

Jefferson Elementary School

Student-Parent Handbook 2017-2018



Be Safe

Be Respectful

Be Responsible

Updated 6/19/17

Our Vision and Mission

“At Jefferson Elementary School, we believe that all children can learn.”

To ensure that children reach their potential we will...

- maintain high expectations and promote academic excellence for all students.
- create and support a school environment in which all children and adults are welcomed, respected, trusted, safe and an important part of the school.
- create a collaborative environment where we can learn together and support each other.
- foster a positive school climate of a caring community which respects and values diversity.

Jefferson School District 14J
1328 N. 2nd St.
Jefferson, Oregon 97352
Phone: (541) 327-3337 option 3
Fax: (541) 327-2960
Superintendent
Kent Klewitz

Board of Education
Tracy Roe • Kaye Jones • Dewey Robbins
Terry Kamlade • Melissa LaCrosse

Administrators
Anna Keifer – Jefferson Elementary School
615 N. 2nd St.

Jefferson, Oregon 97352
Phone: (541) 327-3337 option 4
Fax: (541) 327-1216

Dan Fritz – Jefferson Middle School
1344 N. 2nd St.

Jefferson, Oregon 97352
Phone: (541) 327-3337 option 5
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Cathy Emmert – Jefferson High School
2200 Talbot Rd. SE

Jefferson, Oregon 97352
Phone: (541) 327-3337 option 6
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Jefferson Elementary School

Office Hours: 7:30 A.M. - 4:00 P.M.

Susie Fetter, Office Manager, ext. 1651

Kathy Kaspari – Office Specialist, ext. 1652

School Hours: Grades K-5 8:00 AM - 2:50 PM
(Students will be considered tardy at 8:01 AM)

Note: Please **do not** send your child to school any earlier than
7:35 AM.
Children who arrive before 8:00 AM must go to the
gym.

Lunch Prices: Breakfast – Free for all students
Lunch - \$2.70 (includes milk)
Milk \$.50

PREFACE

The material covered within this student handbook is intended as a method of communication to students and parents regarding general district information, specific elementary school information, rules and procedures, and is not intended to either enlarge or diminish any board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such board policy, administrative regulation or collective bargaining agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this handbook shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Jefferson School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII and Title IX and other civil rights or discrimination issues, Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

STUDENT RIGHTS AND RESPONSIBILITIES

Jefferson Elementary School has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students. Among these student rights and responsibilities are the following:

Student Rights

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination.
2. The right to free inquiry and expression.
3. The right to privacy, which includes privacy in respect to the student's school records.

Student Responsibilities

1. The responsibility not to discriminate against others.
2. The responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The responsibility to observe reasonable rules regarding these rights.
4. The responsibility to respect the rights of all others.

The elementary school administration believes that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the administration to make and delegate authority to its staff to make rules regarding the orderly operation of the school.

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, is available to students and their parents in this handbook, which is made available annually.

Dear Parents,

Welcome to Jefferson Elementary School. We are excited that you and your child are a part of the Jefferson Learning Community. All of us at JES hold ourselves to the highest professional standards. We are dedicated to promoting the academic success and the social, emotional and physical well-being of every child that we teach. We strive to treat all students fairly and compassionately. We are committed to making this the best school experience possible for your child, and we encourage your participation and partnership. We honor you as your child's first and most important teacher.

There are many ways in which parents can help at school. Parents can help children with their work, listen to them read, help prepare teaching materials, assist the classroom teacher in various ways, and share their own special knowledge and skills with the students.

If parents are unable to help at school, there are ways they can help at home. Ask questions about what is happening at school and ask the students to show what they are learning. Read to them, listen to them read, and talk about books with them. They need to see other family members read, and reading material needs to be available in the home, so they can see that reading is a natural, meaningful activity. A regular time and place should be established for children to work on projects including their homework. Praise and encourage children often. They need to hear this over and over again.

We are very proud to say that we have a very active PTC, Parent Teacher Committee. This group of parents and teachers has done so much to support our students, families and staff in many ways. We at JES are very thankful to have such involved parents. Please check the school calendar included in this handbook for meeting times and location.

We are looking forward to getting to know and working with your son and/or daughter. Please feel free to call or stop by the office any time with questions, concerns, or just simply to say hi.

Go Cubs!

2071-2018 Jefferson Elementary School Staff

Bean	Wendy	Teacher Grade 1/2 (ELL)
Bender	Leah	IA
Cairns	Lori	IA
Calvillo	Patricia	IA (Bilingual)
Case	Mindi	IA
Chavez	Ellie	Food Service
Compton	Harold	Teacher Grade 4/5
Cook	Justin	Teacher Grade 4
Cruikshank	Chandra	IA
Danforth	Sarah	Teacher Grade 3
Engberg	Lorie	Teacher Grade 2
Fetter	Susie	Office Manager
Ficker	Wendy	Teacher grade 2
Fjeldheim	Katie	Teacher Kindergarten
Frazier	Luane	Teacher Grade 5
Gibson	Terry	Custodian
Gould	Rachael	Teacher Kindergarten
Hammett	Kelli	IA
Hightower	Cyndie	IA/Student Services Secretary
Houpert	Anita	Teacher Life Skills
Kaspari	Kathy	Secretary
Keifer	Anna	Principal
Kienzle	Wendi	IA
Kreder	Shana	Food Service
Mallery	Rebecca	Teacher Grade 1
Lake	Kevin	Teacher Music
Merriman	Angie	Teacher Kindergarten
Naugle	Doug	Teacher PE
Rahn	Holly	Counselor
Roe	Crystal	Food Service
Roe	Jacque	Food Service
Rushing	Brenda	Teacher Grade 4
Sannan	Chaney	Teacher Grade 3
Sepulveda	Joanna	IA/ELL Coordinator
Shields	Sue	IA
Shumate	Sarah	Teacher Reading
Stewart	Marlena	IA
Stott	Rhonda	Teacher Learning Resource
Strahan	Nancy	Teacher 5
Withee	Sara	Teacher Grade 1
Wixson	Justin	Custodian

JEFFERSON ELEMENTARY SCHOOL
2017 – 2018 CALENDAR (Revised 6/14/2017)

September

4 Labor Day Holiday - NO SCHOOL
5 First Day Back to School for Students
6 Full Day No Early Dismissal
12 PBIS Meeting 3:10 PM / (PTC) Parent-Teacher Committee Meeting 6:00 PM
13 Cub Pride Welcome Back Assembly 12:45 PM / Early Dismissal 1:30 PM
20 Early Dismissal 1:30 PM
25 Book Fair starts
27 Grand Parents Day/Early Dismissal 1:30 PM
28 Open House 6:00 PM to 7:00 PM
29 Book Fair Ends

October

3 Fall Picture Day
4 Cub Pride Assembly 12:45 PM / Early Dismissal 1:30 PM
10 PBIS Meeting 3:10 PM / PTC Meeting 6:00 PM
11 Early Dismissal 1:30 PM
13 In-Service Day – NO SCHOOL
18 Early Dismissal 1:30 PM / Evening Conferences
19 Parent Conferences – NO SCHOOL
20 Non School Day – NO SCHOOL
25 Early Dismissal 1:30 PM
26 Family Math Night 6:30-7:30 PM

