

# Jefferson Elementary School

3900 Jefferson Highway  
Jefferson, LA 70121

## Student Handbook



## Policy and Procedures 2023-2024



**Mission:**

Jefferson Elementary School will provide daily quality instruction for all students through

- A nurturing environment that grants equity for all students and ensures that each student is a successful learner,
- A shared sense of responsibility between all stakeholders in the academic and social development of the whole child, and
- Continual parent teacher communication, progress monitoring of student needs, and celebration of individual student differences.

**Vision:**

Jefferson Elementary School will provide all students with a high quality education that enables them to be contributing members of a multicultural society.

**Values:**

Show Your P.A.W.S.

- Positive Attitude
- Act Responsibly
- Work and Play Safely
- Show Respect

## School Contacts:

Principal	Celest Cunningham (celest.cunningham@jpschools.org)
Assistant Principal	Sheila Kelley (sheila.kelley@jpschools.org)
Dean	Michelle LeBlanc (michelle.leblanc3@jpschools.org)
Master Teachers	Daquana Williams (daquana.williams@jpschools.org)
ESL Coach	Janet Smith (janet.smith@jpschools.org)
Secretary	Nicole Monnerjahn (nicole.monnerjahn@jpschools.org)
Account Clerk	Dorothy Whittle (dorothy.whittle@jpschools.org)
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Social Worker	Cathy Ray (cathy.ray@jpschools.org)
Cafeteria Manager	Dionna Ferguson (dionna.ferguson@jpschools.org)
Teachers and Staff	Please see our staff on our website <a href="https://www.jpschools.org/jefferson">https://www.jpschools.org/jefferson</a>

## School Communication

**Email:** The most efficient way to communicate with any school staff member is by email. It is very important that Jefferson Elementary School has an updated email address on file for all parents/caregivers.

**Text:** Jefferson will send out school communication and reminders via JCampus. These reminders will come to your cell phones via text message. If you change cell phone numbers, please update your contact information in the front office.

**Newsletter:** A monthly newsletter will be available each month. The monthly newsletter will be sent home, posted on our website and posted on our Facebook page.

**Daily Folders/Agendas:** Grade levels will send home daily folders or agendas each day. These will include school messages and homework assignments for the week.



**Follow us on Facebook!**

@JeffersonElementarySchool



## **School Hours:**

7:15 A.M Duty personnel report and arrival begins.

7:45 A.M **School begins.** All students should be in their homeroom at this time.

Gates will close for carpool.

Students who arrive after 7:45 must be walked in the single point of entry by a parent or guardian to the main office for a tardy slip.

2:35 P.M **School ends.** Dismissal begins.

**Students can not be on campus unattended prior to 7:15 am.**

## **After-School Care:**

### **2:35 PM - 6:00 PM - FULL TIME enrollment required**

**A \$20 registration fee is required.**

- Eligible students must be in grades PK-8th grade
- Parents should ring the buzzer at the doorway for entry
- Only students who will attend **full time** can apply for aftercare (Monday-Friday tuition)  
There will be NO part-time or drop-ins in aftercare
- Aftercare hours will be held from 2:35 PM to 6:00 PM – students must be picked up by 6:00 PM sharp. After two late pick-ups, your child will be excluded from the program.

**Rates: All fees will be paid through My School Bucks.**

In addition to the \$20 registration fee, students are required to pay the full weekly tuition for P.M. care.

Weekly required fee: \$35

## **Arrival and Dismissal:**

- Parents are asked to use school bus transportation if it is available in your neighborhood.
- It becomes a safety issue when a child does not have a consistent plan for getting home each day. Cooperation is expected and needed, especially with very young children. If you must change how your child goes home for a particular day, it is the parent's responsibility to notify the school prior to dismissal by visiting the office **in person** to make changes.
- Any student not picked up by **2:50 PM.** will be brought to the office to call home. There is no one on campus to supervise students after **3:10 PM.** Jefferson Parish Police may be called for any student left on campus and not enrolled in our after-care program.
- Our priority is student safety, please abide by the following
  - No cell phones - **cell phone use is illegal in school zones in the state of Louisiana**
  - Be a careful driver.
  - Be a courteous driver.
  - Be patient.

