



PLEASE SIGN BACK PAGE AND RETURN



**Jefferson Intermediate School
Student Handbook
2018 - 2019**

HISTORY

Jefferson Intermediate School serves the children of our community from grades three through six. Jefferson is a data driven school. Curriculum and instructional planning, teaching, assessing and advancement of students is designed and organized based on the results of data obtained on individual students from various methods of assessment and progress monitoring. The school follows a traditional calendar with school beginning in late August and dismissing in late May.

PHILOSOPHY

We believe that all students can learn. We strive to teach in ways that will best enable all students to successfully learn. We believe that success breeds success. We set high standards and expectations for all students, provide the time and appropriate teaching strategies so that all students can successfully learn that which we teach.

MISSION

We will provide a safe and orderly environment so that we may instruct in ways that will enable all students to successfully learn to higher performance levels.

SCHOOL HOURS

Monday, Tuesday, Wednesday and Thursday: 7:45am - 3:55pm

Students may enter the building at 7:20am. Students should not arrive at school prior to 7:20am because there is no supervision prior to that time. *All students should arrive by 7:45am to avoid being counted tardy.*

CLASS STRUCTURE

Each student is assigned to a home-base classroom. Parent input is taken into consideration when placing their child prior to decisions in May. Unfortunately, no guarantees can be made regarding a student's homeroom placement. Each home-room teacher teams with other teachers and paraprofessionals to provide the needed assistance for the highest level of student learning.

ABSENCES/TARDIES

Good attendance is most important in a student's education. The parent/guardian of a child who is absent must notify the school in writing or by phone call. Excused absences are allowed under policy JH, pg. 18 of the Student Code of Conduct. Excused absences may be required to be supported by notes from doctors or other authorities verifying the absence. **An absence for illness that lasts three days or more will require a doctor's note.** If an absence does not meet the excused absence rules according to the school principal, the absence will be determined to be unexcused. A student can only have 4 unexcused absences in a month or 10 unexcused absences in a school year before judicial proceedings are enforced.

Students who arrive after 7:45am or leave school before the end of the day will receive an unexcused tardy unless the tardy is a result of a doctor appointment, court appointment, school sponsored activity or other excused absence covered in policy JH of the Student Code of Conduct. Three

tardies will result in one unexcused absence. Students who are tardy after 9:00am or leave before 2:30pm will receive a $\frac{1}{2}$ day unexcused absence instead of a tardy.

HOMWORK

Homework is given in all classes and students can expect to have some reading and/or math facts practice every evening. Teachers usually do not assign homework on the weekends unless a student is behind in their studies, but all students are encouraged to continue reading and practice their math facts during the weekend. In order to keep students from falling behind in their classes, all homework is due on each Thursday. If a student is absent, special arrangements and due dates will be made between the student and the teacher of at least one extra day per absence. Parents should always contact the teacher in the event of an absence (pre-arranged or not) to find out what homework was missed for that day. Please do not expect to turn in a large number of assignments right before the end of a quarter and expect to get full (if any) credit. Following due dates is part of a student's responsibility. Parents should check their child's planner every day and initial when work has been completed. Parents can sign up for a Parents Online account in order to monitor their student's grades frequently.

RESPONSE TO INTERVENTION (RtI)

Rocky Ford School District is committed to supporting student success, and uses the Response to Intervention Model to achieve that goal. Response to Intervention (RtI) process is a multi-step approach to providing services and interventions to students with specific academic or behavior needs. Jefferson's general curriculum will be provided to all students. When academic or behavior needs are not met by the general curriculum, your student will be provided targeted and/or intensive strategies based on diagnostic data and student needs. The planning and monitoring of these strategies may be accomplished through the Problem Solving Team. The purpose of the Problem Solving Team (PST) is to share information and discuss how we can work with you to provide support for your student. It is important for school personnel and parents to work together in the Response to Intervention Process. The principal is the contact person for Jefferson's Problem-Solving Team.

REPORTING STUDENT PROGRESS

Parent/teacher conferences are scheduled three times a year and parent/guardian attendance is absolutely necessary. Report cards and other important information are given out at the parent/teacher conferences to help you track our child's progress in promoting to the next grade level. Progress reports may be obtained through Parents Online or by request to your student's teacher. (Parent/guardian signatures will be required on progress reports with any grades below a 70%)

SPECIAL SERVICES

The special services team at Jefferson Intermediate consists of a Special Education teacher, paraprofessionals, a speech therapist, an occupational therapist, physical therapist, a school nurse, an ELL teacher, Media Aide and a Computer Lab Aide. Special education services range from team support in the classroom to full-time support out of the classroom. In addition to our services, Southeast Health provides counseling services on a limited basis.

EARLY DISMISSAL

You are urged not to ask for early or off-hour dismissal of your child except in unusual circumstances. In order to release a child from the building, you must sign him/her out at the office. We cannot send students out of the building without an adult signature on the sign out sheet. Please do not ask to pick your son/daughter up early unless it is for a specific excused absence, (dr. appt., family emergency, etc.). Early pick up will be counted as unexcused.

TELEPHONE USE

Students will be allowed to use the telephone only under teacher or office personnel guidance in case of an emergency. Arrangements for after school activities or plans should be made prior to coming to school. Students will not be permitted to call home and make such arrangements.