November

1 Cub Pride Assembly 12:45 PM / Early Dismissal 1:30 PM
3 Picture Retake
8 Veteran's Day Assembly 10:00 AM / Early Dismissal 1:30 PM
9 Grading Day – NO SCHOOL
10 Veterans Day Holiday – NO SCHOOL
14 PBIS Meeting 3:10 PM / PTC Meeting 6:00 PM
15 Early Dismissal 1:30 PM
20 In-Service Day – NO SCHOOL
21-24 Happy Thanksgiving Day – NO SCHOOL
27 Food Drive Begins
29 Early Dismissal 1:30 PM

December

6 Cub Pride Assembly 12:45 PM / Early Dismissal 1:30 PM
8 Food Drive Ends
12 PBIS Meeting 3:10 PM / PTC Meeting 6:00 PM
13 Early Dismissal 1:30 PM
14 Music Program 4th & 5th Grade 7:00 PM
15 Read-Along 9:00 AM, Sing-Along 10:00 AM
18 Winter Break Begins (12/18/17 – 1/1/18)

January

2	Back To School
9	PBIS Meeting 3:10 PM / PTC Meeting 6:00 PM
10	Cub Pride Assembly 12:45 PM / Early Dismissal 1:30 PM
15	MLK Birthday/Holiday – NO SCHOOL
17	Early Dismissal 1:30 PM
19	Family Movie Night 6:30 PM
24	Early Dismissal 1:30 PM
31	Early Dismissal 1:30 PM

JEFFERSON ELEMENTARY SCHOOL
2017 – 2018 CALENDAR (Revised 6/14/2017)

February

2	Grading Day – NO SCHOOL
7	Cub Pride Assembly 12:45 PM / Early Dismissal 1:30 PM
13	PBIS Meeting 3:10 PM / PTC Meeting 6:00 PM
14	Early Dismissal 1:30 PM / Evening Conferences
15	Parent Conferences – NO SCHOOL
16	Non School Day – NO SCHOOL
19	Presidents' Day – NO SCHOOL
21	Early Dismissal 1:30 PM
28	Early Dismissal 1:30 PM

March

1	Family Literacy Night 6:30-7:30 PM
6	Spring Pictures
7	Cub Pride Assembly 12:45 PM / Early Dismissal 1:30 PM
13	PBIS Meeting 3:10 PM / PTC Meeting 6:00 PM
14	Early Dismissal 1:30 PM
21	Early Dismissal 1:30 PM
22	Music Concert 2 nd & 3 rd Grades 7:00 PM
26	Spring Break Begins (3/26/18 – 3/30/18)

April

4	Cub Pride Assembly 12:45 PM / Early Dismissal 1:30 PM
10	PBIS Meeting 3:10 PM / PTC Meeting 6:00 PM
11	Early Dismissal 1:30 PM
13	Grading – NO SCHOOL
18	Early Dismissal 1:30 PM
25	Early Dismissal 1:30 PM

May

2	Cub Pride Assembly 12:45 PM / Early Dismissal 1:30 PM
7	Book Fair Starts
8	PBIS Meeting 3:10 PM / Square Dance 6:30 PM – 4 th and 5 th grade
9	Early Dismissal 1:30 PM
11	Book Fair Ends

16	Music Concert Kinder / Early Dismissal 1:30 PM
17	Kindergarten Registration 3:30 PM
23	Music Concert 1 st Grade / Early Dismissal 1:30 PM
25	Walk-A-Thon
28	Memorial Day – NO SCHOOL
30	Early Dismissal 1:30 PM
June	
1	Volunteer Event
6	Early Release 1:30 PM
7	Kindergarten Promotion 7:00 PM
12	Year End Assembly 9:00 AM / Bar-B-Q / Field Day 1:00 PM
13	5 th Grade Promotion 9:00 AM / Last Day of School / 12:20 DISMISSAL

(Dates and times subject to change)

PROGRAMS AND PROCEDURES

ATTENDANCE POLICIES AND PROCEDURES

Jefferson School District employs an Attendance Officer who works with staff to monitor and report violations of the state compulsory attendance law (ORS 339.010). Students are expected to be on time and attend classes each scheduled school day for the full day unless illness or other circumstances recognized under the law as valid exceptions occur. Daily attendance is recorded and entered in each student's permanent record.

Any parent who fails to send a student to school within 3 days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of the law and is punishable by a court imposed fine (ORS 339.925).

The district will notify the parent in writing that, in accordance with law, a conference will be scheduled with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district (amount stated).
4. A conference with the parent and student is required.

Additionally, under ORS 163.577 (1) (c), a parent or guardian, or other person lawfully

charged with the care or custody of a student under 15 years of age may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. If determined by the courts, failing to supervise a child is a Class A violation.

- BE SURE YOUR CHILD IS IN SCHOOL JUST AS MUCH AS HE OR SHE CAN BE.
- IF THEY MUST BE GONE, CALL OR SEND A NOTE AS QUICKLY AS POSSIBLE, BUT NO LATER THAN TWO DAYS AFTER THE ABSENCE.
- IF YOU ARE PLANNING AN EXTENDED ABSENCE, CALL THE OFFICE OR SEND A NOTE FOR PRINCIPAL APPROVAL.

Dear Parents or Guardians,

It is the intent of the Jefferson School District to provide the best possible educational opportunity for all students. To reap the benefits of such an opportunity, students and parents must take an active role in the learning process, beginning with regular and punctual attendance. Oregon law (ORS 339.010 and ORS 339.020) identifies the parent/guardian with the responsibility of having his/her child attend school on a regular basis. The District's hope is that with your understanding of our attendance rules, regulations, and individual building policies, you will be an integral part of your child's success in school. To bring consistency and clarity to District attendance policies, we would like to provide the following information.

Excused Absence/Tardy

Jefferson School District **only** recognizes the following reasons as valid excuses for an absence:

- Illness, medical or dental appointments

- Serious illness or death in immediate family
- Emergency medical or dental needs
- Absences approved in advance by the school principal

Consequences for unexcused absences and tardies are designated in ORS 339.065 (Compulsory School Attendance).

When calling in or sending a note regarding your student's absence, you must indicate the reason for the absence. If no explanation is given, the absence will remain unexcused.

ACCIDENT AND DENTAL INSURANCE

Insurance is optional. Information explaining insurance coverage is available in September only. Parents desiring insurance are urged to complete the forms and send the exact fee amount, in the form of a check or money order. The check or money order must be written to the company providing the coverage. Insurance coverage begins when the envelope is received in the school office.

AFTER SCHOOL PROGRAM

The after school program is housed at Jefferson Elementary School and operated by the Mid-Willamette Family YMCA. Information is available at the office.