## Morning Arrival:

- Gates will open at 7:15AM.
- Students may be dropped off through the carpool line or enter through walker gates from 7:15AM-7:45AM. Students should arrive by 7:40 AM to provide enough time to walk to class by 7:45 AM, so they are not marked tardy.
- Students and parents must use the single point of entry after 7:45 AM. Parents must walk their student to the front office to receive a tardy slip.
- Students are **tardy** if they are not in their **homeroom class** (Not the school) by 7:45 AM.
- **Bus:** School bus drop off will be in the front of the school. (Horseshoe) **No visitor vehicles are allowed in this area from 7:15AM to 7:45AM.**
- **Car Line: Riverdale Drive will become a one-way from 7:15AM to 7:45AM, Monday through Friday.** Carline will follow the following route: from Jefferson Highway, turn right on Highway Drive, turn left on South Drive (behind Riverdale High School), turn left on Riverdale Drive, vehicles will enter Jefferson Elementary School campus. School staff will direct the release of students from vehicles. [Click here to see a map of carline](#)
  - A. Please monitor your surroundings to ensure student safety and follow directives from the school staff.
  - B. **Pull forward as far as you can.** Staff members will be directing you when to stop and go.
  - C. Students should stay in cars until the vehicle has completely stopped
  - D. Students **should** exit vehicles on the driver's side to avoid stepping into traffic. If the student exits the vehicle on the passenger side, the student must walk in front of the parent's vehicle.
- **Walker:** Students must enter campus between the Main Building and Building A. (front of school) Pre-kindergarten through fifth grade students must be accompanied by an adult (18 or older). Sixth through eighth grade students will be allowed to walk to school with a signed parent permission form on file. **If you would like a guardian permission form for your sixth - eighth grade student, please contact the principal at [celest.cunningham@jpschools.org](mailto:celest.cunningham@jpschools.org)**
- **No students will be allowed to cross Jefferson Highway unaccompanied by an adult.**
- Due to safety concerns, Guardians will NOT be allowed to drop off students in the Rosedale Library parking lot. Guardians MUST go through the car line to drop off students or choose to park and walk their student to the walker's gate.

## Afternoon Dismissal:

- Dismissal begins at 2:35 PM.
- **Bus:** School bus pick up will be in the front of the school. (Horseshoe) **No visitor vehicles are allowed in this area from 2:15PM to 3:05PM**
- **Carline:** Riverdale Drive will become a one-way from 2:15 PM to 3:05PM, Monday through Friday. Carline will follow the following route: from Jefferson Highway, turn right on Highway Drive, turn left on South Drive (behind Riverdale High School), turn left on Riverdale Drive, vehicles will enter Jefferson Elementary School campus. **Click here to see a map of carline Student must be picked up by 3:00pm**
- Parents should line up on Riverdale Drive and wait for the carpool process to begin at 2:35. Do not block driveways.
- Only use the left lane of the horseshoe when picking up students. Once your child is in your car, you may utilize the right lane to exit.
- A faculty member will assist students in their vehicle as needed.
- **Walkers:** Students will exit campus between the Main Building and Building A ( front of school). Pre-kindergarten through fifth grade students must be accompanied by an adult. Sixth through eighth grade students will be allowed to walk home from school with a signed parent permission form on file. If you would like a parent permission form for your sixth - eighth grade student, Please contact the principal at [celest.cunningham@jpschools.org](mailto:celest.cunningham@jpschools.org) **No students will be allowed to cross Jefferson Highway unaccompanied by an adult. Students must be picked up by 2:50pm.** At 2:50 PM all remaining walkers will be brought to the front office to call home.

- **Due to safety concerns, guardians will NOT be allowed to pick up students in the Rosedale Library parking lot. Guardians MUST go through the car line to pick up students or choose to park and walk to retrieve their student from the walker's gate.**

## Jefferson Parish Public School System Rules and Regulations for Pupils Transported in School Buses:

- The parent or a designee that is 12 years or older (with the exception of a student with special needs who requires a person that is 16 years or older) must be at the bus stop to place the child on the bus in the morning and receive the child from the bus in the afternoon. If a parent or guardian that is listed to receive the student is not there, the Pre-K or K student will be brought back to the school. A parent or guardian on the emergency card will need to pick the student up from the front office. [Link](#)
- Bus drivers are permitted to make reasonable rules for the safe and proper operation of buses.
- Students must obey the driver cheerfully and promptly.
- Leave home at a time appropriate for arriving no more than 15 minutes and no less than 5 minutes before the scheduled pick-up time. Walk on sidewalks whenever possible. Conduct yourself in an orderly manner at the designated bus stop. Stand away from the road when waiting for the bus. Playing in the streets and yards is not permitted.
- Never cross behind the bus; cross at least 10 feet in front of the bus. If necessary to wait across the street from the bus stop, await the driver's signal before crossing.
- Board the bus only when the driver is seated at the controls.
- Board the bus in single file and promptly proceed to the seat assigned to you by the driver.
- Help to keep the bus clean and sanitary. Anyone purposely damaging the bus in any way will be disciplined and be required to pay damages.
- Teasing, scuffling, or using profane, obscene or abusive language is not permitted and will not be tolerated.
- **Arms and heads must be kept inside the bus windows at all times. Nothing is to be thrown out of the bus windows.**
- **Remain seated at all times when the bus is in motion.**
- Students are only authorized to ride the bus to which they have been assigned.



