

JEFFERSON ELEMENTARY SCHOOL

IMPORTANT INFORMATION, RULES, & PROCEDURES



Welcome to Jefferson!

DISTRICT AND JEFFERSON MISSION:

Developing character, strengthening community, achieving success

DISTRICT AND JEFFERSON VISION:

*Educate *Inspire * Empower*

Expectations of ALL (“The 4 B’s”)

- **BE KIND** (No name-calling, bullying, etc.)
- **BE SAFE** (Hands and feet to self, walk, etc.)
- **BE RESPECTFUL** (To self, peers, adults, and property)
- **BE RESPONSIBLE** (Be on time, be prepared, and accept consequences of behaviors)

Daily Schedule/Student Entrance and Exiting

All students in grades K-5 will be allowed into the building at 8:05 a.m. **Instruction will begin at 8:10 a.m.**
Daily dismissal time is 2:57 p.m. Half-day dismissal time is 11:40 a.m.

Kindergarten students will enter and exit the school through the **kindergarten doors** (15th Street, south end of the school). Students in **grades 1, 2, and 3** will enter and exit the building through the **main front doors** (15th Street) unless an alternative exiting location is more logical based on classroom location. Teachers will inform parents if the exiting location is changed. Students in **grades 4 and 5** will enter the building through the **playground doors**. (The Drop and Drive zone area in the back alley.) Grade 4 students will exit the school through the front doors, and grade 5 students will exit through the north doors. If you have any questions, contact your child’s teacher.

Students will **not be allowed to enter the building before 8:05 a.m.** unless they are in the breakfast program or a member of the YMCA morning latchkey program. Therefore, please do not send students to school too early as they will have to stand outside unsupervised. On rainy days, and when the weather reaches sub-freezing temperatures, students will be allowed into the building at 7:45 a.m. rather than made to stand outdoors. PLEASE remind students that once they are on school grounds no running or touching should take place due to safety reasons. Once students arrive, they need to remain in their designated lines.

Dropping Off/Picking up Students

Due to traffic congestion, there is a “drop-off only” zone in front of the school on 15th Street, mainly for students in grades K-3. Students dropped off in this area must exit vehicles immediately. No standing is allowed. Do NOT drop students off in the street. This not only impedes traffic, but also is very dangerous! Remember, students need to cross at corners. There is also a Drop and Drive zone in the back of the school (alley area). **THIS IS MEANT FOR STUDENTS IN GRADES 4-5** (and their siblings if necessary).

Please do not use the staff parking lot for drop-off or pick-up purposes. If there is a medical reason which causes a student or parent to need a handicap parking spot, please communicate with the office. Otherwise, that lot and entry are for staff use only. Also, all parents (unless they are volunteering their time to assist school) **are expected to wait outdoors for students during drop off and dismissal**. Please stand behind the yellow painted area marked “entering and exiting zone,” so that door areas are clear. Please pick students up on time, or if necessary, you can enroll them in one of the after-school latchkey programs mentioned below.

Latchkey Programs

There are **TWO latchkey programs** available for parents to consider for their Jefferson students. There is an on-site program facilitated by the YMCA. It is located in the Jefferson auditorium/gym in the AM and/or PM. Contact Michelle at 734-282-9622, ext. 205 for more information, including times and costs.

There is also a latchkey program available at the Salvation Army. It is a nice facility with lots of things for kids to do! It also provides students with a nice break from the school environment. If students attend the Salvation Army Program in the morning, a bus will bring them to school. After school, the bus picks up students in our staff parking lot and services them to the Salvation Army. For more information on that program, contact Linda at 734-282-8910, ext. 105.

Whatever choice you make, please take the time to research options. If you are not satisfied for any reason throughout the school year, keep in mind that there is an alternative option. The safety and happiness of your child should be the main focus of your decision.