ANIMALS

Animals are not allowed unless arrangements are made with the classroom teacher with prior approval from the school principal. The animal must be brought in by an adult and leave with the adult after the animal is shared with the students. Only service animals¹ serving persons with a

disability and animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. Approved animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care. Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

BIKES

Students riding bikes to school must wear helmets, ride safely, and follow the rules of the road. Upon arrival at the school grounds, bikes are to be walked to the bike rack and locked. Bikes are “off limits” during the school day.

BOARD MEETINGS

Meetings of the Jefferson Board of Education are open to the public. They are held on the second Monday of each month, except when rescheduled because of a holiday. The Board of Education welcomes citizens to the meetings and always considers their input and advice for planning and operating the school.

BULLYING/HARASSMENT/MENACING

Everyone at Jefferson Elementary School is committed to making our school a safe and caring place for all students. Harassment of students by a member of the staff to a student, by a student to another student, or by a student to a staff member will not be tolerated. This remains in effect while students are on school grounds, school property, or on property within the jurisdiction of the school; while on school buses, district owned or operated vehicles or chartered buses; while attending or engaged in district activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school or district.

Bullying is defined by our school as behavior that is unwanted, one-sided, and repeated. It can be physical, verbal, non-verbal, or written.

Harassment includes, but is not limited to, harassment on the basis of race, color, national origins, sex, sexual orientation, gender identity, religion, age, or disability.

Students and parents may be asked to sign a cease and desist agreement.

How Parents Can Help

As a parent, you are the most important advocate for your student. It is important that you listen to what your child tells you about troubling events if they are at school or on the way to or from school. If you see or hear anything that makes you suspect that your student or any student has experienced something that could be viewed as harassment, please call the school office at once.

BUS

Any questions about routes or time schedules or about student behavior on the bus shall be directed to First Student Bus Service at 541-327-2845 or to JES at 541-327-3337 X1652.

Students are assigned to ride a specific bus, depending on where they live. Students who need to occasionally ride a different bus (or depart at a place other than their regular stop) must have a note signed by their parent/guardian. Kindergarten students will not be dropped off at a bus stop unless there is an adult there to receive the students. If an adult is not present, the kindergarten student will be taken back to the school. A student being transported on district-provided transportation is required to comply with the rules (be safe, be respectful, and be responsible) and the state-adopted Oregon State Board of Education bus rules. These rules apply to student conduct at the bus stops, as well as on the bus itself. The following bus rules posted on each bus govern students riding school buses in Oregon and are important for the safety of all:

- Students being transported are under the authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Students will use the emergency door only in case of emergency.
- Students will be on time for the bus, both morning and evening.
- Students will not bring firearms, weapons or other potentially hazardous material on the bus.
- Students will not bring animals, except approved assistance guide animals on the bus.
- Students will remain seated while the bus is in motion.
- Students may be assigned seats by the driver.
- When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
- Students will not extend their hands, arms or heads through bus windows.
- Students will have written permission to leave the bus other than for home or school.
- Students will converse in normal tone; loud or vulgar language is prohibited.
- Students will not close or open windows without the permission of the driver.
- Students will keep the bus clean and refrain from damaging it.
- Students will be courteous to the driver, fellow students and passers-by.
- Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

In addition, bus company guidelines prohibit students from bringing breakable items or balloons onto the bus for safety reasons. Please make sure that lunches or school projects that are carried on the bus (and gifts delivered at school for students who ride the bus) do not include such items.

Any student who fails to comply with these rules may be denied transportation services and shall be subject to disciplinary action. The following procedures shall be followed when a discipline concern arises on the bus:

First Citation – Warning.

Second Citation – Five-day suspension and a conference with parent/guardian, student, and the bus company.

Third Citation – Nine-day mandatory suspension and a conference with parent/guardian, student and the bus company.

Fourth Citation or Severe Infraction – Ten-day to 1 year expulsion from the bus and conference.

CELL PHONES

Are students allowed to have cell phones at school?

Students are allowed to have cell phones at school as long as they are kept in their backpacks and in the **off** mode. Please call the office if you need to contact your child while at school. If cell phones are seen or heard ringing, staff will take them away until the end of the day. If this becomes chronic, staff will take phones away and call the parents to come to the office to pick up the cell phones.

CHILD ABUSE REPORTING

Any school employee who has reasonable cause or reasonable suspicion to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Services for Children and Families/Child Welfare Division, or the local law enforcement agency. The school employee shall also immediately notify the building counselor, principal, or vice-principal.

COMPLAINT PROCEDURE

Jefferson Elementary School follows the district complaint policy. Complaints or concerns should be directed to the attention of Anna Keifer, Principal. It would be very helpful for the complaint to be written so that Mrs. Keifer can respond to your concern appropriately. Parents with questions or complaints regarding teacher-student relationships are encouraged to first discuss the problem or situation with the teacher involved and, if necessary, with the administration.

CONFERENCES

It is the desire of the elementary school staff to help students and parents with issues pertaining to school. Daytime and evening parent teacher conferences are scheduled annually in the fall and spring to review student progress. Either parents or teachers may request a conference at any time.

We encourage any student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal.

CONTAGIOUS DISEASES/HEAD LICE

According to Oregon Law 433.255 no student will be allowed to attend school when afflicted with any communicable disease, or suspected of having any communicable disease. A note from a physician or the health department may be required before returning to school. Head lice are a common problem among school age children and anyone can become infested. Watch for signs -

- severe itching of the scalp, especially in the hair over the ears and on the back of the neck. This is an indicator your child might have head lice.

Lice appear as tiny grayish-brown insects. They are smaller than fleas and move very quickly. They do not jump or fly. The eggs, called nits, are laid close to the scalp on hair shafts and are different from dandruff or dirt, because the eggs are **very** hard to pull off the hair. When checking for lice and nits, it is necessary to look at *the entire head and scalp*. Direct contact with the scalp or personal items of an infested person spreads lice. Children should be discouraged from sharing items such as combs, brushes, scarves, sweaters, hats or other things that touch the scalp or hair of an infested person.

If you have any questions, please call the school, the Marion County Health Department at (503) 588-5357 or Linn County Health Department at (541) 967-3866.

Children with head lice and/or multiple nits will be sent home. Students will not be allowed to return to school until they have been treated appropriately. Students will be allowed a maximum of 3 days excused absence to be treated. After 3 days, the student's absence will be counted as unexcused. Students need to be checked at the office and cleared before they are able to return to class.

COUNSELING AND GUIDANCE

The scope of the counseling program in Jefferson School District is designed to be comprehensive. We work to involve students, parents, teachers, staff members, and experts outside the school district to provide for the individual needs of each student or family. Parents and students might be referred to outside experts and agencies for help on a wide range of issues, including health care, prescription assistance, family counseling, and much more. In addition, individual and small group counseling services are available to students as needed. At the elementary school, common topics include divorce resolution, death of a friend or family member, parents in prison, and other major family issues.

In the classroom, teachers are provided the Second Steps and Steps to Respect curriculum to present to all students. The program is research-based and teaches social and emotional skills for problem solving and violence prevention.