## **Attendance:**

According to the policy of the state of Louisiana, students must attend elementary or middle school for a total of 60,120 minutes to be eligible for promotion. Based on the school calendar and a standard 375 minute instructional day, **a student can miss no more than 14 days of school to be eligible for promotion.**

## **Absences:**

- A. **Exempted and Excused** - The student is allowed to make up missed work and the absence is not counted against attendance requirements. Examples are extended illness, court, death in immediate family, or religious holidays with proper verification. Doctor notes or parent notes must be submitted within ten (10) days of the absences.
  - B. **Non-Exempt and Excused** - Absences incurred due to personal illness documented by parental or doctor notes. The student is allowed to make up missed work and absences are considered when determining whether the student meets attendance requirements. Doctor notes or parent notes must be submitted within ten (10) days of the absences.
  - C. **Unexcused** - The student is not allowed to miss work and the absence is counted against the attendance requirement.
  - D. **Out of School Suspension** - The student is allowed to make up missed work but the absence is counted against the attendance requirement.
- **Procedures**
    - Excuses for absences (parent note or doctor's note) must be presented in writing to the school principal or designee within ten (10) days of the absence. For any extenuating circumstances, the student's parent or legal guardian must make a formal appeal to the Compliance Office requesting exception to the attendance regulation.
    - Schools are to provide students and parents with attendance letters by the 3rd, 5th and 8th day absent. Parents must contact the school principal or school counselor to discuss attendance matters upon receipt of attendance letters.

## **Make-Up Seat Time (MUST):**

Students in danger of failing due to excessive absences may be allowed to make up missed seat time held outside of the regular day. Students are required to complete additional coursework on an approved on-line learning platform. MUST assignments will take place before or after school, weekends, holidays, or during lunch. The make-up sessions must be completed before the end of the school year.

## **Tardiness: Any student arriving late must be escorted to the office by parent/guardian**

The guidelines below shall be followed prior to the suspension of a student due to excessive absences.

- a. 1st & 2nd tardy in each semester - verbal warning for arriving after 7:45 a.m., please park your car and escort your student to the main office.
- b. 3rd tardy in each semester - A non-suspension conference shall be scheduled with the parent/legal guardian and a referral shall be made to a counselor.
- c. 4th & 5th tardy in each semester - school detentions of one hour or other disciplinary action.
- d. Continued unexcused tardiness will result in in-school suspension, other disciplinary action, or a referral to the Juvenile Court system.



## Check Out:

Students are not allowed to leave the school grounds alone at any time during the school day. A parent/guardian must sign the student out in the school office. Picture identification is required when signing a student out of school.

**Students will only be released to a person listed on the child's emergency card. Please make sure to fill out an updated emergency card and turn it into the office staff.**

Early check-outs interfere with instruction. Your child misses valuable information and assignments when he/she is not in school. Please refer to the Discipline Policy regarding early check-outs.

**Avoid checking your child out after 2:00 p.m.** Students are receiving assignments and paperwork, they are changing classes and packing up, and teachers are taking care of end-of-the-day business.

## Dress Code:

JPPSS has established a student dress code to teach students the importance of grooming and hygiene, to instill discipline, to prevent violence and disruption in the educational environment, to avoid hazards, and to teach students respect for themselves and others.

- Jefferson's uniform is to be worn every day.
- Students are expected to maintain an appropriate physical appearance throughout the day, including keeping shirts tucked in at all times.
- **ONLY HOODLESS SOLID RED, WHITE, GRAY OR BLACK SWEATERS, JACKETS, OR SWEATSHIRTS WILL BE ALLOWED. NO HOODED OUTERWEAR ALLOWED.**
- **Tops:** *All shirts should include the Jefferson Elementary School logo.*
  - PreK & Kindergarten - Must wear purple shirt with Jefferson logo.
  - 1st Grade through 3rd Grade - red polo shirt with Jefferson logo
  - 4th and 5th grade - gray polo shirt with Jefferson logo
  - 6th -8th grade - black polo shirt with Jefferson logo
  - **Sweatshirts - must have a Jefferson logo or solid (no writing) and NOT have a hood.**
- **Bottoms:**
  - khaki pants, shorts, skirts must be worn daily.
  - Skirts and shorts should be worn no shorter than three inches above the knee.
  - Pants must be worn at the waist.
  - PreK students must wear elastic waist pants or shorts (No belts).
- **Shoes:**
  - The school uniform is a tennis shoe. No specific color shoe is required. Tennis shoes **MUST** be worn every day. Students will not be permitted to participate in P.E. without tennis shoes.
- **Backpacks:**
  - 4th - 8th grade student book bags must be **ONLY** clear, see-through or mesh. Small purses or lunch bags are allowed.

## Uniform Vendors:

- **Skobel's** - 4500 York St Suite 101, Metairie
- **Uniforms by Kajan** - 7103 Veterans Memorial Blvd, Metairie
- **Fashion Arcade Uniforms** - 3440 Division Street Suite F, Metairie
- **Schiro's** - 5008 W Esplanade Ave, Metairie
- **Uniformity** - 7032 Veterans Memorial Blvd, Metairie

## Academics: Grading Scale

Letter Grade	Numerical Grade	Quality Point Value
A	93 - 100	4 Excellent
B	85 - 92	3 Very Good
C	77 - 84	2 Satisfactory
D	70 - 76	1 In Need of Improvement
F	69 and below	0 Not Meeting Minimum Requirements

### Homework Policy:

Homework is an integral part of our instructional program. Meaningful and productive homework can be a positive growth experience. All homework will be planned for the purpose of reinforcing, extending, enriching, and/or strengthening students' skills. Homework will always be explained by the teacher. Homework is included in the students daily folders or agendas. Information on homework can also be found in the Google Classroom. Parents/guardians should check for the completion of homework. Contact the teacher if you have any concerns.