Crossing Guards

Our crossing guards are invaluable! PLEASE RESPECT THEM. They work hard to keep our students safe. It is often a thankless job, and yet they are so important to the safety of our students.

PLEASE drive safely and patiently at all times! Respect the crossing guards who are working to keep children safe!

All Visitors Must Check in at the Office

EVERY visitor MUST report to the office for a visitor’s pass. Upon ringing the entry buzzer, every visitor will be asked to state the reason for their visit and then reminded to go directly to the office. Please do not get upset by questions, as they are District Protocol. Also, please never go directly to a teacher’s classroom to speak with them. If a parent needs to discuss any matter with a teacher, arrangements for a meeting should be made with them first via e-mail, phone call, or letter. If there is immediate attention needed, stop in the office to speak with the principal. As always, an “open-door policy” is in effect, which gives parents the freedom and flexibility to have their questions answered, concerns heard, or needs addressed. (Positive comments always welcome too, of course!) Don’t forget that all parents are welcomed to attend ***JAG (Jefferson Action Group)*** meetings each month to express ideas or to keep abreast of Jefferson events and policies/curriculum.

All Visitors Must Check in at the Office Pt. 2

No adult or student should be in an unattended classroom before or after school (or throughout the school day) without permission. For example, if a student forgets to take work home or if any other item is left at school, he/she should not go into a classroom to retrieve the item unless given permission from the office – not even if an adult accompanies him/her. If a situation like this arises, please report to the office, and the principal or a staff member will assist. If no one is available to help, unfortunately the item will have to remain in the classroom until the following school day. Thank you for your understanding and cooperation in this matter.

Emergency Cards/Locker Assignment

The emergency cards which parents fill out at the start of the school year are of critical importance. It is **crucial to update information on these cards as changes occur!** Parents/guardians need to be accessible at all hours of the school day- in case of emergencies or discipline situations. **If a parent/guardian cannot be reached, an alternative “emergency contact” person listed on the card will be called and the situation at hand will be relayed to them.** Cards **MUST have at least three alternate contact numbers** as well as various parental contact numbers. PLEASE include an e-mail address as well. Each student is assigned a locker after turning in a completed emergency card. This card is included in the fall packet of information.

Attendance/Absence Policy/Truancy

Parents are responsible for their child’s regular and prompt attendance. Truancy hurts students! Chronic truancy threatens the academic achievement and future success of students. Michigan law requires all children through age sixteen to attend school. It is the legal responsibility of the parent/guardian of students to ensure their attendance throughout the entire school year. A student is considered truant if they are absent for 10 days or more without valid/lawful excuses (i.e. illness and family emergencies). Teachers will send a letter home when students reach 5 absences. At 10 absences, a letter from the “Graduation Coach” will be sent home. At 15 absences, the principal will send home a notice, and a doctor’s note may be required for each additional absence. The school attendance officer may be contacted at this time as well. **Regular attendance is essential for success in school; therefore, truancy is treated very seriously.** Also, **if a student is absent from school, he/she cannot attend any school-related extracurricular events that day or that evening.** (Extenuating circumstances may be discussed with the principal.)

If a student will be absent due to sickness or other circumstances (see examples below), please call the **office at 759-5600** or call the **attendance line at 759-5685** and leave a voice message with the student’s name, grade, homeroom teacher, and reason for the absence.

1. Personal illness or injury - A doctor’s note may be required if absences are excessive.
2. Home confinement for health reasons - Absences arising from this condition are limited to the length of confinement as indicated by a proper health official.
3. Death of a relative - Length of absence may vary as needed.
4. Observance of a religious holiday
5. Medical appointments - Doctor’s note required.
6. Prearranged family vacations – Advanced notice stating when the student will be gone would be appreciated.