We offer other services as well. If you have an issue that concerns your child or family that is not mentioned in this brief summary, please call and talk to the counselor. He can often provide direction for getting help if it is not provided at school.

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS

Both parents have rights to information regarding their child's progress in school, including access to report cards, student records and participation in conferences. Unless there is written evidence of a court order, state statute or legally binding documents relating to such matters as

divorce, separation, or custody that specifically revokes these rights, both parents may request and receive information.

DRESS CODE

Responsibility for dress and grooming rests primarily with students and their parents; however, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

Students are expected to dress appropriately for the weather, so they can play outdoors. Parents will be notified when activities require special clothing or grooming.

Students need to dress appropriately for school including footwear (i.e. sandals and flip-flops are inappropriate for recess and PE). Inappropriate clothing is that which creates a disruption in the educational process; is dirty and/or torn; constitutes a health and safety hazard; is provocative; displays alcohol, drug or tobacco pictures, logos or slogans; or is related to gangs.

Anything immodest that is tight fitting, low-cut, or too short or considered not appropriate for school is not allowed (i.e. dresses, skirts and shorts shorter than extended arms and fingers down a student's side, spaghetti straps ...). Clothing that is ripped or torn that exposes undergarments or inappropriate parts of the body is not allowed.

Clothing and other accessories worn for the purpose of identifying youth gang membership or youth gang support are prohibited on school district property or at school sponsored events.

Clothing shall not be adorned with logos or slogans: promoting alcohol, drugs, tobacco, showing gang affiliation, that are vulgar or insulting, that ridicule a particular person or group, or that have sexually suggestive captions or pictures.

Failure to dress appropriately will result in a student being sent to the office. The office will call home for a change of clothing. Continued dress code issues will result in school discipline.

EARLY RELEASE OR EARLY DISMISSAL DAYS

On early release days, students will be released from school at 1:30 PM. On days of early dismissal, students will be released from school at 12:20 PM, following lunch. If your child is to go to a different place on these days, please send a note stating the change. See the calendar in this handbook.

EMERGENCY INFORMATION

Please assist us by:

1. Reviewing emergency procedures with your child.
2. Keeping the school office informed of current emergency information and any changes in phone numbers.
3. Teaching your child what to do and where to go if no one is home.

Emergency

Closures: When you get up in the morning and see snow and/or ice, please do not call the school. Information is found on all local radio and television stations and on the internet at www.flashalert.net. Please do not telephone the school to check on school closure. If schools are closed, the offices will be closed also. Evening activities will also be cancelled.

The school district will notify the stations as soon as decisions are made regarding school closure or evacuation. Please do not call the school for information during an emergency because a high volume of calls will interfere with efforts to manage the emergency. When school is dismissed early because of an emergency situation, your child will be sent home or to the designated emergency destination in your neighborhood. Parents/guardians who may not be home need to make contingency plans for their child/children to report to a nearby friend or neighbor's house.

FIELD TRIPS

A field trip may be planned for your child. You will receive notice prior to the trip from your child's teacher. Written permission is necessary for the student to leave school grounds. A parent or guardian must sign the permission slip. Transportation will be provided as per district policy. Siblings may not accompany parents on field trips.

Field trips are for the purpose of introducing and supplementing classroom learning experiences. Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered "in school" while participating in district-sponsored field trips. This means that students are subject to the school's student conduct rules, applicable board policy, and other such rules as may be deemed appropriate by the field trip supervisor.

Note: District policy states that students displaying consistent past behavioral problems should be considered carefully before being allowed to go on a trip.

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least weekly by reciting the Pledge of Allegiance.

FOOD ITEMS

Home-prepared food presents a risk of causing illness by reason of spreading disease organisms or other contamination. Home-prepared foods, other than individual student and staff lunches, will not be brought into school for any school activity. Prepackaged food items that are made in licensed commercial facilities may be distributed in school provided handling is minimized.

Distribution must be preceded by staff supervised hand washing. Utensils, such as tongs and gloves, must be used to ensure food is not contaminated as it is distributed.

FUND RAISING

Parent volunteers work together with school staff to raise funds for field trips, assemblies, equipment, supplies and other programs. They also assist in the implementation of a number of programs. All parents are encouraged to participate in planning and/or implementing these programs and should watch for information about meetings in the school newsletters and flyers. If you would like to help out with fund raising and events, please leave your name at the office.

GUESTS (VISITORS)

Students may not bring school-age friends to our school. Students may have adult visitors only during lunchtime. All visitors must check in at the office. All visitors must contact the classroom teacher to set up times to visit their student's classroom. If you visit during your child's lunch time, the visit needs to be prearranged at least twenty-four hours in advanced.

HOMEMADE TREATS & CLASS PARTIES

Parents should contact their child's teacher to arrange a date and time before bringing treats to celebrate their child's birthday or for other events. Teachers need to inform the principal in advance of all class parties. Parents are encouraged to bring purchased foods, not home-made items (except if your kitchen is certified with the state) that come in their original, sealed store-wraper. Healthy foods are required. Refer to District Board Policy EFA-AR found at:

<http://policy.osba.org/jeff14j/E/EFA%20R%20G1.PDF>

[Is your snack a Smart Snack? Here is the link to the Smart Snack Calculator :](https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/)

https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/

[You can also find nutrition information at this site:](http://jefferson14jnutritionservices.weebly.com/)

<http://jefferson14jnutritionservices.weebly.com/>

HOMEWORK REQUEST

If your child will be gone, and you want to have the work assignments in advance, please call the school (327-3337 Ext.1652) one day in advance of the day you will be picking up the homework assignments. If homework is needed for just one day, please call early in the morning. The learning that can be achieved through homework alone cannot equal that which occurs through classroom attendance and participation. Some assignments given in the classroom cannot be duplicated outside of it. Therefore, assignments sent home when a student is absent may not be identical to those given in class.

INTERNET USE

Student use of the Internet in the classroom will only occur under the direction of the teacher and according to district guidelines.

LIBRARY

Students are encouraged to check books out of our library. Please help us build a responsible attitude in the care of the books. Due dates are included as a reminder for returning the book, but no fines are collected if the book is overdue. However, if books are damaged or lost, students will be charged for the damage and/or the book. All fines must be paid and books must be returned by May 26.

LOST AND FOUND

If your child is missing any item (toy, coat, hat, etc.), please have him or her check the lost and found located in the gym, or, for small personal items, check the office. At the end of the year all unclaimed items will be donated to charity.

LUNCH AND RECESSES

Times are subject to change.

Kindergarten & 1st Grade Lunch time is 11:45-12:15 and Recess at 12:15-12:45

2nd & 3rd Grade Lunch time is 11:15-11:45 and Recess at 11:15-12:15

4th & 5th Grade Lunch is 12:15-12:45 and Recess at 11:15-11:45

Breakfast is free for students. Students should bring lunch money to the office in the morning as soon as they arrive at school. Parents are welcome to visit their children at lunch, but the visit needs to be prearranged. Adult lunches are \$3.25 (milk included). Child paid lunches are \$2.70 (milk included), milk \$0.50.

