

Thomas Jefferson Elementary 2016-2017



Quick Tips First Week Events

- **Meet & Greet is Monday, August 15th from 5-6pm. Drop off your supplies, see your room, and meet your teacher.**
- **First day of school is Wednesday August 17th. Remember it is a late start day.**
- **Parent Open House will be Thursday August 18th from 6-7:30pm. I will be sending out an agenda soon via Skyward/email. Remember this is a parent only event.**

School Hours

- Monday, Tuesday, Thursday & Friday doors open at 8:30 am and school starts at 8:45 am
- **Wednesday is late start and doors open at 9:00 am and school starts at 9:15 am**
- If a two hour delay is to occur school starts two hours after the start time (Wednesday 10:45 am)

Attendance

- Attend school on a daily basis (By state law schools have to meet a 95% or better attendance rate every year)
- Be on time (Bell rings at 8:45 am M,T,R,F & 9:15 am W)
- Students who are tardy interrupt the start of the morning (the teacher and other students)
- Students who are tardy miss out on morning work
- Students who are tardy start off their day behind
- On a student's fourth tardy a detention will be assigned
- On a student's third tardy a warning letter will be sent home and a detention will be assigned on the fifth tardy
- Report Absences by 9 am by calling the office (531-3130)
- Students with 10 or more unexcused absences may be referred to project attend
- Make dismissal changes before 12 noon by notifying the office
- Lunch count goes in by 9 am please call office if you know your child is going to be late due to an appointment

Arrival Procedures

- All students enter daily through door 2 by the first grade rooms
- Students should be dropped off in the morning so that he/she has enough time to be seated in his/her classroom by 8:45 am or 9:15 am (Wednesday)
- If your child is tardy you must come into the office and sign your child in
- Students arriving by car, bus, or walking enter through door 2
- If you are dropping off your child by car please do so in the parent drop off line along the playground fence
- All car riders are to exit out of the right side of the vehicle
- If you are in the car drop off line please do not get out of your car to let your child out
- Please do not park your car in the car pickup line
- If you need to get out of your car please park and walk your child over to door 2
- If you would like to spend time with your child in the car before dropping them off for the day please park and walk them over to the door

- Please do not cut in front of another vehicle or drive fast through the parking lot
- Please follow the car procedure if you are not waiting in the car line you will be asked to go to the end of the line
- Anyone driving recklessly will have their plate taken down and that information will be given to the police (We all need to work together to protect all children at the school)
- If you are walking your child over please cross at the cross walk and pay attention to oncoming traffic
- Do not block the curb painted on the turn around so that the buses can get through

*Please be courteous and remember that other parents are trying to drop their children off in the morning and get to their destinations as well.

Dismissal

- All students are dismissed at 3:15 pm
- We have over 300 students that are dismissed via bus, car, or walkers
- Our dismissal time ranges from 7-10 minutes and a little longer on the first few weeks until staff learns parents and vehicles
- All bus riders are dismissed out of door 2 by the first grade rooms
- All car riders and parent pickup are dismissed through door 3 leading out to the playground through the fence opening
- If you are picking up your child by car please do so in the car pick up line near the fence by the playground
- Do not block the yellow painted curb on the turn around so the buses can get through
- Again do not park your car in the car pick up line
- When receiving your child do not get out of your car to put your child in the car
- All children must enter the right side of the vehicle
- Pay attention to parents and children crossing at the crosswalk
- Please do not cut in front of other vehicles
- Please proceed to the exit once your child is in your vehicle (We need to keep a good flow to get all children safely in their vehicles)
- If you would like to park your car you may do so in the parking lot and walk over to the fence area and start lining up to receive your child via door 3
- Please cross to and from the school by using the crosswalk
- If you do not use the crosswalk it presents unsafe conditions for you, your child, and everyone else
- If your child's dismissal plan changed for the day you must notify the office. If you do not notify the office your child will go home their normal way
- Anyone driving recklessly will have their plate taken down and that information will be given to the police (We all need to work together to protect all children at the school)
- Please do not be offended if school personnel reinforce expectations to you about dismissal

