Jefferson School Daily Schedule

Kindergarten through Grade 5 school hours on Monday, Tuesday, Thursday and Friday are 8:20 a.m. - 3:05 p.m. Wednesday school hours are 8:20 a.m. - 2:15 p.m.

Please Call

Each school in the district is required by law to keep careful records of student attendance. Each school must also determine if each absence is excused or unexcused. Attendance records are turned into the state each spring.

To help us maintain accurate records and to assure that your child's absence will be properly excused, please call your child's school when he/she will be absent,(459-3620) before 8:30 a.m.

Excused school absences include illness, religious holidays, death in the family, medical emergency, trips sponsored by the school, and absences previously arranged and approved by the school principal.

A child coming to school late should report to the office before going to his/her classroom. A child is considered tardy if he/she arrives after 8:20 a.m.

Attendance and Health

If your child will be absent from school, please call the school office before 8:30 a.m. (459-3620). If he/she has a contagious disease, notify the County Public Health Service Building (459-3030).

In the event that a student becomes sick at school, every effort will be made to contact you or the person you indicate as your emergency contact, so that you can assume responsibility for transportation and care of your child. HOME IS THE BEST PLACE FOR A SICK CHILD.
Be sure your child

- Has periodic health and dental check-ups. Physical examinations are recommended upon entrance to kindergarten.
- Gets a good night’s sleep each night before school and eats breakfast before coming to school.
- Many flu bugs, viruses and colds are around, and if your child should be the unfortunate host of one of these, we encourage you to keep him/her home until he/she is fully recovered. If they do return, but need to avoid recess for a time you should send a note on a daily basis requesting that your child stay in unless you have a medical excuse from a doctor. We discourage the practice of allowing children to stay in for more than one day.

The school does not have a nurse on staff. Health conditions requiring a professional opinion should be referred to your family physician or the County Health Department.

**Emergency Information**

If there is any change of information that the school should have during the school year for the welfare of your child, such as an address change, phone number change or any other pertinent information, please inform the office. This is information that must be kept up to date. **IT IS VITAL IF WE ARE TO ACT QUICKLY AND PROPERLY IN CASE OF ACCIDENTAL INJURY OR ILLNESS.**

**School Closings**

During the school year, it may become necessary to close the school. In such cases, the following radio stations will announce closings:

- **WHBL 1330 AM** Sheboygan
- **WWJR 106.5 FM** Sheboygan

The decision to delay the start of or to close school will be made by the Superintendent of Schools as early in the morning as possible, usually by 6:00 a.m.
If it becomes necessary to dismiss school before the regular closing time, an announcement will always be made over the above radio stations. Parents are encouraged to make prior arrangements for their child to have a safe place to go in that event. Please listen to the radio and do not call school in order to keep the phone lines open for an emergency.

**Personal Property**

Children should not bring expensive jewelry, valuable toys, money, etc. to school. If it is necessary to bring money, they should have their teacher keep it or bring it to the office until the end of the day. Any hot lunch money or milk money should be placed in an envelope with the child's name on it as well as his/her teacher's name. All outer garments such as: jackets, caps, mittens, gloves, snow boots, tennis shoes, should be plainly marked with the child's name.

With the number of children in the building it is not always possible to find articles in the school when they are lost. Items found are placed in the Lost and Found. The school is not responsible for the child's personal belongings.

**Telephone Calls**

Telephone calls to school with a message for your child should be kept to a minimum. We allow children to call home if they forget books, instruments, etc. Children may not use the school telephone to ask to go to a friend's house after school. If you wish to talk to a teacher, a message will be given to them and they will return your call.

**Breakfast/Lunch Accounts**

Jefferson Elementary School has a hot lunch program available to students. Our school uses a lunch card system. The system works by parents depositing money in their child's account. You can deposit $5.00, $10.00, $20.00, etc. Each time a student eats lunch, breakfast or has milk the card is scanned and the amount is subtracted from the account. Notices are sent
home when the account becomes low or empty. When a student’s account reaches a negative balance they will only receive a peanut butter sandwich and a glass of water until money is deposited in their account.

Menus for hot lunch are announced over the Sheboygan radio stations and Cablevision. Menus are also sent home with each student.

Milk is available for students that bring cold lunch. If the student is eligible for free lunch and they bring a cold lunch and want milk, they would need to pay .30 for the milk. If students take additional milk with their meal, they will be charged .30.

It is helpful to send all money or checks in an envelope labeled with your child’s name, teacher’s name, amount and purpose for which it is intended.