### Honor Roll:

- *Academic Honor Roll* - "A", "B", or "S" in all promotional subjects; No "C", "N", or "U"
- *Other Recognitions* - Most Improved, PBIS, and Citizenship

### Interim Reports:

Interim reports are issued four times a year during the fifth week of each nine week marking period as a means of keeping parents informed of their child's progress. Parents are required to sign the interim and return it to school in a timely manner. Forgery of a parent's signature can result in a suspension.

### Report Cards:

Report cards are issued each quarter. Parents are to sign the back of the report card jacket (or the duplicate copy of the report card for grades 6-8) and return it to school. Progress reports are issued to students who have an IEP (Individualized Education Plan) and are attached to the report card.

### Academic Dishonesty/Plagiarism:

If a student is caught cheating or plagiarizing, the student's parent will be notified that the student will have to retake or redo the assignment/assessment. As a result, the student will receive a major referral for violating the student code of conduct. This referral may result in a major consequence.

### Promotion:

1st through 3rd grade students must receive a passing final average for → ELA & Math

4th through 8th grade students must receive a passing final average for → ELA, Math, Science, and Social Studies

A **passing final average** is earning a total of four (4) quality points in each core subject and earning at least (1) quality point in the 3rd or 4th marking period. (Quality points: A=4, B=3, C=2, D=1)

Jefferson Elementary will follow the JPPSS's Pupil Progression Plan (PPP). The PPP can be found on the district website. Each grade level has specific requirements for promotion. Student promotion is dependent on both academic achievement and student attendance.

### Student Progress Center:

Parents and guardians can review their child's progress online anytime via the Student Progress Center. It is imperative that you monitor your student's attendance, grades, teacher notes and other student information via a secure website. Register online using this [link](#). Please call the school to obtain your PSN number.

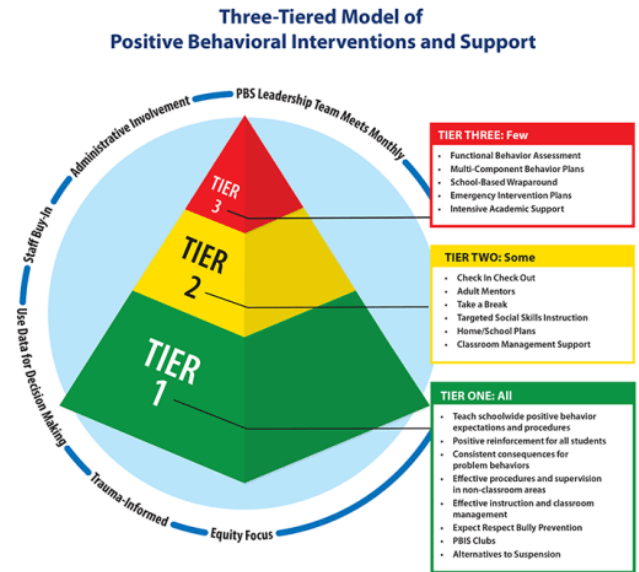
## Positive Behavioral Interventions and Supports (PBIS):

All Jefferson students will receive PBIS support, and all teachers will use PBIS to create a positive school climate for our students and staff. PBIS is a framework that provides a three-tiered system of support for teachers to teach and reinforce school-wide behavior expectations in all settings. The PBIS Team will analyze behavioral data monthly to identify students who need additional interventions and to create action plans based on school-wide trends.

When used correctly and with fidelity, PBIS will lead to a reduction in major disciplinary infractions and aggressive behavior, improvements in academic engagement and achievement, and reductions in reported bullying behavior. Students and teachers will feel safe, respected and have more time to focus on learning and building relationships.

The three tiers of PBIS are as follows:

- **Tier 1** – Universal practices to be experienced by all students and used by all teachers to create a safe school climate.
- **Tier 2** – Targeted practices for students who need more structure feedback and support than Tier 1 alone.
- **Tier 3**—Indicated practices that are more intense and individualized for students who need more than Tiers 1 and 2 alone.



**These three tiers will have very specific and consistent protocols. Tier 1 will be the most important as 80% of student behavior will be positively affected by these efforts.**

<b>Tier 1</b>	Tier 1 refers to approximately 80% of students. Teachers will define and teach the behaviors they want to see which will be consistent school-wide and specific to each area of the school. Expectations in all classrooms will align with the school-wide rules. Students are rewarded consistently for positive behaviors with school-wide incentives and events.
<b>Tier 2</b>	Tier 2 refers to approximately 15% of our student population. If Tier 1 supports are not working for a student, the teacher will refer the student to Ms. LeBlanc, who will complete a classroom observation of the students behavior to determine if additional supports are required. Ms. LeBlanc will discuss her observations with the teacher and PBIS team to determine if the student needs to receive Tier 2 support and behavior interventions.
<b>Tier 3</b>	Tier 3 refers to approximately 5% of our student population. If the student is still struggling after Tier 2 supports have been provided with fidelity, the student will be moved to Tier 3 and referred to the ABIT team in order to collaborate on more intense support to meet the students' needs. These may include a Function-based Assessment (FBA) to create an individualized Behavior Intervention Plan (BIP), routine meetings with the school counselor, and Wraparound support.

