for school personnel to administer medication safely and efficiently, parents/guardians and/or adult students will need to comply with the following requirements.

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with their family physician to determine if medications can be scheduled outside of school hours. In the event that this is not possible, the district will administer medication within the following guidelines.

- ***Prescription Medication***

A current **Administration of Medication Consent Physician's Statement** form and **Administration of Medication Consent Parent/Guardian Statement** form must be on file in the school office. These forms may be obtained in the school office. The prescription medication must be supplied in the original **pharmacy-labeled bottle** indicating the correct dosage and administration instructions. This information must be the same as provided in the above noted forms. Only the amount of medication needed at school shall be contained in the bottle.

- ***Over-the-Counter-Medication (Non-Prescription)***

1. The parent/guardian must complete an Administration of Medication Consent form.
2. Medication must be supplied in the original container with the student's name written on the container.
3. We have been advised by our nurse that cough drops will no longer be allowed in school.



- ***Self-Administered Medication at School***

Although it is permitted, and sometimes necessary, for students to carry and administer their own medication, it is not recommended for elementary age students. If a parent wants their child to possess medication for self-administration, the parent should contact the school nurse to discuss this. Due to a change in state law and district policy, asthma inhalers and controlled substances (such as Ritalin, Adderall, and Codeine) need parent and physician authorization in order to be self-administered. Authorization forms are available in the school office. Please contact the school nurse if you have any questions.

## PROGRESS REPORTS

Elementary progress reports are issued twice a year. The reports are a formal evaluation of each student and are only one form of communication of a student’s progress and level of development. Parents should be continually aware of their child’s progress through completed assignments and other communication with teachers. It is important to remember that your child is an individual and the information should not be compared with any other child’s progress report.

## RECESS

Recesses are scheduled to provide our students with the opportunity to socialize and get some physical activity. It is our expectation when you send your child to school that he/she is well enough to go outside and participate in outside activities.




- **Non-Participation Requests Due to Illness/Injury**

Please do not send notes requesting that your child stay indoors for recess. A doctor’s written excuse will be needed if there is a medical reason why your child should not be going outside for recess. *If extenuating circumstances exist, please contact Principal Lori Leschisin at 832-6260.*

## SNACK GUIDELINES

Each day, students have the opportunity to have a **healthy** snack while they complete schoolwork. Please remember this is a short snack time, so plan accordingly.

The decision on what to send as a snack rests with the parents, but your help in promoting the message of **healthy** eating is appreciated. Some suggestions are:

Healthy Snack Ideas	Do Not Send For Snacks and Limit for Celebrations
<ul style="list-style-type: none"> <li>➡ Fresh or dried fruit, Apple Wedges</li> <li>➡ Pretzels</li> <li>➡ Plain Trail Mix, Gorp</li> <li>➡ Cheese</li> <li>➡ Crackers</li> <li>➡ Rice Cakes</li> <li>➡ Raw vegetables</li> <li>➡ Granola Bars (Watch fat content)</li> <li>➡ Juice Boxes (100% Juice), Water</li> <li>➡ Yogurt</li> <li>➡ Fat Free Popcorn</li> <li>➡ Nuts</li> <li>➡ Beef Jerky (95% fat free)</li> <li>➡ Unsweetened cereal</li> </ul> <div style="text-align: right; margin-top: 20px;">   </div>	<ul style="list-style-type: none"> <li>➡ Carbonated beverages</li> <li>➡ High sugar, high fat foods</li> <li>➡ Desserts</li> <li>➡ Potato chips or similar chips</li> <li>➡ Pop tarts</li> <li>➡ Granola Bars with chocolate</li> </ul> <div style="text-align: center; margin-top: 20px;">  </div>