Appropriate lunchroom and noon hour behavior is expected from children eating lunch at school. Students who persistently violate rules may be required to go home for lunch.

All students who stay for lunch MUST go outdoors for play period. Exceptions will be made only if it is raining, extreme cold or approved parent request.

Jefferson School also has a breakfast program available to students. This program is available to all students on the same basis as the lunch program. All students that are eligible under the free or reduced program are also entitled to a free or reduced breakfast.

Breakfast will be served before school from 7:55 a.m. - 8:10 a.m. each day. Students who are going to eat should report to the lunchroom immediately at 7:55 a.m. After they have finished eating, students will return to the playground until the start of school.

**Fire Drills/Tornado Drills**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.
**Medication**

We understand that children may need to take medication during the school day. To insure the safety of all of our children, the District has written policies to guide giving children medicine. These policies require:

1. Prescription medication to be administered contains:
   a. the student’s name, physician’s name, pharmacy name dispensing the medication and telephone number, name or drug, dose to be administered and times of administration on the original container.
   b. parent/legal guardian permission in writing.
   c. the physician’s directions for administering the medication must accompany the medication if his/her directions deviate from the directions on the medication container.

2. Medication will be taken by the student at a designated time supervised by authorized personnel.

3. The parents agree to notify the school when the drug is to be discontinued and/or the dosage or time is to be changed. If the medication is resumed, a new order must be received.

4. The school maintains an accurate and confidential recordkeeping system for each student receiving medication.

5. Over-the-counter drugs (such as aspirin, cough medicine, etc.) are treated the same as prescriptions. Follow guidelines in items 1a, 1b, 2, and 3.

New prescriptions must be received annually for students on yearly medication.

Limited quantities of the medication shall be stored in a locked drawer, cabinet, or refrigerated in its original container. Any unused medication will be returned to the parent or guardian.
Medication forms are available in the school office.

**Discipline**

“We believe that each student is unique and has the potential for making positive contributions to society. We recognize that in order to function in society, individuals need to master certain basic skills and need to continue learning throughout life. We believe that while learning the need for and the value of group dynamics, individuals will come to know and to appreciate their worth and that of others. We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Finally, we believe that each individual needs to develop an awareness of and sensitivity to creativity in all things whether they are functional or aesthetic. Therefore, we commit ourselves in a cooperative effort with parents and the community to provide an atmosphere that will allow all students to:

1. Be accountable for their own actions and to realize that with privileges go responsibilities.

2. Acquire the values and attitudes necessary for responsible citizenship.

3. Display a positive attitude toward learning and the school environment.

4. Know and obey the rules and decisions of those in authority.

5. Demonstrate appreciation for the dignity and integrity of all.

6. Respect persons belonging to various cultural, social and ethnic groups.

7. Develop a sense of responsibility to groups in which they participate.

We affirm that education cannot proceed without good discipline, fairly and consistently applied. Good discipline may be described as the absence of distractions, frictions and disturbances, which interfere with the optimal functioning of the student, the class and the school. It is also the presence
of a friendly yet businesslike rapport in which students and school personnel work cooperatively toward mutually accepted goals.

Good discipline is best thought of as being positive, not negative; of helping a student to adjust, rather than as a punishment; of turning unacceptable conduct into acceptable conduct. Discipline is largely a matter of morale, of classroom atmosphere and of positive interpersonal relationships. Effective discipline leads to increased maturity on the part of the student.

To assist in the implementation and accomplishment of our student conduct goals, the Board has adopted specific policies and regulations as instruments to bring about a positive educational climate in our schools. These reflect the rights of individuals as set forth in the United States Constitution, the Wisconsin State Constitution and this district’s policies, and recent court decisions.

It is the student’s right to: Expect that the school will be a safe place for all to gain an education, that is, safe from physical and psychological harm, and protective of property.

It is the student’s responsibility to: Know what behavior is acceptable, be aware of all rules and expectations regulating student behavior, and conduct oneself in accordance with those guidelines. It is the student’s responsibility to: Volunteer any information which the student may have in matters pertaining to discipline, order or violation of school rules.”

(Taken from Board Policy 5131 - For the complete Policy please reference Policy 5131 located in the Jefferson School office.)

**Student Safety**

Our elementary schools operate under a “closed campus” policy. This policy requires the school office be notified when:

- Students leave the building or grounds with parental permission.
- Parents are taking children out of school for appointments, vacations or transfers.
• Parents or visitors enter the building FOR ANY REASON.