Lunch reminder slips are sent as a courtesy. Parents are responsible for keeping money in their child's lunch account. **Lunch charges will be issued for emergencies only. Students will not be allowed to charge over 3 meals total.** Students will call a parent if they are out of lunch money.

Children may bring a sack lunch and purchase milk. Students must have a note written and signed by his/her parent for extra milk. NOTE: Students are expected to behave in a courteous and orderly manner while waiting for lunch to be served and as they eat. They will eat in their classrooms, where nutrition, good eating habits, and manners will be discussed.

MEDICATION POLICY

When a child must take medication prescribed by a physician or over-the-counter medication during school hours and the parent/guardian cannot be at school to administer the medication, the school office will assist children in taking medication only if the following requirements have been met. At this age, children may not have possession of medication in school. **The parent or guardian must bring all medication (prescribed by a physician, as well as over-the-counter) to school.**

- Medication prescribed by a physician (and over-the-counter medication including cough drops) must be in the original container. Pharmacies will give two bottles upon request. The prescription label on the container must have the following information:

Physicians name • Child's name • Name of medication • Time to be taken • Dosage

- Before the office can assist your child in taking his/her medication, we must have permission signed by a parent/guardian. The parent/guardian of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication.
- The parent/guardian is responsible for the child while medication is being taken according to the parents'/guardians' instruction.
- State Law requires that for some medical situations a medical protocol must be developed and followed. School staff will notify you if a protocol needs to be developed, so that you can participate (if you wish) in its development.

MOVING

When moving to another school, please notify the school office. The office will prepare a copy of your child's immunization record for you. Other records will be mailed to the new school.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation, or school rules. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or at district-sponsored events unless as expressly authorized in advance by the principal or designee. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited. Students whose parents do not want their student's picture taken should be aware of this and should self-monitor this at school and during school/district sponsored events. Parents who volunteer at school and/or during school/district sponsored events should be careful of whom they include in photographs and/or videos.

PERSONAL PROPERTY

The district assumes no responsibility or liability for loss or damage to personal property brought to school. This includes, but is not limited to: bicycles, clothing, toys, radios, cameras, eyeglasses, calculators, books, or other personal effects. Insurance claims for lost or stolen property while on school grounds are the responsibility of the family. The district does not carry insurance for the personal property of students.

PRECAUTIONS REGARDING RELEASE OF STUDENTS FROM SCHOOL

When your child is released from school early because of illness or special arrangements, please pick up your child promptly and be sure to sign out. **Students will only be released to individuals who are on the contact list. Please make sure that the list is up to date.** The school office will need to receive permission from the parent/guardian before a student is released to a person not on the contact list. **If there is a change in your child's arrangement for going home, please contact the office before 2:00 PM.**

Students must have a signed note from the parent/guardian if they are to:

- Walk home rather than ride the bus
- Ride a different bus
- Get off at a different stop

Please help us keep each child safe by being very clear and very cautious about such arrangements. If the staff is in doubt about your wishes, and you cannot be reached, we will follow the child's established routine.

SCHOOL TELEPHONE/CELL PHONES

Students are not permitted to use the school telephone except for emergencies. Normally, neither teachers nor students will be called from the classroom to accept telephone calls except in emergencies. Students are not allowed to use cell phones at school.

SNACKS

Parents are encouraged to send healthy snacks with their student(s) like fruit, vegetables, snack crackers and raisins for a mid-morning snack. Candy, pop, gum and sugar treats are not appropriate snacks. You can use this link to help determine if your snacks are healthy smart snacks:

https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/

This link will take you to the Jefferson School district Nutrition Services site:

<http://jefferson14jnutritionservices.weebly.com/>

STUDENT RECORDS

Parents are welcome to review student records. Please make an appointment with the office if you wish to do so. Should a parent or guardian wish to challenge the accuracy of any records, a hearing will be scheduled within 5 days of receiving such a challenge. The building principal will inform the parents of specific procedures.

STUDENT SERVICES

Special Education Services

If your child is struggling in school, a referral is made to the Student Assistance Team (SAT). The Student Assistance Team provides a process to assure that the needs of students experiencing difficulties in school are quickly identified and appropriate interventions are given.

English as a Second Language

Jefferson Elementary School students whose first language is other than English, and for whom academic instruction in English is difficult, will be evaluated. An appropriate educational program will be developed to help the student gain the English language skills needed to be successful in school.

Talented and Gifted Program

Students who appear to have exceptional abilities for learning may be referred for an evaluation by staff, parents or the student. If the student is determined eligible for the TAG program, the teacher will develop appropriate modifications to the regular curriculum that take into account the needs and interests of the student as well as his or her rate of learning.

TOBACCO PRODUCTS/ALCOHOL/DRUGS/INHALANT DELIVERY SYSTEMS

Jefferson Elementary School is a Tobacco Product, Alcohol and Drug Free Zone. The use of tobacco products, alcohol and drugs on the campus is prohibited. Using, possessing, selling, distributing or being under the influence of alcohol, drugs, or other intoxicants or possessing drug paraphernalia (including facsimile) is not allowed and could lead to suspension or continued suspension (Refer to District Policy JFCG/JFCH/JFCI).

TOYS

Toys may not be brought to school. Items brought from home could result in them being taken away from a student for a specified amount of time. Lost, broken, or missing items are not the responsibility of the school.

Skateboards, roller blades/skates, electronic games, and radios are not allowed.

TRANSPORTATION TO AND FROM SCHOOL

Morning: All buses will enter the school grounds at the back gate (3rd street). All children will go directly to the cafeteria for breakfast.

After School: All buses will follow the same procedure as above and children will load from the school grounds.

PRIVATE VEHICLES

Morning: Children should enter the school through the front door if dropped off in front of the school on 2nd Street. If students are dropped off at the back of the school on 3rd Street, they should enter the school grounds through the gate by room 9. Students are not to enter school grounds through the bus gates. The staff parking lot will be closed to children from private vehicles because traffic in and out of the lot is a danger to students, and we are unable to observe or supervise children who enter the school grounds from that location.

Afternoon: Children will be excused from school at the 3rd Street gate by room 9. We will not release children to the staff parking lot (see above.) Please do not wait for your children across the street or encourage them to cross to you through traffic. Children will not be allowed to go to a vehicle across the street from the school grounds without an adult. Signs on 3rd Street will show you where you can legally and safely park to pick up children. Parents are encouraged to meet students at the 3rd Street gate by room 9 and walk with them to their vehicles.

VIOLENT BEHAVIOR AND/OR LANGUAGE

Students who harm others or use words that suggest intent to harm others may be suspended from school. If the child is suspended, parent contact and/or a conference will be required prior to the child returning to school. Suspensions for violent or threatening behavior may range from one to several days. Very serious or repeated behaviors of this kind can result in expulsion from school.

