



Jefferson Elementary School

3900 Jefferson Highway
Jefferson LA, 70121
(504) 733-9461 / Fax (504) 484-8231
<http://jpschools.org/jefferson>



Celest Cunningham
Principal

celest.cunningham@jpschools.org

Sheila Kelley
Assistant Principal
sheila.kelley@jpschools.org

Welcome Jefferson Elementary Families,

We are excited for the start of the **2024/2025** school year. We are working tirelessly to prepare for the first day of school, and we look forward to working hard to build strong relationships with parents, students, and community members. We are dedicated to working with each student at Jefferson Elementary to meet their goals and achieve success.

All students that attended Jefferson Elementary School last year will automatically be enrolled in the 2024/2025 school year. If you have moved, please contact the school office to receive information on how to update your address to ensure that you receive email, postal, and mail notifications from us.

The Back to School Event this year is Wednesday, August 21 at 5:30pm. During this event you will be able to meet your student's teachers and receive information concerning the learning environment.

Please call the school if you have any questions. Our office is open Monday through Friday from 7AM to 3PM.

Vision:

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

Mission:

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

- a nurturing environment that grants equality 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,
- Continued parent-teacher communication and progress monitoring of student needs allowing for individual student difference to be valued,

Please carefully read the information below:

1. First Day of School:

1st through 8th Grade	Wednesday, August 7th
Pre-Kindergarten and Kindergarten Girls Only	Wednesday, August 14th
Pre-Kindergarten and Kindergarten Boys Only	Thursday, August 15th
Pre-Kindergarten and Kindergarten Girls and Boys	Friday, August 16th

- 2. School hours are 7:45AM to 2:35PM:** Students can arrive at school starting at 7:15 AM. Students will be able to eat breakfast when they arrive at school, prior to reporting to their homeroom class. Students who choose not to eat breakfast will report directly to their homeroom class. Students who arrive at school after 7:45 AM will be considered tardy. They must check in the front office with a parent and then report directly to their homeroom class. Students are dismissed from school at 2:35 PM.



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3. **Tardy to School:** Students who arrive at school after 7:45 will be considered tardy. The students will be documented as tardy. Excessive tardiness will result in disciplinary action. **A parent must report to the office with their student to sign them in after 7:45.**
4. **Book Bags:** All students must bring a back bag to school daily. No rolling book bags are permitted. 4th - 8th grade student book bags must be ONLY clear, see-through or mesh. Small purses or lunch bags are allowed.
5. **School Supplies:** Use this [link](#) to access the school supplies for this school year. **Please send a few school supply items with your student each day until all school supplies are received.**
6. **Student fees:** All kindergarten through 8th grade students are required to pay a school fee of \$35 at the beginning of each school year. This fee covers a school ID, communication folder/agenda, technology and enrichment programs, [School Cash Online Link](#)
7. **Beginning of the School Year Parent Packet:** On the first day of school, students will bring home forms that must be read, completed and returned to school ASAP.
8. **User Agreement form:** Every student will be issued a Chromebook to be used at school and sent home with students on days that require "At-Home-Learning". It is imperative you complete the [user agreement form](#) and return it to school ASAP.
9. **Methods of Communication:**
 - a. JCampus text messages or emails - please make sure we have your **correct phone number and email**
 - b. School website: <https://www.jpschools.org/jefferson>
 - c. School Facebook: <https://www.facebook.com/Jeffersonelementaryjaquars/>
10. **School Uniform:** Use this [link](#) to access the detailed school uniform policy. Sweatshirts with the school logo are available for purchase at the school for \$24. [Order form Link](#)

<p>Pre-K & Kindergarten</p> <ul style="list-style-type: none"> • Purple Polo Style Shirt with the School Logo • Solid Khaki Shorts, Pants, Skirts, or Jumpers (Elastic Waist Bands, No Belts) • Tennis Shoes (Velcro or Slip-on Preferred) 	<p>4th & 5th</p> <ul style="list-style-type: none"> • Gray Polo Style Shirt with the School Logo • Solid Khaki Shorts, Pants, Skirts • Solid Color Uniform Style Belt • Tennis Shoes
<p>1st - 3rd</p> <ul style="list-style-type: none"> • Red Polo Style Shirt with the School Logo • Solid Khaki Shorts, Pants, Skirts • Solid Color Uniform Style Belt • Tennis Shoes 	<p>6th - 8th</p> <ul style="list-style-type: none"> • Black Polo Style Shirt with the School Logo • Solid Khaki Shorts, Pants, Skirts • Solid Color Uniform Style Belt • Tennis Shoes

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



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- **Breakfast** - Pre-Kindergarten and Kindergarten students will have breakfast delivered to their classroom. Students in grades first 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.

12. School Arrival:

- **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](#)
- **Walkers:** 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 Sixth through eighth grade students will be allowed to walk to and from 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**
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 walkers' gate.**

13. **Wristbands:** As students arrive at school, they will receive a colored wrist band designating the student's mode of dismissal (walker, bus number, carline, etc.) that will be placed on the book bag handle. This colored wristband will assist the school staff with student dismissal. Please keep the wristband attached to your students' book bag.

14. School Dismissal:

- **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](#) **Students must be picked up by 3:00pm**
- **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



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Students must be picked up by 3:00pm

- **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.**

- 15. Child Care Program:** Before care is not offered. Afternoon child care will be offered on school days from 2:35 PM - 6:00 PM Monday through Friday in the cafeteria. **Childcare will begin Wednesday, August 8, 2024.** [Use is link to access the Child Care Parent Handbook.](#) Use this [link](#) to see the program fees and registration form. You can register your student for childcare in the cafeteria starting Thursday, August 7th from 2:35 PM until 6:00PM. Childcare operates on a first come, first-served basis. The earlier you apply, the higher your child's position on the waiting list. Unpaid fees from last school year must be paid in full prior to completing a new registration. Please use the cafeteria driveway to park and walk to the cafeteria to access Child Care. **Students must be picked up by 6:00pm.**
- 16. Transportation:** Your child's bus driver will contact you before the first day of school. **Make sure your address, phone numbers are updated in our system.**
- 17. Water Bottles:** We encourage you to send your child to school with a bottle filled with water labeled with their name. ONLY bottles that can be fully closed and fit in the students book bag are acceptable. Plastic bottles are preferred, NO GLASS. In September, we will have a JES water bottle fundraiser. More information to follow.
- 18. Meet the Teacher/Orientation:** We will **not** hold a "Meet the Teacher" Event this school year. Prior to the first day of school, you will be able to view your student's virtual "Meet the Teacher" announcement on our school website. More information to follow.
- 19. 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.
- 20. Student Cell Phone Policy:** **Cell phones and smartwatch policy** - Cell phones, smart watches and accessories must be out of sight and in the "powered off" position on school grounds. The school assumes no responsibility for theft or damage of electronic devices.
- 21. 5th through 8th Grade Student Cell Phone Policy:** Students will turn in their phones at the beginning of the day. The phones will be kept in lock boxes and will be returned to students before dismissal. **Failure to adhere to the cell phone policy will result in disciplinary consequences.**



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- 22. Student ID's:** PreK - 3rd grade students will receive an ID. IDs will be used for identification, lunch, and transportation purposes. Please do not remove student ID's that are attached to your student's book bag.

- 23. Health Center:** The school based health center is available for students and provides medical services such as medical assessments and over the counter medication as needed. Consent forms and links will be sent home with students.

We are excited to meet our new students and work with our parents. Please access our [website](#) for more information. Please call the school if you have any additional questions.