## SUPERVISION BEFORE SCHOOL

**Jefferson Elementary: THERE WILL BE NO OUTDOOR SUPERVISION BEFORE OR AFTER SCHOOL.**

The school doors will open at 8:15 a.m. daily. At this time, all students are encouraged to enter the building through their designated doors and proceed to the hallway outside of their classroom. Once inside, they will sit quietly in the hall until the bell rings. Jefferson’s paraprofessionals will provide supervision in designated areas of the building until the bell rings. **THERE WILL BE NO OUTSIDE SUPERVISION. FOR THE SAFETY OF YOUR CHILD, DO NOT HAVE STUDENTS ARRIVE TO SCHOOL BEFORE 8:15 A.M.**

## **SUPERVISION BEFORE SCHOOL – CONTINUED...**

### **Fox River Academy: THERE WILL BE NO OUTDOOR SUPERVISION BEFORE OR AFTER SCHOOL.**

Fox River Academy's doors will open at 8:00 a.m. At this time, all students are encouraged to enter the building through their designated doors and proceed to the hallway outside of their classroom. Once inside, they will sit quietly in the hall until the bell rings. Fox River Academy paraprofessional will provide supervision in designated areas of the building until the bell rings.

On mornings when it is raining or when the temperature is 5°F or below with or without the wind chill, students will be allowed in the building at **8:15 a.m.**

## **TOYS AND ELECTRONIC DEVICES**

During the school day (7:00 a.m. – 4:00 p.m.), students are prohibited from using cellular phones, electronic paging, two-way communication, or gaming devices while in school buildings or attending school activities. Students who are in possession of electronic paging, two-way communication, or personal electronic devices must store the equipment in their locker during the school day, or with their personal belongings during school activities. Stored electronic paging or two-way communication devices must be programmed to a silent mode so as not to disrupt the educational environment.

To limit the risk of theft and to maintain a learning environment free of distraction we recommend leaving all toys, electronic devices, and valuables at home. The only exception to this policy is when a teacher requests that students bring these items to school for a class. Please ask the teacher for the Technology Device Release and Waiver of Liability form. Please see the *Appleton Area School District's Family Elementary School Policy Manual* for specific information regarding electronic communication devices.

## **USE OF BUILDING**

Any group that wishes to use the Jefferson School for a meeting place must contact the Use of Buildings Coordinator at the Morgan Building at 997-1399, ext. 6151. *Use of Building* forms for Boy & Girl Scout use only are available at the school office.



## **VACATIONS- 3 Days or Longer**

If you know your child will be missing three or more days of school due to a family vacation, please stop in the office at least one week prior to your vacation and pick up an Anticipated Absence form. This form needs to be filled out and turned into the office and will have the principal sign it, give a copy to the teacher and send home the approved copy. The homeroom teacher will provide the assignments to be completed over the vacation. Makeup work may also be assigned when the children returns to school. Alternative assignments may need to be assigned when it would be difficult to replicate the work/activities that were completed during the student's absence. Only one form needs to be submitted for all children in the family.

## **YMCA LEARNING CENTER AFTER-SCHOOL PROGRAM**

The YMCA provides childcare at Jefferson after school. The after school program begins at 3:17 and ends at 6:00 p.m. The YMCA offers a sliding fee scale for families who cannot afford the full cost of care. The mission of the YMCA is to create a safe, drug free environment during non-school hours that supports student achievement, healthy lifestyles, and developmental assets through an integrated network of community-wide partners that is responsive to the diverse needs of the school community. For more information, please contact: **YMCA Jefferson-FRA 21st CCLC Coordinator at: (920) 209-0159.**

# SAFETY

*Information provided by the Appleton Police Department & Department of Public Works*

## **FIRE, TORNADO AND SAFETY DRILLS**

We constantly strive to make our schools a safe place for all students and staff. As in the past, fire and tornado drills (which are required by law) will be held to familiarize our students with the procedures. In addition to those drills, we will be practicing safety drills. While we hope we will never have a real fire or experience a tornado, we also hope we never have an intruder in our building. Just like we need to be prepared in case of a fire or tornado, we need to be prepared should we have an intruder. Teachers will discuss safety-drill procedures with the students in each classroom. This will be done in such a manner that it will not frighten the younger students and yet will allow us to be prepared should the necessity to employ the AASD Building Intruder Policy ever arise.