VOLUNTEERS

Jefferson Elementary School has an active group of volunteers. If you wish to assist a classroom teacher by listening to children read, correcting papers, building vocabulary skills, going on field trips, creating bulletin boards, or any one of many other things, please contact the school. The volunteer group is open to parents, grandparents and all community members who wish to be involved with schools. Information will be sent home on how you can get involved in Jefferson Elementary's Parent Club (PTC).

All volunteers must complete required district forms every other year. No volunteer may participate in school activities until the screening process is complete. Volunteers must sign in and out on the pink form at the office.

WEAPONS

Weapons – real or imitation – in our school are prohibited. Students found with any type of weapon, real or imitation, will be subject to suspension with the option of possible expulsion, according to the laws of Oregon and the policies of the district.

CHILD FIND

Project Child Find

If you have any questions or if you suspect that your child, ages 0-21, is in need of special help in an academic area including speech, hearing or motor skills, please contact your child's School Counselor, Development Skills Specialist, the Special Services Director, or the Principal.

Jefferson Elementary School 541-327-3337 option 4
Jefferson Middle School 541-327-3337 option 5
Jefferson High School 541 327-3337 option 6
Jefferson School District 541 327-3337 option 3

Behavioral Expectations

(Parents, please review each of these rules with your children. If you have questions about them, ask a staff member.)

SCHOOL RULES Be safe Be respectful Be responsible

- Listen
- Follow directions
- Be prepared

ARRIVAL RULES

- Student supervision in the gym begins at 7:30 AM. There is no supervision guaranteed before this time.
- If arriving before 8:00 AM, go to the gym and wait until you are dismissed to your classroom.
- If arriving after 8:00 AM, check in at the office, then go directly to your classroom unless you need breakfast.
- Walk bikes onto school grounds to the bike rack and leave them there until the end of the day.

DISMISSAL RULES

- Leave your classroom when dismissed by the teacher.
- Walk at all times.
- Walk bikes off school grounds.
- If there is a late bus, students will remain with the supervising teacher until dismissal.
- If you are going to the After School Program, go directly there at 2:50 PM.

ASSEMBLY RULES

- Enter the assembly quietly and in an appropriate manner with your teacher.
- Sit quietly and listen.
- Show appreciation by clapping at appropriate times.
- Remain seated at the conclusion of the assembly until your class is dismissed.

HALL RULES

- Walk quietly.
- Use proper traffic patterns.
- Treat others respectfully.
- Keep hands and feet off the walls.

LUNCH RULES

- Enter and exit quietly and orderly.

- Talk softly during lunchtime.
- Eat only your own food.
- Stay seated while eating.
- Use good table manners and be considerate of others.
- Keep hands and feet to yourself.

BATHROOM RULES

- Talk quietly in the bathroom.
- Flush the toilet.
- Wash hands.
- Put used paper towels in the garbage can.
- Use facilities properly.

PLAYGROUND RULES

Be Safe

- Take turns on equipment and play safely and fairly.
- Touch contact only in team games.
- Stop and listen for directions anytime a whistle blows.
- Keep hands, feet and other objects to yourself.

Be Respectful

- Follow Instructions given by all staff.
- Throw your garbage in trashcans.
- Play fairly.

Be Responsible

- Freeze when the 1st whistle blows.
- Walk to your assigned lines after hearing the 2nd whistle.
- Keep your hands, feet and other objects to yourself.

OUTDOOR RECESS RULES

- STUDENTS MUST WALK ON THE BLACKTOP.
- Students must wait by classrooms until two recess adults are present before walking to the playground.
- Ask an adult before going to the gym to use the restroom or get a drink of water. Only one student goes to the bathroom at a time.
- Toys, balls, trading cards...from home need to stay at home.
- No tag.
- Use appropriate language.
- Stay away from the fence.
- ONE whistle will be blown 2-3 minutes before recess is over. Students are to stand quietly except those on the field. They need to walk quickly to the sawdust and then stand quietly. When everyone is standing quietly, there will be TWO whistle blows and

students will WALK to their lines.

- PURPLE STARS indicate where the waiting line begins for each of the following pieces of equipment: swings, tire swings, zip-line, turning wheel, hanging rings and monkey bars.

Tire Swings

Two “wait” lines begin at the two outer poles indicated by the purple star. The ‘wait’ line to push begins at the middle pole, also marked with a purple star. The first student in line will push the timer “start” button to start the time. The same student will push the button to stop the timer once it beeps. The beep indicates the turn is over, and it’s time to change “riders” and “pusher”.

- Pusher can push and get on or push and back away from the tire swing.
- Swing only with 1 other student (2 for primary recess, K-2).
- “Turn” means a 2 minute timed turn. First person in the lines pushes the start button on the timer once all riders are on the tire.
- Stand behind the poles to wait for your turn.
- When the timer beeps, the first person in the line pushes the button to stop the timer and the riders and pusher go to the end of the line to allow new riders and a new pusher to take their place.
- Then repeat the procedure.
- Sit upright with legs through the tire when on the swing.

Slide

- Slide down on your bottom only, feet forward.
- Let others slide without touching them.
- Wait until student is completely off before sliding down.
- No climbing UP the slide.

Monkey Bars

The “wait” line begins at the back pole of the monkey bars. The PURPLE STAR indicates where the line begins.

- Cross only under the bars.
- Go in one direction. Then climb down and walk to the back of the line.
- No standing or sitting on the bars.
- If dresses or skirts are worn, students must have shorts on.

Rings

The “wait” line begins at the back poles of the rings. The PURPLE STAR indicates where the line begins.

- Swing only on the rings, no somersaulting.
- Students must go in one direction then jump down and walk to the back of the line.
- If dresses or skirts are worn, students must have shorts on.

METAL PLAY STRUCTURE

Zip Line

The “wait” line begins at the red bars by the steps. The PURPLE STAR indicates where the line begins.

- One student at a time.
- The next person in line waits near the red bars by the steps.
- Students must propel themselves - no help from others.
- One turn equals once across and back.
- If a student gets stuck, one other student may help by pushing the legs of the ‘stuck’ student.

Turning Wheel

The “wait” line begins at the pole closest to the gym. The PURPLE STAR indicates where the line begins. The first person waits on the ground beside the platform.

- Only two students at a time.
- A turn is up to 3 rotations or when one falls off.
- Once your turn is over, drop down and walk to the end of the line

Swings

If the swings are full, the “wait” line begins at the first metal pole. The PURPLE STAR indicates where the line begins. The first student in line will push the timer “start” button to start the time. The same student will push the button to stop the timer once it beeps.

- NO jumping off.
- NO pushing by students (grades 3-5). Pushing is allowed for grades K-2, because they are learning to swing.
- Swing only forward and back.

Balls

- No kicking balls anywhere except on the field and only soccer and footballs.
- If you bring out a ball, you are to put it away.
- Soccer and football will be played only on the field and only if it is dry.
 - No “heading” the soccer ball.

- Shoes must be tied and stay on the feet when kicking the ball.
- Football is “Two-hand touch” only.

Jump Ropes

- If you bring out a jump rope, you are to put it away.
- Jump ropes are to be used for **jumping only**.