Nurse Reminders

- Please follow our healthy eating policy brochure that you will receive from the teachers
- Please pay extra attention to the birthday treats section. Food is not an option for birthday treats, however you may choose to donate a class game, a book, or items to hand out that are not food.
- Birthday celebrations will be once a month and at the teacher's discretion
- All food items must be approved by the nurse prior to going to the classroom
- Baked goods of any kind are not allowed due to food allergies.
- All medications including cough drops have to be presented to the nurse
- Flip flops are not permitted on the playground. If your child wears flip flops to school he or she must bring tennis shoes to change into for recess

Visitors

- In order to do anything in the building you must have an approved background check on file
- Background checks expire yearly and you need to complete one each year
- All visitors and volunteers must enter through door 1 by the office
- All visitors and volunteers will be buzzed in by the office staff and will be asked to identify him or herself (This is for the safety of all children)
- All visitors and volunteers must report to the office and sign in
- All visitors and volunteers must wear a badge when in the school
- Background checks forms are located in the office
- If you would like to have lunch with your child you must contact the office by 9 am to let us know you are coming and if you want to order a lunch.
- No fast food is allowed in the school.
- Due to our crowded cafeteria you may have lunch with your child once a week and this year parents/relatives with an approved background check will only be permitted to eat lunch with their child on Fridays.
- One table this year will be designated as a peanut free table. No peanut products will be allowed to be consumed at that table.

Transportation Changes

- If your child has a change in transportation for the day you must write a note to the child's teacher or to the office with specific details on how the child is to go home.
- Please include child's name, teacher, date, your signature, and person's name of who will be allowed to pick up your child. The person picking up your child must be listed on your emergency contact list.
- If your child is leaving early, we need a note with all information as well as the time they will leave.
- If you are having someone pickup your child and that person is not on the emergency contact list we will not permit your child to go home with that person. You must put all people on the emergency contact list that will be picking up your child.

Behavior

- All parents will receive a home school agreement. Please read the agreement and expectations listed for parents, students, and teachers. Please communicate the expectations to your children listed under student checklist
- All students are expected to follow individual classroom expectations and school expectations
- Students are expected to complete homework nightly and turn in homework on time.
- From time to time the behavior of some children needs to be corrected
- Each teacher has their own behavior system and will communicate with me on proper ways to help improve the child's behavior
- Every teacher this year will be using Class Dojo. Children will receive dojo's electronically throughout the week for positive things they do throughout the week. At the end of each week each class will send their dojo masters down for the week and the principal will read their names over the intercom.
- We do have detention at Thomas Jefferson Elementary. Detention is assigned once all other avenues to correct the behavior have been tried. Detention is often assigned for not completing work or for children displaying behaviors not in accordance with school and classroom rules
- You will be notified of the detention prior to the detention
- Aggressive behavior, disrespect toward adults or any child, inappropriate behavior, classroom interruptions, or any other behavior that interferes with the safety or well being

of other children and adults in the building will not be tolerated and will be handled by the principal.

- If suspension is warranted your child will be put on a cycle if it continues and the cycle is 1-3 days first suspension, 1-3 days second suspension, 1-5 days third suspension, 5-10 days fourth suspension, pending possible expulsion 5th suspension.
- Our goal is for everyone to work together to make each and every day a productive wonderful day for all children.
- If you have questions or concerns please first seek out the teacher. If you have further questions or concerns please bring them to my attention. I trust my staff and will stand behind their decisions.

Curriculum

- **Your children will receive an outstanding education at Thomas Jefferson Elementary TJE's letter grade is A (again one of the best in Indiana)**
- **TJE's ISTEP scores are some of the highest in the whole state**
- **Our math curriculum is called Bridges and our reading curriculum is Benchmark**
- **We offer art, music, PE, PLTW, and library to all students weekly**
- **We use technology and students will have access to IPADs, net books, laptops, and chrome books. Every room has a smart board as well. All 3rd-5th graders have a chrome book.**
- **We have a social worker that is present four days a week**
- **We have a FROG program that is headed by two title teachers with two aides**
- **The purpose of FROG is to provide interventions to students in all grade levels that may need extra help in reading or math**
- **We do identify the students through testing and teacher input**
- **We have an ELL program to help students whose first language is something other than English**
- **We have a special education teacher on staff who teaches and provides accommodations to students who have an IEP**
- **We have four instructional aides who provide instruction to small groups of students throughout the day and supervise lunch and recess**