Unfortunately, the school does not have a clinic. **Ailing students should stay home**, and their absences should be called in. **Please be sure to call when your child will not be in school.** Sometimes, illnesses and accidents occur at school. If this is the case, the affected student should inform an adult or go to the office. The student's parent/guardian will be contacted as needed. (If a parent cannot be reached, alternative persons on the emergency card may be called.) Anyone picking up an ill student from school must be listed on the emergency card or authorized by a person listed on the emergency card.

Homework Policy When Absent

Class work and homework that is missed due to absences can be made up by students when they return to school. **Teachers will not be expected to gather missing work to send home.** Students will have as many days as they were absent to make up necessary work.

Tardiness Procedures/Lunch Count

School starts at 8:10 a.m. Students are expected to be in their classroom on time. **If a student arrives after 8:10 a.m., they will be marked tardy.** If a student arrives late, he/she must report to the office for an entrance pass so the office knows the student is not absent, and to make sure that the student is included in the lunch count. *If students arrive after lunch orders are already placed, which is 8:45 a.m., students will need a lunch from home.* PLEASE NOTE: **Students who arrive after 9:30 a.m. are considered absent for the morning. Students who leave school before 1:30 p.m. are considered absent for the afternoon.**

Lunch/Lunch Costs/Free and Reduced Lunch

The cost for a complete school lunch is \$2.50; breakfast is \$1.50. A single milk purchase is .40 cents. If you feel your son/daughter may qualify for free or reduced lunch, please fill out the **Free and Reduced form** enclosed with the beginning-of-the-year packet. If a student qualifies for “free lunch,” a breakfast and a lunch meal will be provided at no cost. If a student qualifies for “reduced lunch,” designated breakfast meals are .30 cents, and lunch meals are .40 cents. Please be sure to submit a free and reduced form, as *our Title I funding relies on this information!* (More information about Title I at the end of this handbook.)

Please pack well-rounded lunches. NO soda, please. Parents are allowed to take their children out for lunch or drop off a special (or forgotten) lunch anytime. However, due to lack of space and for security reasons, parents may not eat lunch in the building. **If there are problems with lunch accounts, please contact Mr. Mark Rodriguez or one of his food-service staff supervisors at (734) 759-5041.**

Leaving School

Parents must send a note with their student or contact the school before their child will be given permission to leave school during the course of a day. **STUDENTS MUST NEVER LEAVE SCHOOL DURING THE SCHOOL DAY WITHOUT CHECKING OUT AT THE OFFICE.** Permission to leave school can only be given by a child’s parent/guardian or in some rare circumstances another person listed on the emergency card.

Means of Communication/Phone Calls to the School/Phone Use/Jefferson Website & E-mails

Please read papers/calendars that are sent home. Be sure to view the marquee in front of the school daily. Make sure your e-mail address is on file and read the e-mails that are sent home. Also visit the Jefferson website regularly at www.wyandotte.org/jefferson/. With these communications, you will be kept abreast of school-related information without relying on calling the office. The office gets very busy, and parents can help by limiting phone calls. On this same note, **please be sure to communicate with students about after-school arrangements, such as who will pick them up and whether or not they are allowed over a friend’s house after school. Students will not be allowed to use the school phone to arrange plans with friends.** If you have unanswered questions, please call the office or stop in to ask. Please do not call a teacher’s classroom directly. Call the main office, and you will be connected *OR* a message will be given to the teacher to return your call at a convenient time. Phone calls to the classroom are disruptive to the education process. Please feel free to e-mail teachers at any time. Staff e-mail addresses can be found on the Jefferson Website.

Teacher Requests by Parents

Parents can speak with principal to request a teacher. They will be asked to put in writing the reason for the request. Requests will be considered but are NOT a guarantee. Requests need to be made in May or June, before summer vacation. Parents will not be allowed to make requests yearly. This has become a concern because requests are being made every year – sometimes simply based on friendships and other unfounded reasons. Parents will be allowed one request during their child’s time at Jefferson (unless there are extenuating circumstances), so this decision should be made wisely.