OUTSIDE COVERED RAINY DAY RECESS CHOICES AND RULES

Classrooms will be assigned a specific covered play area to play in (covered play shed by the playground or covered area in front of classrooms 1-9).

CHOICES

A recess duty teacher will bring out rainy day recess toys which may include: stacking cups game, hula hoops, 4-square ball, balance boards, etc.

NO JUMPROPES, BASKETBALLS AND FOOTBALLS during under cover recess.

Rules for under cover recess

- Walk at all times, no running, chasing and/or tag.
- Balls are used for 4-square only; no basketball, or kicking of the ball.
- Stay out of the water; this includes puddles, leaking water from downspouts and roof.
- Stay in designated play area.
- Ask a teacher before entering gym for bathroom or drinking fountain (only 1 student at a time in the bathroom).

END OF RECESS

ONE whistle will be blown 2-3 minutes before recess is over. Students are to stand quietly and freeze.

When everyone is standing quietly, there will be TWO whistle blows. Students who have recess toys out will take the toys to the recess closet or recess storage bag. The rest of the students will WALK to their lines as assigned by the outdoor recess teacher.

Once classrooms are lined up, the play shed teacher will send the students in line to wait along the outside wall of the gym for their teacher. The play shed teacher will wait with the students until the classroom teacher comes.

The undercover recess teacher will wait with the students until the classroom teachers arrive.

Tetherball Rules

- There is a line that divides the court in half. Each player must stay in his or her own half of the court the whole time. Stepping on or crossing the line is a foul.
- The two players decide who serves by playing Rock, Paper, Scissors. The other gets to decide which side **and** which way they are hitting.
- The server starts the game by striking the ball with their hand or fist in the direction that was chosen. The server cannot hit it again during that serve until their opponent has touched the ball.
- The server may continue to strike the ball after the first hit by their opponent. The opponent tries to hit the ball in the opposite direction, both trying to wind the ball completely around the pole.
- The player who does this wins the game. The next challenger comes in and they proceed just as rule 2 states.
- After a player has won three games they are out.

Fouls that put a player out

- Hitting the ball with any part of the body other than the hands or forearms
- Stopping continuous play by holding, catching, or blocking the ball directly in front of the opponent with his or her hand
- Touching the pole with any part of your body
- Hitting the rope with your forearm or hands
- Stepping into your opponent's court or on the line
- Double hitting in your court area
- Throwing the ball

The game stops when a foul is committed. Show good sportsmanship and honesty by stopping when you know you have committed a foul. Don't wait for your opponent to call you on it. Stop the swing of the ball immediately and go to the end of the waiting line. If the players can't agree on a call then play Rock, Paper, Scissors, and the winner decides.

Four Square

- Keep hands and feet to yourself at all times.
- There are four squares on the playing field.
- A service line is drawn diagonally across the far corner of Square A.
- The player in this square must have at least one foot in his area while he serves.
- The ball is served by dropping it and hitting it underhanded from the bounce.
- If the serve hits a line, the server is out.

- The server can hit into any of the other three courts.
- The player receiving the ball keeps it in play by striking the ball after it has bounced once.
- Any player can hit the ball directly into any other square with an underhand hit.
- There are no “practice hits.”
- The first player in line is the referee and calls made are final.
- If a fault is committed, the player is immediately out and goes to the end of the line.

Basketball

- Keep hands and feet to yourself at all times.
- Basketball games will be half court so that more people can play.
- Choose a referee for the game who is a self-manager. The referee will choose the teams.
- Play Rock, Paper, Scissors to see which team starts the game.
- Only players involved in a play or the referee can call a foul.
- You are out of the game if you get a technical.
- Before the game starts, decide who you are guarding. Make sure players who rotate into the game know whom they will be guarding.
- No yelling or shouting when someone is shooting.
- All infractions (double dribble, traveling) will result in a throw-in by the other team.
- There can be jump balls. Any disagreement over the possession goes to the team that last had possession of the ball.
- After a team makes a basket, the other team takes the ball to center court.
- There will only be five members from a team on the court at one time.
- After each team basket, one player will rotate onto the court and the other team members will wait on the sideline to re-enter the game.

Touch Football

- The game is started with a kickoff.
- The team winning by playing Rock, Paper, Scissors has the option of selecting the goal it wishes to defend and whether or not it wants to kick or receive.
- The loser takes the option not chosen by the first team.
- The kickoff is from the goal line and all players on the kicking team must be onside.
- There are four downs given to score a touchdown.
- Blocking is done with the arms close to the body.
- Blocking must be done from the front or side.
- A player is down if he is touched with both hands on the back.
- All punts must be announced.
- Neither team can cross the line of scrimmage until the ball is kicked.
- All fumbles are dead on the spot of the fumble.
- The first player who touches the ball on the ground is deemed to have recovered the fumble.
- A pass caught in an end zone scores a touchdown.

- The player must have control over the ball in the end zone.
- Any ball kicked over the line is ruled a touchback and is brought back to the twenty-yard line to put in play by the receiving team.

Soccer

- Before starting a game, attempt to find one self-manager to be designated to be the referee for the recess.
- Teams must be split evenly with only one designated goalie on each team.
- Start the game in the center of the field with one person from each team facing off.
- You may only use your feet to move the ball. If there is a handball during the game, play is stopped and the opposing team takes over the ball.
- If the ball goes out of bounds, you must stand flat-footed and throw the ball using both hands over your head.
- The goalie is the only person allowed to touch or pick up the ball. When the goalie picks up a ball to keep the other team from scoring, the goalie must put the ball into play by kicking it from the goal box.
- When a goal is scored, the teams face off at center field as they did in the beginning of the game.

NO HIGH KICKING

NO SLIDE TACKLING

NO PUSHING WITH HANDS OR BODY

NO HEADERS

CONSEQUENCES

All of the rules above have been found useful in keeping students safe. If a student fails to follow the rules, he or she will be politely but firmly reminded of the rule and its importance and a minor consequence such as a brief “time out” may be imposed by the staff member who saw the violation. If a student refuses to follow the rule, is disrespectful to the staff member who brings it to his or her attention, repeats the violation or offends in such a way that another student is injured or endangered, the behavior of the offending students will be reported to the principal on a standard form. This referral may potentially result in more serious consequences ranging from loss of a recess to suspension from school. (See the following **Summary of Discipline**)

SUMMARY OF DISCIPLINE

Jefferson Elementary School-Jefferson School District 14J

(District Policies and Rules on Student Conduct and Student Discipline can be found on the district website at www.jefferson.k12.or.us)

This Summary of Discipline applies to student conduct which occurs while a student is:

- On school premises before, during or after normal school hours.
- At a school-sponsored event before, during or after normal school hours, including field trips and school-sponsored tours and activities in another city, state or country.
- Traveling to and from school or a school-sponsored event.
- On school premises at any other time when the school is being used for a school-sponsored event.
- Enrolled in summer school and/or intersessions.
- Off school premises when such conduct involves threats or harm to students, staff and/or District property.

In addition, the student may be referred to a school counselor, the Student Assessment Team, the Youth Services Team or Threat Assessment Team.