## **Discipline**

Per state mandate, Jefferson institutes a Positive Behavior Intervention Support (PBIS) plan, to reward students who follow the rules and expectations. Jefferson's Discipline Policies will be administered fairly, firmly and consistently by teachers and the school administration. Behavior management consequences are progressive in strength and duration. Each student's behavior file is looked at individually. Action taken is confidential. The behavior of a child will only be discussed with that child's parent/guardian. The same applies to any subsequent disciplinary action taken.

**Restorative Practices:** Restorative Practices are a set of principles and practices that encourage students to take responsibility for their behavior by thinking through the causes and logical consequences of their actions. It focuses on developing strong relationships in a community and repairing those relationships when harm is done. Restorative practices help to turn behavior incidents into opportunities for social-emotional learning.

Teachers will begin by building relationships with their students and helping them build relationships with each other from day 1. Restorative practices cannot help to restore a community that was not built in the first place.

**Restorative Language:** When dealing with students, teachers will use empathetic listening by listening to the student's thoughts and feelings to comprehend their perspective. This will help students feel as though they are valued without judgment. Teachers will also use restorative questions to prompt students to consider the feelings of others, the impact of their actions, and what can be done to make things right.

**Restorative Conversations:** During a conflict, teachers will use restorative conversations to determine who was affected and how to repair harm. For minor issues, these conversations can be quick and can happen in the moment. For major instances, restorative conversations should be planned and occur after the student has had time to calm down and may require an administrator to be present.

**Peace Circles:** For repeated or serious behavior incidents, a peace circle is used to solve a conflict between two or more parties. This can be between one student and another or a student and a teacher. Peace Circles will be facilitated by an administrator. Teachers will email the details of the incident to administration, who will decide the next steps.

**Logical Consequences:** Restorative questioning will be used to determine logical consequences for student behavior that warrants one. Logical consequences are used to help students develop understanding, self-control, and a desire to follow the expectations. For example, for a student who throws food in the cafeteria, a logical consequence might be to help clean up the cafeteria rather than serve an after school detention. This creates a teachable moment while promoting more empathy, and making the behavior less likely to reoccur.

### **Suspensions:**

- Length of students' suspensions will be determined by the school administration based on JPS Student Code of Conduct and District Policies. This may range from a parent conference to a remainder of the school year suspension. If the conduct is related to drugs/weapons/assault, etc., or a student receives four suspensions, it is possible the student may be expelled for the remainder of the school year.
- Parents/guardians will be notified of the suspension and establish a date and time for a conference as a requirement for the student's readmission to school. The parent will be contacted by telephone at the number shown on the student's emergency card. A copy of the suspension is sent home with the student. It is the responsibility of the student to take the copy of the suspension home to the parent/guardian that day.
- Parents/guardians will have complete custody and jurisdiction of their child during the days out on suspension.

**A suspended student may not return to school grounds or attend any school sponsored activity prior to being readmitted to school via a parent/guardian conference with an administrator.** Parents are required to call the school and schedule the return conference with an administrator. **Students who are suspended for the remainder of the year are not allowed on campus.**

## **School Rules and Behavioral Expectations**

School rules have been established through Jefferson's PBIS committee. Our rules establish expectations for students to show their P.A.W.S. in multiple settings both in and outside of the school building. A copy of Jefferson's school rules can be found on our website.

### **Cafeteria:**

Large numbers of students eat in our school cafeteria. Cafeteria space is limited and school personnel must strictly enforce rules. While some of these rules seem basic, all rules are in place for a purpose.

**All students are expected to adhere to the following cafeteria rules:**

1. Once seated with your lunch, remain seated.
2. Use an inside voice.
4. All students must walk.
5. Sit and eat in a quiet and orderly manner.
6. Students are **not allowed to bring soft drinks or any carbonated canned drinks.**
7. Discard trays and clear all trash from the table (Leave it cleaner than you found it).
8. Listen to the monitors.
9. No fast food may be brought for lunch.

### **Lunch Program:**

All Jefferson students who wish to receive breakfast must report to school prior to **7:40 am**, after this time students will receive a bag with their food and walk to class where they will eat.

This school year we will participate in the USDA Community Eligibility Provision (CEP) program, families do not need to apply for meal benefits and all students will receive free breakfast and lunch.

- **Breakfast** - Pre-Kindergarten students will have breakfast delivered to their classroom. Students in grades kindergarten through third grade can choose to get a Grab and Go breakfast and report to their homeroom classroom. Students in grades fourth through eighth can choose to get breakfast in the cafeteria or report directly to their classroom.
- **Lunch** - All students will eat lunch in the cafeteria.