Medication

If there are circumstances under which your child should/must receive medication during school, it will be given in compliance with the state law. **Medication Authorization** forms are available in the office and must be completed by a physician. This includes over-the-counter medications, ointments and cough drops.

Head Lice

Anyone can get head lice. A child can contact head lice from another student who has them by sharing combs/brushes; placing heads next to one another; sharing hats, sweaters, etc. which may have loose hairs and lice; and lying on carpets, beds, or upholstered furniture where there may be loose hairs from an infested person. Signs to look for: Watch to see if your child scratches his/her head or complains of an itchy scalp, and examine your child’s head carefully. If your child has lice, you will probably not see the lice itself, but you can see the nits (usually found around the nape of the neck or behind the ears). The nits are very small (about the size of a grain of sand), and they are attached to the hair usually close to the scalp. They are attached firmly and are difficult to pull off (unlike dandruff and hairspray particles which are easily removed). If you think your child might be infested, please call the school for further instructions.

Progress Reports/Report Cards/End-of-the-Year Recognition

Teachers will distribute progress reports to students at the halfway point of each of the three marking periods. Progress reports provide an extra means for teachers to communicate with parents. All students will receive a **Standards-Based Report Card at the end of each of the three marking periods**, allowing parents to clearly see what standards their children are proficient in, where their children are struggling, and what standards have not yet been taught.

At the end of the school year, teachers at each grade level will have their own, individual systems of recognition in place. They may choose to recognize specific students for such things as improvement, behavior, attendance, etc., or they may choose to recognize the entire class for a certain goal. At the end of the year, there will be only one scholarship awarded, the *Schonfeld Respect Scholarship*. The recipients of this award will be selected by their classmates (one male *and* one female fifth-grade student who best exemplifies the following characteristics: respectful to others, responsible, a leader, kind to all, a student who puts forth academic and behavioral effort, shows good manners, is caring, and a “team player”). This award is named after a former Jefferson Elementary teacher who passed away in 2002. To win this award is a great honor – especially since the winner is chosen by his/her peers for outstanding leadership. The recipient will receive a certificate, have his/her name engraved on a school plaque, and receive a monetary scholarship.

Conferences

Parent-Teacher conferences occur twice each school year – in late fall and in late winter. Parents are expected to take advantage of these opportunities to discuss their children’s progress with teachers in order to help students be more successful. Each meeting lasts 10-15 minutes, and since there is no “wait time” in between, teachers must strictly adhere to the schedule they devise. (Please be on time for your scheduled appointment. If you are late, it may be necessary to reschedule another meeting date.) **If a different date or more time is needed to discuss a student, other arrangements can be made with individual teachers.**

Parent Portal

Parents can use this tool to see their child's list of contacts (teachers), demographic address, attendance, and lunch accounts, etc. Parents can also add money to lunch accounts using PayPal.

Standardized Testing/Assessments

All students in grades 3-5 will participate in the MEAP testing Program in the spring. This is a state-mandated test for public schools. This test does not provide information about student growth, but shows where students are in comparison to other students across the state who are in the same grade. Our District uses a valuable assessment for reading, math, and science called NWEA. NWEA assessments are done three times a year. The information that is gathered helps teachers recognize student strengths and weaknesses in a timely fashion so they can create lessons that are appropriate for each student. NWEA is a great tool for assessing student growth from the start of the year to the end. In addition to these assessments, our classroom teachers assess students regularly through tests, demonstrations, written responses, and observations. All of this information is shared with parents.

Assignment Books

Assignment Books are given out at the start of each school year to students in grades 2-5. This book is a handy way for students to keep track of daily classroom lessons/homework. Teachers and parents can also consistently communicate work that is being done in class and/or expected to be completed at home (and to communicate about other issues/events). To be an effective tool, students must be responsible for writing down daily classroom assignments/homework and then taking it home. The assignment books are also great organizational tools and contain helpful and educational information in them...open them up and take a look. Teachers also use other tools for communicating, such as the Parent-Teacher Communicator folder and e-mail.