## **SCHOOL SAFETY PATROL**

The intent of the student Safety Patrol is to control children at designated crossings near the school. The Safety Patrol will only be stopping children, not vehicles. The Safety Patrols are restricted to the curb when controlling the pedestrian movement. The only control device they will be utilizing is a Safety Patrol staff with an attached flag. The safety of all the children in the school is our main priority. The job of controlling traffic (vehicles) is the responsibility of the Appleton Police Department Adult Crossing Guards. The Crossing Guards are employees of the Police Department with statutory authority to stop vehicles.

The City of Appleton's main concern is your children's safety, and it is committed to keeping the school zones safe for our children. Let's work together and keep our school zones a safe place. Please do your part by driving safety, with courtesy and respect for everyone in the school zones. Thank you!

## **TRAFFIC SAFETY**

The safety of Jefferson Elementary School students is of utmost importance, and we are providing the following information on pedestrian and bicyclist safety to use as a basis of discussion between parents and children.

### **★ Bicycles**

- Ride on the right side of the road and close to the edge of the pavement, in the same direction of flow as the traffic. They may ride on the sidewalk (with the exception of Mason Street in front of the school or on Prospect), but **pedestrians have the right of way**. They should be courteous to pedestrians.
- Obey all stop signs, yield signs and traffic signals.
- Signal all turns and stops using the proper hand signals.
- Ride single file and pass parked or moving cars with care.
- Walk your bicycle at busy intersections and corners; if you are turning left, use the pedestrian crosswalk.
- Let pedestrians go first at crossings and on sidewalks.
- Bicycles should be placed appropriately and locked in the bike racks, and bikes should be walked on the playground.



## ★ Drivers

- **Staff Parking Lot: PLEASE DO NOT ENTER** – For the safety of our students please do not come into the area behind the school – This area is for **Staff Only** and is posted as such. This past year, we had many parents parking in the back lot waiting for their children. Violators are subject to a parking citation.
- **4 Hour Parking - 7:30 a.m. – 4:30 p.m. on School Days:** these designated areas may be when you are visiting the school.
- **No Stopping, Standing or Parking Except for School Buses:** These areas may not be used as a drop-off zone. Vehicles cannot stop in this area – even momentarily – to drop off or pick up passengers. These areas are off limits to vehicles during the posted times. This is the most frequently violated sign; please obey this sign. Violators are subject to a parking citation.
- **Statutory Parking Restrictions:** Vehicles parked within four feet of a driveway, ten feet of a fire hydrant or fifteen feet of a marked or unmarked crosswalk are subject to a fine. Since these types of restrictions are statutory and considered “Rules of the road,” all licensed drivers are obligated to abide by them, whether marked or unmarked by signage or curb markings.
- To avoid traffic congestion, park further away from school and let your child cross the street at a crossing guard, safety patrol, marked or unmarked crosswalk. **Never** let your child cross between parked cars or mid-block!
- At the time you are picking up or dropping off your child, many other people are doing the same thing and creating much congestion. Because of this, if the child has to cross the street without the aid of a crossing guard or safety patrol, you as a parent should help your child cross the street.
- Stopping in an intersection is not legal (this includes the top of “T” intersections). This area is off limits to stopped vehicles. Please do not drop off your child in the street. This violation can result in a traffic citation.
- Double-parking (or stopping) of vehicles is not legal. You may not stop your vehicle on the roadway side of any parked vehicle. This violation can also result in a traffic citation.
- Handicap parking spots are for vehicles who have a permit only.