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES	
Assault, Physical – To intentionally, knowingly or recklessly cause physical injury and/or cause substantial pain to another person.	Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.	
Aggressive Behavior – Physical behaviors directed toward another person, including, but not limited to, kicking, hitting, biting, shoving, tripping, slapping, or attempting to injure.	<ul style="list-style-type: none"> • A person who physically assaults another person will not be returned to the classroom until his/her assigned consequences have been completed and may be reassigned to another class or classroom. • Contact and conference with parent. • Conflict management meeting. • In-school suspension which may include a special project. • Suspension for up to 10 school days which may include a special project. • Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed. • Restitution. • Referral to law enforcement agency. • Continuing suspension. • Evaluation at parent’s expense. 	
Threat – To place another person in fear of imminent physical injury by word (written or verbal) or conduct.	<ul style="list-style-type: none"> • Contact and conference with parent. 	

<p>Hazing, Harassment, Intimidation, Bullying, Cyber bullying and Menacing; Student – Acts of hazing, harassment, sexual harassment, intimidation, bullying, cyber bullying and menacing will not be tolerated by student to student, staff to student or student to staff. Students are encouraged to report concerns to the school principal. Parents, guardians, and community members may file a complaint by meeting with the school administrator or by following district policy which can be found on the district website. A person may make an anonymous report directly to the school principal. All reports will be investigated by the school administrator. A person may request a review of the actions taken by staff in responding to and/or investigating a report by filing a written request with the Superintendent.</p> <p>Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of district policy. A student found to have falsely accused another as a means of reprisal, retaliation, or a means of hazing, harassment; intimidation, bullying, cyber bullying, or menacing shall be subject to disciplinary actions.</p>	<ul style="list-style-type: none"> • Conflict management meeting. • In-school suspension which may include a special project. • Suspension for up to 10 school days, which may include a special project. • Restitution. • Referral to law enforcement agency. • Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed. • Continuing suspension. • Evaluation at parent's expense.
<p>Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature that unreasonably interferes with a person's education and/or a person's participation in school activities, or that creates an intimidating, hostile or offensive school-related environment.</p>	
<p>Racism – The belief that members of one race are superior to members of another race or ethnic group and the use of words, and/or actions to carry out those beliefs.</p>	

<p style="text-align: center;">OFFENSE</p>	<p style="text-align: center;">PROGRESSIVE SEQUENCE OF CONSEQUENCES</p> <p style="text-align: center;">Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</p>
<p>Insubordinate Behavior – Behaviors which are defined as insubordinate may include, but are not limited to: disobeying or defying the authority of district personnel; verbal, physical, and/or profane or rude behaviors; disrupting any classroom, school or district-sponsored activity; behavior that constitutes a safety risk to the student or others and/or multiple referrals for insubordinate behaviors.</p>	<ul style="list-style-type: none"> • Removal from classroom or any district activity. • Contact and conference with parent. A functional behavior assessment, intervention plan may be completed. • In-school suspension which may include a special project. • Suspension for up to 10 school days, which may include a special project. • Continuing suspension.
<p>Weapons – Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement, which could reasonably be considered or used as a weapon, or attempted to be used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury and/or which is of no reasonable or educational use to the student.</p>	<ul style="list-style-type: none"> • Confiscation of item related to offense. • Contact and conference with parent. A functional behavior assessment, intervention plan may be completed. • Suspension. • Referral to law enforcement authority. • Continuing suspension.
<p>Look-alike Weapons – Possessing, transmitting, selling or in any way displaying any device, instrument, material or substance or other implement which could reasonably be considered a weapon, as defined in District Policy Code: JFCJ, and/or which is of no reasonable or educational use to the student.</p>	<ul style="list-style-type: none"> • Confiscation of item related to offense. • Contact and conference with parent. • In-school suspension which may include a special project. • Suspension for up to 10 school days which may include a special project. • Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed. • Continuing suspension.
<p>Alcohol and Other Drugs – <u>Possessing, buying, use of or being under the influence</u> of an alcoholic beverage; inhalants, including solvents and other dangerous substances; or on any other drug as defined by but not necessarily limited to the Uniform Control Substance Act, ORS 475.005; possession of paraphernalia, possession of look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.</p>	<ul style="list-style-type: none"> • Confiscation of item(s) related to offense. • Contact and conference with parent. • Suspension, in or out of school, for up to 10 school days which may include a special project. • Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed. • Referral to law enforcement agency. • Continuing suspension. • Possible recommendation for diversion.
<p>Alcohol and Other Drugs – <u>Selling, distributing or possession with the intent to sell</u> alcoholic beverages, inhalants, including solvents and other dangerous substances; or any other drug as defined by, but not necessarily limited to, the Uniform Controlled Substance Act, ORS 475.005, including look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.</p>	
<p>Tobacco or Tobacco Products – Smoking, possessing, selling, buying, transmitting, distributing or otherwise</p>	<ul style="list-style-type: none"> • Confiscation of any item(s) related to the offense. • Contact and conference with parent.

<p>using tobacco or tobacco products. This rule applies to look-alike tobacco and tobacco products and to those substances represented as being tobacco and tobacco products.</p>	<ul style="list-style-type: none"> • Special project as assigned by administrator. • In-school suspension for up to three (3) school days which may include a special project. • Suspension for up to three (3) school days which may include a special project. • Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed.
<p>Attendance – Unauthorized absence – Any unauthorized absence from class without prior permission from parent or person in parental role.</p>	<ul style="list-style-type: none"> • Contact with parent. • Development of attendance contract to be determined by school administrator/attendance officer. • In-school suspension which may include a special project. • Referral to attendance officer.

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES
<p>Fire-setting – Any act or attempted act of fire-setting.</p>	<p>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</p> <ul style="list-style-type: none"> • Confiscation of item related to offense. • Contact and conference with parent. • Referral to law enforcement agency. • Restitution. • Removal from participation in school activities until restitution is made. • Suspension for up to 10 school days which may include a special project. • Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed. • Continuing suspension.
<p>Computer Network and Internet – Any misuse or use of any network and/or internet system, District Policy Code: IIBGA and IIBGA-AR.</p>	<ul style="list-style-type: none"> • Contact with parent. • Suspension or revocation of system privileges for minimum of 30 calendar days. • In-school suspension which may include a special project. • Suspension for up to 10 school days which may include a special project. • Conference with parent prior to return of student to school. • Permanent revocation of system privileges. • Referral to law enforcement agency. • Continuing suspension.
<p>Property Damage and Theft – Deliberate or intentional damage to any district facility and property and/or theft of property belonging to the district or to another individual, including, but not limited to, improper care of books and school supplies.</p>	<ul style="list-style-type: none"> • Contact with parent. • Restitution. • In-school suspension which may include a special project. • Suspension for up to 10 days which may include a special project.

	<ul style="list-style-type: none">• Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed.• Removal from participation in school activities until restitution is made.• Continuing suspension.• Referral to law enforcement agency.• Evaluation at parent's expense.
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