Volunteers/Parent Involvement/WATCH D.O.G.S.

Parents/Guardians are welcomed as volunteers in our school. Volunteers can be a huge asset to students' school experience. Without parental assistance, many wonderful opportunities would not be possible! Please attend the monthly **JAG (Jefferson Action Group)** meetings. A lot of information and many ideas are shared at these meetings (regarding academics, school improvement, PBIS, fundraising, extracurricular events, etc.). If you are a male role model, please consider being a "WATCH DOG." (More information about this program will be shared throughout the school year – starting with Back-to-School Night.

To be a volunteer or chaperone, adults must first fill out a ***Volunteer Consent form***, which is in the fall packet of information and can also be obtained from the office at anytime. (This form authorizes a background check to be conducted.) More information about being a volunteer will be given throughout the year as needs arise, but no parent will be considered to assist if a Volunteer Consent Form is not on file in the office. ***Please fill out and return this form as soon as possible. Do NOT wait until a field trip arises, as it may be too late.***

If parents are unable to volunteer at school, there are other ways they can be of value in a student's educational experience. Attending events such as Back-to-School Night, conferences, parent workshops offered by the school, and family fun nights shows students you care. Contributing to fundraisers or making specific donations allows us to enhance such things as our school's technology, library, and playground...all these things make student experiences more rewarding. Parents can also read to students at home or help them with math facts. Working on curriculum-related items at home enhances student academic skills and also shows students you value education.

Lost and Found

Items that are found should be turned in to the office. They will be kept in the office area or placed on the designated “lost-and-found” table in the main lobby area. (Money and other valuable items will remain in the office indefinitely.) Students should not take items from the lost and found unless the items belonged to them originally. Please pay extra attention to what students are bringing home. Sometimes they find things that are not theirs and take it home. Sometimes we need to remind students that a “lost and found” table is NOT a “lost and take” table. Thank you!

Exchange of Money between Students

Students are not allowed to exchange money. No one should be giving away money; no one should be asking for or “borrowing” money. Also, no student should buy, sell, or exchange items from students at school. No individual fundraising is allowed in school. Only school-sponsored fundraising is allowed. Information about specific fundraisers will be communicated to parents throughout the school year.

Valuables

Students should not bring valuable items (i.e. jewelry, large amounts of money, cell phones, etc.) to school. If they do, the personal items that are lost, damaged, or stolen, ***are not the responsibility of the school.*** (**NO compensation will be given.**) Students are allowed to bring games to play at lunch, but again, if these items are lost or damaged, no compensation will be given. If they become a nuisance, they will be banned.

Cell Phones

Cell phones are not recommended; however, if students need to bring a cell phone to school, it **MUST BE TURNED OFF. It may not be seen or heard or it will be taken away** until the end of the day when parents will be contacted. (The phone may not be given back to the student – a parent may have to pick it up.) If cell phone use is a habitual problem, further consequences may be given.

Birthday Celebrations

The birthdays of children are happy and important days in their lives. It is natural to share joy on such days, so the school allows students to bring in treats on their birthday. We are requesting that snacks be store-bought and as healthy as possible. (Please communicate with your children’s teachers to plan the nature of the treat, as they may have more specific instructions or rules.) Thank you!

On the same note: To ensure the happiness of all students, party invitations should NOT be sent to school to pass out unless the entire class is invited. Invites will not be distributed by staff. They should be passed out by students or parents outside of school.

Advertising and Other Fliers

Fliers that do not come directly from the school can only be distributed by staff after first being approved from the Board of Education or Central Office Administration.

Pets on School Grounds

Although dogs are valued family pets, some students are afraid of them. Please make sure dogs are kept on a leash and at a distance from the front door area. (Thank you!)