## **Library:**

Students are allowed to check out library books for a period of two weeks. They may not check out a new book until the other one has been returned and/or paid for if lost or damaged.

All students must adhere to the following library rules:

1. Books may be checked out for two weeks but may be renewed for an additional two weeks.
2. Reference books and magazines may not be checked out by a student.
3. Students with overdue books will not be permitted to check out other books.
4. Students are responsible for the loss of or damage to library books and/or equipment being used. They will not be allowed to check out any books until the parent/guardian has made full restitution for any/all damages.

## **Physical Education:**

All students **must** participate in P.E. class unless a doctor's excuse is on file in the office stating the medical reason for nonparticipation. All medical excuses are to be updated annually.

Students in all grades attend P.E. classes. Student safety is of primary importance, and therefore, it is strongly recommended that students are dressed appropriately:

1. Tennis shoes and socks must be worn everyday - no exceptions.
2. Shorts should be worn under skirts/dresses.
3. Pants should be loose enough to allow for maximum movement.
4. No boots will be allowed at P.E. Students cannot participate in any sporting activity wearing boots.

## **Safety Protocol**

### **Emergency Cards:**

An emergency card for each child must be accurately completed and periodically updated in order to provide current information needed for contacting parents. When an address or telephone number changes, parents are required to come into the office to correct the emergency card information. All information on this card is confidential. **At least three (3) working phone numbers are required.** The district and/or school may periodically send alerts and messages to these numbers.

**A child will not be released to an individual whose name is not listed on the emergency card.**

Any parent, guardian, or person listed on the emergency card must produce a valid picture I.D. upon signing the child out of school.

### **Safety:**

- ALL visitors/parents must check into the office and present ID upon entering the building for scanning.
- ALL visitors/parents must check into the main office and receive a **PASS** before being allowed to enter any part of the school building.
- ALL visitors/parents must enter the school from the front entrance. The back entrance is only for faculty and staff members.
- We have cameras monitoring our campus at all times.

**Emergency Conditions:**

The Jefferson Parish Public School System asks that parents/guardians keep abreast of the weather at all times. If the weather warrants the closing of school, the School System will have directions and all other necessary information broadcast on WWL Radio and TV. JPPSS or Jefferson may contact caregivers through text via JCampus. Please keep all phone numbers up to date.

**Emergency Drills:**

Fire and other emergency condition drills are conducted monthly. Students will be made aware of the specific drill procedure by the school administration and classroom teachers. Exit maps are posted by the door on the inside of each classroom. The signal for evacuation or assuming safety positions will be given out over the intercom system.

Students are to conduct themselves in a safe, orderly manner during all such drills. All teacher directions are to be followed IMMEDIATELY. Student misbehavior will not be tolerated during emergency drills. Students' refusal to participate and/or follow directions correctly or to behave properly during the drill may result in a discipline referral. It is a violation of State and Federal Law for anyone other than an administrator or the Fire Department to pull an alarm.

**Searches:**

In order to provide a safe environment for students and employees, the school board has authorized the use of metal detectors in random searches on school grounds. This is in addition to searches due to probable cause. This policy allows for random searches of desks, building areas, book bags and the person or car of the students or non-students entering public grounds/buildings.

**Health Records:**

Louisiana Statute 17:17 makes it MANDATORY that all children be properly immunized in order to attend school in our state. Health records must be kept up to date. In accordance with this law, if the school nurse checks the immunization records and finds them to be incomplete and/or out of time line, a health conference will be scheduled to avoid a student suspension.

**Child Abuse and Neglect:**

According to State Law, school personnel are required as MANDATORY REPORTERS to report any suspected cases of child abuse to the Department of Children and Family Services (1-855-4LA-KIDS or 1-855-452-5437). This also applies to suspected cases of parental/guardian neglect. This law is mandatory for all staff and protects them from prosecution. Any person acting as an advocate for a child may also anonymously report any suspected case of child abuse/neglect.

**Medication Policy:**

If possible, the parent/legal guardian is advised to give medication to the student at home and on a schedule other than during school hours. Only oral, aerosol/inhalant medication in pre-measured doses, topical ointment for diaper rash, and emergency medications shall be administered by the school nurse or trained unlicensed school-based personnel, unless otherwise listed in the JPPSS Medication Policy found on pages 24-25 in the Procedures and Policies Handbook.

**Head Lice:**

Periodically, students' heads will be inspected at school. Parents of those students having nits will be notified. The Jefferson Parish Public School System has a "No Nit" policy. Head lice spreads quickly if not properly treated. The recommended shampoos are RID or Kwell. A fine tooth comb should be used to pull the nit casings off the hair follicles. Students who have been treated but still have nit casings in their hair will not be allowed back in school until all nits have been removed. Bed linen, clothing, brushes and combs must also be treated. Carpets, sofas, and mattresses should be sprayed.