Supervision for students begins 10 minutes before school begins and concludes at dismissal, unless special arrangements have been made for specific events.

Truancy

• Teachers shall maintain daily attendance records and make periodic attendance reports on forms provided. They shall report all absences daily to the office.

• The school office shall attempt to notify parents of truancy within one hour. If parents cannot be contacted by telephone or in person, written notice shall be sent.

• Counseling and conferences with parents or guardians shall be provided for students who are truant or absent excessively.

• Students and/or parents are expected to arrange to make up instruction missed during an absence. Faculty shall provide necessary assistance for make up work.

• In cases of excessive absence for which the cause is not clearly established, the principal shall require a statement from a health officer, nurse, or attending physician explaining the cause of the pupil’s absence.

• If all attempts to resolve a truancy problem fail, the school shall present all documentation concerning the child and the situation to the District Attorney’s Office for prosecution and final disposition.

Jefferson School Rules
These rules should be discussed by each parent/guardian with his/her children. Let your children know how important it is that they are followed.

GENERAL RULES
1. Follow the directions of all adults.
2. Keep hands and feet to yourself.
3. Respect others and their belongings.
4. Speak politely. (Please and Thank You are two words we want to hear a lot.)
5. Treat others as you would like to be treated.
6. Use good manners.
7. Walk at all times in the building.
8. Come to school on time and ready to learn.

LUNCH ROOM RULES

1. Students are to line up in a single file when entering the lunchroom.
2. Students are to sit down at the tables in the same order in which they are lined up.
3. Students may talk to students seated around them. Use polite conversation voices.
4. All students should stop talking and listen immediately when a lunchroom supervisor gives the "sign."
5. Students are responsible for cleaning up their eating area.
6. Students are dismissed by the lunchroom supervisors.

PLAYGROUND RULES

1. Follow the directions of all adults.
   • No talking back disrespectfully to a staff member.
2. Keep hands and feet to yourself.
   • Only kicking playground balls is permitted.
   • No fighting at all including play fighting.
3. Respect others.
   • No swearing.
   • No gang signs.
• No inappropriate gestures.
• No touching or talking in ways that make others uncomfortable.
• No weapons of any kind.
• No spitting on the playground.

4. Treat everyone nicely and expect everyone to treat you nicely.
   • No pushing in line.
   • No pushing people off playground equipment.

5. Line up when the bell rings.

6. Practice good sportsmanship.

7. Rough games are not to be played.
   • No tackle games.

8. Only soft balls are to be thrown.
   • No throwing snowballs or wood chips.

9. We only go down the slid.

If we all follow these rules, we will have a nice school where learning and playing will be fun and enjoyable.

Dress
Student’s dress is an integral part of the educational process. The school would appreciate it if you would see that your child/children are dressed appropriately for school and the weather. The guidelines are listed below.

• In the Fall and Spring, children are to wear a jacket/sweatshirt to school and out for recess when the temperature is below 60 degrees.
• In the winter, children need to wear winter jackets because they will spend time outside during recess unless the wind chill is -0 degrees.
• An extra change of clothes (especially socks) during the winter and spring months is encouraged.
• Jackets are to be worn for recess only and not in the classroom.

The following clothing is not allowed to be worn at school.
• Girl’s tops that show the midriff or bra straps while the student participates in normal school activities. Girls need to be able to reach arms up without the midriff area showing.
• Boy’s tops that show an excess of skin (loose tank tops with large arm holes).
• Sagging pants and other clothing that reveal undergarments.
• Short shorts, skirts, and dresses should allow the student to participate in normal school activities without creating a disruption. Remember, they may look long enough when the student is standing, but they tend to become much shorter when a student bends down or sits.
• Hat, bandanas, or other head coverings.
• No students will be allowed to wear clothing advertising beer, liquor, cigarettes, or unsavory slogans.

Students who come to school wearing clothing that is not allowed will be required to replace or cover the clothing. This may include a student contacting home for appropriate clothing or wearing their art shirt over their clothing.

**Report Cards/Conferences**

All students will receive report cards quarterly. Two formal conference times are held during the school year. We encourage you to meet with your child’s teacher, either in person or by phone whenever you have a concern.

Parent conferences are designed to provide:
• An update of your child’s academic and social development.
• An opportunity for parents to share concerns about their children.
• A mutual discussion of children’s strengths and weaknesses.
• A chance to cooperatively develop plans for children’s continued growth.
Report cards are given to parents at a Parent/Teacher conference when conferences are held at the end of the quarter and are sent home with each child when a conference is not held.