School Store

Our school store is run by parent volunteers. The store is open at lunch on the days that the parents in charge can donate their time (typically two days a week). Items, which usually range between .10 and \$3, include such things as pencils, erasers, folders, notebooks, etc. We also try to carry some “Jefferson” or “Jaguar” memorabilia.

Banned Items

Many items are strictly banned from school buildings for obvious reasons- weapons, lighters, tobacco, etc. Some items, however, may not be as obviously applied to the “common sense” rule. Other items that are not permitted on school grounds include (but are not limited to) the following:

- Markers
- Lasers
- Cologne/perfume/body sprays of any kind **(Many people are allergic to these products.)**
- Pins, rubber bands/“silly bands”, **& other items that could be used in dangerous/inappropriate ways**
- Skateboards/Scooters
- No back packs in class (unless permission is given for specific situations)
- Other items, as they come to the attention of school employees, are subject to administrative approval.
(We want to eliminate various items that can be harmful or distract the educational process.)

Dress Code

Dress codes are important to help maintain a safe environment that is also conducive to learning. Students will be expected to follow the school dress-code unless special days allow otherwise (i.e. “Pajama Day”). If a dress-code violation occurs, student will be asked to change. If no clothes are readily available to change into, student may be asked to call home. We also have extra clothing on hand to share with students if parents cannot be contacted.

- No inappropriately short skirts or shorts
- Stomach and back must be fully covered.
- NO spaghetti-strap or strapless tops
- NO clothing promoting tobacco, alcohol, drugs, profanity, or any other inappropriate conduct
- NO hats worn in building
- NO cutoff or see-through clothing (Please try to avoid clothing with holes as well.)
- NO sagging pants
- NO coats worn in the classroom
- NO pajama tops or bottoms (including flannels)
- NO flip-flops/beach shoes or slippers (All students must wear shoes that have a strap on the back for safety reasons.)
- Socks **should be** worn (even with sandals - due to woodchips and activity on the playground).
- NO writing on bodies or clothing with markers, pens, etc.
- No “wild hair” styles/Any hair that is dyed must be of a natural color.
(Other dress styles subject to administrative approval. If you are uncertain about a particular style, please contact administration.)

Snacks

Please send your child to school with a snack each day. Some classes eat the snack in the morning prior to lunch (especially if they have the last-hour lunch); others eat their snack in the afternoon (especially if they have the first lunch). When packing the snack, please consider healthier choices: fruits, vegetables, cheese and crackers, go-gurts, trail mix, pretzels, etc. PLEASE do not send candy, cookies, fruit chews or other sugar items if possible. Thank you!

Student Code of Conduct

An effective and safe school requires the establishment of rules and procedures. Guidelines allow Jefferson staff to establish a school environment that not only fosters academic growth but also personal growth. Every student has the right to come to school and to feel safe. No student should feel threatened or have his/her self-esteem jeopardized. If all students follow our four basic school rules, no serious disciplinary action should be required. However, there may be situations that arise that require disciplinary action. Many of these situations will be handled by teachers, but some will require assistance from the administration. More serious infractions will be dealt with by the principal. These infractions include **harassment/bullying, threats, unsafe behavior, fighting, profanity, gross disrespect toward adults, and consistent disruption in the classroom.**

Extremely Serious Infractions

Physical assaults; theft; deliberate destruction of any school property; acts of arson; possession of weapon(s) or look-alike weapon(s); bomb threats or any threats of killing; and use/possession of drugs/alcohol or tobacco are considered extremely serious infractions. We are committed to providing a safe and friendly learning environment for our students; therefore, **students committing any of the aforementioned mentioned acts will automatically be suspended and/or recommended for expulsion.**

Walking to and from School

Problems that arise between students while walking to and from school will be investigated by the building principal. The school has jurisdiction over students en route to and from school. **Neighborhood disputes and problems that arise outside the school day are not within the jurisdiction of the school.**

(Reminder: When walking to and from school, students should avoid trespassing on neighboring schools' property.)