Any student who is present at school with head lice shall be excluded from school until that student is free of active infestation and all louse nits. The student may be allowed to return to school when his/her head is FREE of ALL NITS as verified by visual inspection by the parent and school personnel. When there is recurrent infestation of a student, a referral will be submitted for the Health Unit after consultation between the school administration and the nurse. Siblings of infested students will also be checked.

**Passes:**

During class time, **students ARE NOT permitted in the halls without a pass**. In the mornings, students should report directly to their homeroom. Students are not allowed to roam the halls/campus.

A pass is required in order for students to leave an assigned area and visit an area not regularly assigned during that time period (i.e. bathroom or office). Teachers may elect to use a permanent pass instead of a handwritten one. It is the responsibility of the student to obtain a pass prior to leaving their assigned area. Adult visitors are to go to the office to sign in and **MUST** have a legal pass in their possession (issued and dated by the office that day) before going to other areas of the school campus. Adults on campus without a valid pass will be directed to either obtain a pass from the office or to leave the campus immediately.

Failure to comply with this policy may result in a request for assistance from the Jefferson Parish Sheriff's Office.

**Problem Resolution:**

All problems concerning your child must first be handled through your child's teacher. Please feel free to send an email or call the school to set up an appointment. Any problem that a teacher has not addressed relating to a school matter should be addressed to the school administration. The school administration will refer you to the proper department in the event that a resolution of the issue is not forthcoming. When leaving a message, either with a person or on the recorder, please state your name, your child's name, phone number and a brief message. If you speak with someone in the office, always get the name of the person with whom you left a message. [Teacher Email Link](#)

**Personal Property:**

Students are responsible for the care and security of their personal property, including notebooks, pencils, papers, art supplies, textbooks, etc. All possessions should be labeled with the student's name and room number. **Students who bring personal items to school that are not allowed** (i.e. toys, cell phones, games, air pods, iPads), **will have those items taken away. The parent/guardian will have to claim** such items from the office as **it will NOT be returned to the student**. If a child brings a **cell phone** to school, the phone **must be turned off prior to entering the campus and remain off throughout the day. All students in 5th through 8th grade must turn their phones into the lockbox provided by their homeroom teacher each morning**. If a child has a cell phone which is turned on at school, **it will be confiscated**. Please be aware that there is a district cell phone policy.

**Any student that violates that cell phone policy will be subjected to a behavior referral and consequences.**



## Technology

### Chromebooks:

Jefferson Elementary is a 1:1 school, meaning that all students (K-8) will be assigned a Chromebook and accompanying materials (Chromebook case, mouse, and hot spot if necessary). Students will utilize technology in school as needed. Students and parents will be required to sign a contract outlining the proper use of the Chromebook and responsibilities if the laptop is missing or damaged.

### Headphones:

All students are required to bring a set of headphones to school to use while working on computers.

### Cell Phones and Communication Devices:

Students are allowed to possess electronic devices on campus. However, all electronic devices must be **COMPLETELY OFF** and **must not be visible or audible while students are on the school grounds or on the school bus**. Students shall be personally and solely responsible for the security of the telecommunications device. **All 5th - 8th grade students must turn off their devices and turn them into a lockbox upon entering their homeroom each morning.** The teachers will maintain and monitor the lockbox until the end of the day when the devices are returned to the students. **Phones may not be powered on at any time while on campus.** The possession of electronic devices is strictly prohibited during testing. If a student is caught with a device out without permission, the teacher or staff member on duty will **confiscate the item and turn it in to Administration. Parents must come in for an administrative conference in order to pick up the item.** Students using the devices inappropriately (such as taking pictures or videos of themselves, other students, or their teachers and/or posting these pictures and/or videos on Social Media while at school) **will receive major disciplinary consequences.**

### Cell Phone Policy:

- 1. Major Referral/Phone Confiscation/Admin. Student Conference**
- 2. Major Referral/ Phone Confiscation/ In-Person Parent Conference/ Parent sign for phone**
- 3. Major Referral/ Phone Confiscation/ ISS/ Parent sign for phone**
- 4. Major Referral/ Phone Confiscation/ ISS/ Parent sign for phone**
- 5. Major Referral/ Phone Confiscation/ Parent sign for cellphone/ Cell Phone not prohibited at school**

### Social Media:

The school is not responsible for issues that arise from Facebook/Instagram/Snapchat and other social media websites unless it carries over into the school. Please teach your children about online and Internet safety. Major problems, including bullying, are common on social media and parents should monitor this frequently to support the safety of their child.

### Morning Announcements:

Each morning, announcements will be shared from Mrs. Cunningham's Office. All students and adults are expected to pay attention and listen to these announcements.

### Personal Property:

Students who bring personal items to school that are not allowed (i.e. toys, games, iPods), will have those items taken away. The parent/guardian will have to claim such items from the office as it will NOT be returned to the student. If a child brings a cell phone to school, the phone must be turned off throughout the day. If a child has a cell phone which is turned on at school, it will be confiscated. Please see the Cell Phone and Communication Devices statement above for more information regarding our district cell phone policy.