## ★ Pedestrians

- Choose the safest route to and from school using the school’s *Safe Walking Route Map*, and instruct your children how to use it. Even if it is not the shortest route, it is considered to be the SAFEST. Where there is no sidewalk and it is necessary to walk in the roadway, state law requires that pedestrians always walk on the side of the street facing traffic. Some other points to consider are:
- Cross streets **ONLY** at marked or unmarked crosswalks. Do not cross mid-block.
- **DO NOT** cross the street between parked cars.
- Watch for turning vehicles.
- WALK, don’t run, when crossing the street.
- Obey traffic signals and wait for the walk signal.
- ALWAYS obey all police officers, adult crossing guards and school-safety patrols.



# STOP!T

## REPORTING



STOPit is a platform that our district has adopted in order to deter, mitigate, and manage bullying, cyberbullying, and other harmful or inappropriate behavior.

STOPit empowers individuals with a simple, completely anonymous mobile app to report incidents, including attaching photo or video evidence.

STOPit's anonymous two-way chat provides a safe and comfortable way for people to communicate about sensitive issues.

Learn more - [https://www.aasd.k12.wi.us/families/bullying\\_pbis/bullying](https://www.aasd.k12.wi.us/families/bullying_pbis/bullying)



***Each day brings with it the miracle of a new beginning. Many of the moments ahead will be marvelously disguised as ordinary days, but each one of us has the chance to make something extraordinary out of them.***

–Douglas Pagels

# BREAKFAST AND LUNCH INFORMATION

## **BREAKFAST**

All enrolled Jefferson Elementary students are offered a breakfast at **no charge**. This is not a mandatory program. Breakfast is brought to the students in the classroom and they will eat at their desks in the company of their teacher, friends, and classmates-a setting that encourages them to eat a healthy breakfast. *Chartwells* Food Service offers breakfast to **Fox River Academy** for **\$1.15 per meal**.

## **FREE AND REDUCED INFORMATION**

Some students may qualify for free or reduced meals based on family income guidelines. The reduced cost for breakfast is 30¢ and 40¢ for lunch. Families whose income is below this established guideline are also entitled to apply for free milk and waiver of school fees (please see "School Fees"). Contact the school office or *Chartwells* (997-1399, ext. 1719) for these applications. All applications are treated confidentially. Students may wish to bring bag lunches from home.

## **LUNCH**

All enrolled Jefferson students are eligible to receive a healthy lunch at school at **no charge** to your household thanks to the Community Eligibility Provision (CEP). No further action is required of you to receive the free meals. However, a completed application is still needed to determine whether or not your child is eligible for a waiver of other school fees. In addition, this information is also used to secure funding for other areas such as SAGE (lower class sizes) and Title 1.

The CEP Program covers regular school breakfast and lunch for STUDENTS only during the regular breakfast & lunch times. It does not cover families and siblings when they attend school lunch or classroom outings.

*Chartwells* Food Service sells hot lunch at **Fox River Academy** for **\$2.70 per meal for elementary students and \$2.85 for middle school students**. Lunch monies must be paid for in advance and can be prepaid in any multiple. Send cash or check, **payable to AASD, in an envelope with the child's name, teacher's name, homeroom number and the amount of payment clearly marked on the front of the envelope**. If payment is for more than one student, please indicate the names and amounts for each. **If a student brings a lunch from home and wishes to purchase milk, the cost is 35¢ for either white or chocolate milk**. Parents are welcome to join their children for lunch at a cost of **\$3.75 per adult**.

## **LUNCH PROCEDURES**

In order to help reinforce the manners that students are taught at home, we must enforce certain rules and procedures.

1. Students must adhere to the directions of the noon supervisors.
2. Students must stay on the school grounds during the lunch hour unless they have their parent's **written** permission to leave. Students are to give this written permission to their homeroom teachers.
3. Students must use good manners and voice control.
4. Students must clean up the area where they are sitting before going outside.
5. All school rules are in effect during the lunch hour.





# POLICIES

## DRESS CODE

We take pride in the appearance in our students. How students act is often affected by what they wear. Students are expected to dress appropriately in clean, well-fitting clothing appropriate for the weather. This makes them feel more comfortable about school and increases their chances of being successful students ready to learn. Students dress or attire must adhere to the following minimum standards. The standards maintained align with the BOE approved policy 443.1, <http://goo.gl/rznWa9> found in the family district handbooks.