Title I

Thomas Jefferson Elementary School is a Title I school, which means it receives federal funds due to the percentage of students that receive subsidized meals (free/reduced lunch). Title I funds are used at the school level to best meet the needs of students. It is divided up into several large categories, including staff development to help improve the instruction of teachers, parenting to help meet the needs of the community through collaboration and support, instructional aides, and resources so that students can have the necessary assistance and materials to be successful.

In order to make sure that the educational needs of students are met, it is very important that our teachers, parents, and community members participate in the children's learning process. Jefferson offers many events and activities that involve parents so they can become active in their child's education as well as assist them at home. Parents are encouraged to participate in activities, to attend parent meetings, to communicate with teachers, and to share opinions and concerns. We want parents to know they have a voice that is heard.

Please visit the school website to view many informative and beneficial items such as the school's Vision and Mission statements, information about each of the specific school goals (reading, writing, and math), PBIS (Positive Behavior Intervention Support), JAG (Jefferson Action Group) agendas, monthly newsletters from the principal, teacher memos, current events, monthly calendars, and policies/procedures. The website helps our school communicate with parents and the community in an effort to keep all Jefferson members current and involved. If you should have any questions please feel free to stop by the office or to contact the principal at (734) 759-5600.

PBIS (Positive Behavior Intervention & Support)

Students are expected to complete assignments regularly. Students are also expected to behave appropriately and follow school rules daily. When students are caught doing something extra kind, safe, respectful, or responsible, or if they “stay on green” (classroom behavior magnet), they may be given a positive behavior stamp. These stamps add up, and students get to accumulate points which will allow them to “shop” at a special “PBIS” school store twice a month. Students can “buy” something each time they shop, or they can save up to get a larger item. As an added bonus, approximately every four to six weeks, students who consistently do their work and who also behave appropriately (no office referrals) will be acknowledged with a school-wide reward. (Please see attached pages for more PBIS information.)

Positive Behavior Intervention & Support Program (PBIS)

Providing a safe and productive learning environment for our students is extremely important to the staff at Jefferson. To accomplish this goal, we have implemented the PBIS Program. This program is designed to teach respect, responsibility, and safety at school in a positive manner.

PBIS is a research-based program that is a proven school support system that aids in the reduction of problematic behaviors. The key to this program is focusing on proactive prevention. Students are taught clearly defined behavioral expectations (see the attached “*Expectations Matrix*”) and recognize there are rewards and consequences for behaviors.

Appropriate daily behavior is expected. If students are not following rules, they may have their “magnet” turned. Each day, students start out with a green magnet. If they fail to follow classroom/school rules, their magnet will be changed to blue, which is a warning. A second offense would result in a yellow magnet, resulting in a consequence from the teacher. A third offense would cause the magnet to be changed to orange (lunch detention), and then red (ODR - office discipline referral and loss of the school-wide PBIS reward for that month). It is our goal to be proactive and preventative rather than reactive so students can be successful!

Students receive rewards for positive behaviors. When students are caught doing something extra kind, safe, respectful, or responsible, or if they “stay on green” (classroom behavior magnet), they may be given a positive behavior stamp. These stamps add up, and students get to accumulate points which will allow them to “shop” at a special “PBIS” school. As a bonus incentive, all students will be encouraged to make the PBIS Challenge. Approximately every four to six weeks, students who consistently do their work and who also behave appropriately (no office referrals) will be acknowledged with a reward. Possible rewards, which take place during the school day, may include a fun outdoor day, an assembly, or a special treat. We ask that parents encourage their sons/daughters to meet each month’s challenge! Hopefully these incentives will motivate all students and ultimately establish good work ethics and positive behavior. Positive reinforcement is the primary plan of the PBIS program, and problematic behaviors are quickly, constructively, and consistently addressed. Discipline data is collected and shared with staff in order to understand the most common problem behaviors and locations so adjustments can be made. It is our hope that this program inspires students to be their best...making school a great place for **every student**. *Go, Jaguars!*