## Parent/Community Involvement

### Parent Involvement Policy:

Jefferson Elementary School strives to encourage and maintain parent involvement in every aspect of school life. From monthly newsletters and parent conferences to classroom assistance and an active PTO, parents are seen as partners in the education of their children. Visit our website for current information and electronic copies of the newsletter. Hard copies of the newsletter are available in the front office.

### Parent/Teacher Organization (PTO):

PTO meetings are held in the school library to promote the educational growth and welfare of all students attending Jefferson Elementary School. The dates of these meetings will be in the monthly newsletter. The long range goal of this organization is to help foster a closer home/school relationship so that parents/guardians may better support and actively participate in the total educational process. A short range goal is to effectively communicate our educational programs to the community we serve. The PTO also conducts fundraising activities throughout the school year to assist the school financially in providing much needed materials for the benefit of all students.

### Parent/Teacher Conferences:

All parent/teacher conferences must be pre-arranged with the teacher and held during non-instructional time. **Teachers will not be called out of class to conduct an unscheduled parent/teacher conference and will NOT conduct impromptu conferences in the doorway/hallway.** Teachers are not required to hold a parent conference before or after school hours without prior notice.

Parents are strongly encouraged to attend all parent/teacher conference days. These days have been set by the school board.

### Volunteers:

Volunteer parents/guardians provide a valuable service to our school. They work under the direction of school personnel performing such duties as taking down and putting up bulletin board displays, distributing classroom supplies, posting student work, running copies, and many other jobs of this nature. Most volunteers find their work rewarding, as well as enjoyable, because they make a difference and are appreciated for all they do. Jefferson Elementary School invites and encourages parental/guardian involvement in our total school program.

Dress Code: It is expected that volunteers are dressed appropriately for a school environment. No short shorts or skirts, shoulder/back/midriff's covered.

### Parking:

Please be respectful of our neighbors surrounding the school. When you park, make sure you are not blocking anyone's driveway. Please do not park in the Faculty/Staff parking lot. Please do not park in the delivery driveway by the cafeteria. Please do not park in handicapped areas. Jefferson Parish Sheriff's Office will write tickets.

### Memos/Notices:

Please check your child's folder and/or agenda daily for any memos/notices that the school or classroom teacher may have sent home. School events are usually listed in the monthly newsletter and on the website's calendar that is published monthly. A hard copy can be picked up from the office. Follow us on Facebook.

### **Holiday Events/Parties:**

Class parties may be held on special holidays in the afternoon hours with the approval of the principal. Parties will be limited in order to cause minimal interference with the instructional program of the school. Parents will be notified by the teacher if refreshments are to be sent to school. While sending refreshments is always appreciated, please refrain from doing so unless the teacher has requested special treats for the celebration. If you are asked to send refreshments, please remember that you must secure an office pass before going to your child's classroom. Please provide snacks of high nutritional value to support our Healthy Campus Program. Do not send cake or cupcakes to school without prior approval from the principal.

### **Extracurricular Activities:**

Extracurricular activities are a privilege, and as such, students must earn the right to participate. Sports are offered in collaboration with other K-8 schools. Participating in extracurricular activities is a privilege and students must maintain appropriate grades and behavior to participate.

### **Textbooks:**

Textbooks are the responsibility of the student to whom they have been assigned for the year. All lost, stolen or damaged books **MUST** be paid for by the student or parent/guardian **PRIOR** to another book being issued. All textbooks are required to be covered at all times. **Please do not cover books with contact paper.** Replace the cover if it becomes worn during the school year. If a textbook is lost or stolen, the following fees will apply:

- A book that is 2 years old or less = 100% of the cost
- 3 years old =75% of the cost
- 4 years old = 50% of the cost
- 5 years old or more=25% of the cost.

## Notices

- The American with Disabilities Act requires that Jefferson Parish Public School System disseminate the information contained in this notice to all "applicants (employee), participants, beneficiaries (students), and other interested persons (parents/guardians)". This is to advise that the JPPSS will make available to applicants, participants, beneficiaries, and other interested persons, information regarding the provisions of the American with Disabilities Act and its applicability to the services, programs, or activities of the district, and make such information available to them in such a manner to apprise such persons of the protection against discrimination assured by the Americans with Disabilities Act.

Inquiries may be made by contacting the ADA Compliance Officer by calling 349-7803.

- In accordance with federal and state policies, JPPSS has determined that ALL school buildings are to be smoke free while students are on campus. This also applies to school grounds and parking lots while students are on campus.

Consequently, parents/guardians/other visitors to Jefferson Elementary School will NOT be permitted to smoke on school board property and/or in the school building/halls while students are on campus. Violators will be asked to cease smoking IMMEDIATELY. Refusal to comply will result with the police being called and legal action taken by the school.

- Sexual harassment: Students are prohibited from 1) conduct of a sexual nature which explicitly makes acceptance or rejection of a sexual invitation a condition for receiving favorable treatment in relation to participation in school activities of any school matter, or 2) making sexual advances or request for sexual; favors which have the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive school environment.