- Students may not wear scanty/revealing clothing. Examples of these items include **but are not limited to** tube tops, halter tops, backless tops, strapless tops, spaghetti straps, and clothing that expose the midriff and/or undergarments.
- Jackets, coats, and gloves must be removed at the student's locker/hallway hook area. Any such items may not be worn around the building during school hours.
- Students are not allowed to wear head gear in the school building. Removing a person's hat when entering a building is a well-established sign of respect in our country and one that will be reinforced in our schools. Examples of head gear include **but are not limited to** hats, caps, and bandanas.
- Students must wear shoes/appropriate footwear in and around the school at all times.
- No garments that advertise alcohol, alcohol establishments, tobacco products, or other drugs may be worn.
- No attire with messages or symbols that include profanity, violent or sexual language/actions, or inappropriate subject matter is allowed to be worn in the school buildings.
- No attire with any gang related purpose is allowed.

Any attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn. Examples of these items include **but are not limited to** chains, leather straps, pet collars, and spikes.

This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress. Since styles of clothing change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment. Members of the staff will use their professional judgment when enforcing this policy.



## **AUTHORITY OF PRINCIPALS AND CONSEQUENCES FOR VIOLATIONS:**

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing and body markings, the principal or his/her designee will review the situation and make a final decision. Violations of any of the above standards will be subject to disciplinary actions specified in school handbooks.

## **HOMEWORK POLICY**

Homework is an extension of the learning that takes place in school. It provides practice that reinforces classroom learning and provides opportunities for independent study, research and creative thinking. Homework assignments will vary at the different grade levels. It teaches students responsibility and time management skills. It provides communication between the parent, child and school regarding the students' educational experiences. It has a positive impact on learning. Parents, students, and teachers all have a role to insure a successful homework experience.

### **Teachers will:**

1. Provide the necessary instructions and directions, with expectations for quality.
2. Provide individualized homework assignments when necessary.
3. Provide a variety of homework assignments: review, practice and enrichments.
4. Review and provide feedback for all homework.
5. Contact parents when there are concerns regarding their child's homework.
6. Require the use of assignment notebooks in grades 2 – 6.
7. Provide parents with guidelines for homework expectations for each grade level.

### **Students will:**

1. Ask questions when confused about homework assignments.
2. Write homework in their assignment notebooks and communicate the assignment to their parents.
3. Complete work that reflects their best efforts.
4. Complete and return homework on time.
5. Read or be read to for at least 15 minutes each night.



### **Parents will:**

1. Provide a quiet, comfortable place for work.
2. Help child establish a homework routine.
3. Review the assignment notebook.
4. Provide support when asked by the child.
5. Ensure that their child will be reading on his/her own or being read to for at least 15 minutes a night.
6. Communicate concerns regarding student needs / frustrations to the teacher.

***Student success is accomplished when the students, parents and teachers work together!***

# AASD Complaint Procedure

Appleton Area School District staff are committed to working closely with parents and guardians to resolve issues and concerns in a way that is mutually agreeable.

What are the steps to follow when you have a concern, question, or problem that needs attention?

## LEADERSHIP TEAM

Superintendent

Asst. Superintendents  
School Services

Asst. Superintendent  
Pupil/Student Services

Asst. Superintendent  
Assessment, Curriculum  
& Instruction

Chief Financial Officer

Chief Human Resources  
Officer

**1** First, contact the **classroom teacher or staff member**. If there is a serious issue, you may wish to schedule a face-to-face meeting rather than phone.



**2** If no resolution has been reached, or if your concern is school wide, please contact the school's **Principal/Administrative Supervisor**.



**3** If resolution is still not reached, please contact the **Assistant Superintendent** assigned to your school at 832-6301.