Jefferson Elementary PBIS Expectations Matrix

	<u>Arrival/Departure</u>	<u>Hallways</u>	<u>Classrooms</u>	<u>Restrooms</u>	<u>Cafeteria</u>	<u>Outdoor Recess</u>	<u>Office</u>
Be Kind	<ul style="list-style-type: none"> *Use kind words & actions *Keep hands & feet to self 	<ul style="list-style-type: none"> *Keep hallways clean (If you see trash, pick it up) *Turn in items that are found 	<ul style="list-style-type: none"> *Use kind words & actions *Take care of school property *Work with all students, not just "friends" 	<ul style="list-style-type: none"> *Clean up 	<ul style="list-style-type: none"> *Use good manners *Use kind words & actions 	<ul style="list-style-type: none"> *Use kind words & actions *Include everyone *Be a good sport 	<ul style="list-style-type: none"> *Say "Please" & "Thank You"
Be Safe	<ul style="list-style-type: none"> *Cross at the crossing guard or by safeties (Always cross at corners) *Line up on walkways *Stay in lines (No running around on school grounds) *Keep hands & feet to self 	<ul style="list-style-type: none"> *Walk safely *Keep hands & feet to self *Use hand rails 	<ul style="list-style-type: none"> *Keep hands & feet to self *Use peaceful solutions *Sit correctly on chairs 	<ul style="list-style-type: none"> *Wash hands with soap *Keep feet on floor *Keep water in sink/toilet *Get in and out quickly 	<ul style="list-style-type: none"> *Raise hand for permission to leave seat *Keep hands & feet to self *Always walk 	<ul style="list-style-type: none"> *Use playground equipment properly (not dangerously) *Keep hands & feet to self *Ask an adult before leaving an area 	<ul style="list-style-type: none"> *Keep hands & feet to self
Be Respectful	<ul style="list-style-type: none"> *Respect property (Do not walk on woodchips, do not litter, etc.) *Remove hat in school *Follow direction of safeties and staff 	<ul style="list-style-type: none"> *Walk quietly *Please use quiet voices or waves 	<ul style="list-style-type: none"> *Raise hand to speak *Follow adult/leader directions *Take care of school property 	<ul style="list-style-type: none"> *Clean up after self *Respect the privacy of others *Respect property (No graffiti) Quiet voices 	<ul style="list-style-type: none"> *Use inside voice *Follow adult directions *Raise hand for help *Do not ask for food or money from other students 	<ul style="list-style-type: none"> *Follow adult directions (i.e. line up when told) *Take care of equipment *No graffiti 	<ul style="list-style-type: none"> *Say "Please" and "Thank You" *Wait quietly and patiently *Knock on principal's door before entering
Be Responsible	<ul style="list-style-type: none"> *Report to your assigned entrance/line *Enter & exit in an orderly & mannerly fashion *Be on time 	<ul style="list-style-type: none"> *Get to class on time *Walk in a line *Keep noise down *Keep floors clear *Keep lockers clean & closed 	<ul style="list-style-type: none"> *Be on time *Listen & Follow directions *Come to class prepared 	<ul style="list-style-type: none"> *Flush the toilet *Wash your hands! *Clean up after self *Report graffiti, damage, or inappropriate behavior to a staff member 	<ul style="list-style-type: none"> *Clean up after self (It is NOT the lunch aide's job!) *Do not take food/drinks out of cafeteria *Eat the food your parents provide (Do not trade or waste.) *Place lunch bags in appropriate bins 	<ul style="list-style-type: none"> *Report disturbances, accidents, & injuries to a staff member *Enter the building & walk the halls in an orderly & quiet fashion 	<ul style="list-style-type: none"> *Present a pass from an adult *Use good manners *Wait for your turn