**4** Unresolved issues may be appealed to the **Superintendent** at 832-6126.



**5** The final step in the district appeal process is the Board of Education. Appeal requests should be submitted in writing to the **President of the Board of Education**, AASD Administrative Center, P.O. Box 2019, Appleton, Wisconsin 54912-2019.

# SCHOOL-WIDE POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS).



Jefferson Elementary is continuing the proactive behavior support system, (Positive Behavior Intervention and Supports-PBIS) this fall. It is well known that schools are successful when they help children grow academically, socially, and emotionally. For this to happen, it is imperative that we have a safe environment that is supportive and conducive to growth. By setting forth clear social and behavioral expectations, it is our goal to create an atmosphere for learning.

## Jefferson's PBIS System has 5 components:

- **Behavioral Expectations Matrix** - Be Responsible, Be Respectful, Be Safe
- **Cool Tools** – Lesson plans used to teach students the Behavioral Expectations
- **Caught in the Act Tickets** – An Acknowledgment/reinforcement System
- **Office Discipline Referral Forms** – ODR's
- **Celebrations** – Held several times throughout the school year.

Based on Positive Behavioral Interventions and Supports, our plan is in place, with staff trained and looking forward to training students once at the beginning of this school year. We also welcome parent involvement and look forward to giving parents information throughout the year.

**Philosophy:** PBIS is a team based systemic approach in teaching the behavioral expectations throughout the school. It is based on a proactive model which teaches the behaviors, reinforces and recognizes children who are able to model these behaviors and has systems in place to support children who have a difficult time. *The team approach is what truly makes this system work and we really need every family's support to help us be successful.*

**Approach:** Instead of using a patchwork of individual behavioral management plans we have moved to a school-wide discipline system that addresses the entire school, the classroom, areas outside the classroom (such as hallways, restrooms, cafeteria, offices, playground etc.)

Every person who works in the school is aware of the behavioral expectations and works to ensure students are consistently getting the same message regardless of the setting they are in, or the adult they come in contact with.

**Implementation Plan:** We are very excited with our progress, and will continue working to improve our success. In order to accomplish this task, several components are in place.

They are as follows:

1. **Behavioral Expectations are Defined** - A small number of clearly defined behavioral expectations are simply stated in positive terms. Hopefully you are all aware of our school expectations:
  - Be Safe
  - Be Respectful
  - Be Responsible

2. **Behavioral Expectations are Taught:** Social Skills lessons are taught weekly and desired behaviors are taught in the appropriate area (hallways, playground, field trips, etc.)
3. **Appropriate Behaviors are Acknowledged:** Once appropriate behaviors have been defined and taught, they are acknowledged in various ways on a regular basis.
4. **When Students' Have a Difficult Time With One of the 3 School Wide expectations (safety, respect and responsibility), they are Corrected Proactively.** When children break one of the expectations they are immediately corrected, discussion how their actions broke one of the expectations occurs, they are then retaught the correct and appropriate behaviors to replace the inappropriate behaviors with. There are clear consequences which children are aware of when rules are not followed.
5. **Data Collection:** Office Discipline data is collected on school wide behavior and a team (Climate Committee) reviews the data regularly to determine when and where the problems are occurring. The committee then brainstorms ways to proactively address the problems.
6. **Individual Support is Provided for Students not Responding to the School-Wide System:** Jefferson and FRA have a Building Assistance Team, which works on plans for individual students who may have a difficult time and need more support in the school setting. This team meets on a bi- monthly basis. Parents are active partners in developing plans to help these students succeed.
7. **Active Support by All Stakeholders:** The entire school community is needed to be actively involved in order to make the system successful. PBIS is a school-wide system for establishing a positive culture in the school.

**Benefits of PBIS (research based):**

1. Increase attendance.
2. Student self-reports of a more positive and calm environment.
3. Teacher reports of a more positive and calm environment.
4. Reduction in the proportion of students who engage in behavioral disruptions.
5. Reduction in the number of behavioral disruptions.
6. For more information about PBIS please contact Lori Leschisin at 832-6260 or go to [www.pbis.org](http://www.pbis.org)