INCLEMENT WEATHER/EMERGENCY DISMISSALS

When school is cancelled or dismissed early, the La Junta radio station (KBLJ 1400AM or KTHN 92.1FM) will be notified and a broadcast will state the time of early dismissal or closure. Parents/guardians will also be notified by text message or phone call.

STUDENT LUNCHES

All students will receive free breakfast and lunches. Extra entrees are available for \$1.25. Extra juice or milk is \$.50. Adult lunches are \$2.50.

VISITATIONS

Parent visitations are welcomed and encouraged at Jefferson Intermediate School. Please contact the person you would like to visit in advance. **State law requires that you check in at the office and wear your visitor tag.** If you are eating with your child, you will need to pay when you go through the lunch line. Before leaving please remember to check out at the office and return your visitor tag.

JEFFERSON INTERMEDIATE ACCOUNTABILITY COMMITTEE (JIAC)

The JIAC serves in an advisory capacity to identify goals that will improve the quality of the educational program. Members include the principal, certified and classified staff members, parents and community members. Meetings are held monthly and announced in the district calendar submitted to the local newspaper. If you are interested in serving on this committee please contact the principal.

PARTIES AND GIFTS

Birthday parties may be celebrated if the parent notifies the teacher in advance and **must only occupy the last 15 minutes of the day.** Holiday parties will be held at the discretion of each teacher.

VOLUNTEERS

Volunteer help is an essential part of our educational program and you are encouraged to do so. Some volunteers help on a regular basis, (classroom, homework club, etc.) or others may help for a specific program or event, (field day, chili supper, book fair, etc.). Please contact the school if you would like to be a volunteer. Back ground checks will be conducted prior to volunteering.

HEALTH GUIDELINES FOR PARENTS

Washing hands is the best way to protect against contagious diseases. Please ask your child to wash their hands often. In case of illness, your child should stay home until:

1. He/she is fever free (100 degrees or less) for 24 hours.
2. Vomiting and/or diarrhea have subsided for 12-24 hours.
3. Strep infections have been treated with medication for 24-48 hours.
4. You have checked with the school nurse or doctor concerning minor contagious illness (i.e. pink eye, chicken pox, colds, etc.).

IN-SCHOOL ILLNESS OR ACCIDENTS

Jefferson Intermediate School has the services of the district's nurse. A child who becomes ill or has an accident at school will remain at school until parents are contacted to come after the child. The school nurse does not provide treatment. She provides emergency care and emotional support. Children are expected to play outdoors each day during recesses except on extremely cold or wet days.

EMERGENCY INFORMATION

All parents are required to have current emergency information on file. Please remember to update contact information in the office when your information changes. Copies of legal papers must be provided to the school regarding custody rights. Changes in status of custody must be reported immediately to the school office. The school can only act on the valid court documents on file in the office.

MEDICATION POLICY

A child may not take medication at school unless the parent has given written permission for the school to administer the medication AND the school has received a signed note from the doctor. The medicine should be brought to the office in a labeled pharmacy bottle or original container with the child's name and dosage. Medication forms are available in the nurse's office.

PARENT DROP OFF AND PICK UP

In order to pick up or drop off your child, the preferred area is on South 11th Street in front of Jefferson Intermediate School. South 11th Street is a one way street going from North to South. **DO NOT PICK UP OR DROP OFF YOUR CHILD BEFORE OR AFTER SCHOOL IN THE BUS LOADING/UNLOADING ZONE ON THE NORTH SIDE OF THE BUILDING OR AT WASHINGTON PRIMARY SCHOOL.**

BICYCLES

Students should walk bicycles on school property. We also recommend that all bikes be locked. The school is not responsible for lost or stolen bicycles. Bicycles should be walked across intersections and there should be no carrying of a second person on a bike.

WALKERS

Students walking to school should cross at intersections and walk on sidewalks. Students should NOT jaywalk to walk in the street. Where sidewalks do not exist, students should walk on the extreme edge of the street facing traffic.

TO AND FROM SCHOOL

Discuss the importance of walking to and from school in groups, always taking the same route. Please explain to your children that they should not hang around, but should go straight home as soon as they are dismissed. Students, individually or collectively, should not behave inappropriately to any other students or group of students on the way home from school. All inappropriate behaviors should be reported to parents and school immediately. Consider emergency measures in the event your child arrives at home and there is no one present. Every child should know where to go or what to do if an emergency occurs.

BUSES/TRANSPORTATION

Parents of children who ride buses are responsible for having students ready for transport when the bus arrives. Proper behavior is expected at both the bus stop and on the bus. Failure to act appropriately could result in the loss of bus privileges. The school office must receive advance notification of a change in travel plans from the parent/guardian. Students will not be allowed to ride different buses at their own request. The office must have a written note or phone call with the change, and must have a bus pass from the office. Students must get off the bus **ONLY** at their designated site.

ELECTRONIC DEVICES

Students are strongly encouraged to **NOT** bring electronic devices to school. Electronic communication devices, including *cell phones*, must be turned off inside school buildings. Violation of student use of electronic communication device policy shall result in disciplinary measures and confiscation of the electronic communication device. Please refer to the Student Discipline Code Handbook for a more detailed description of the policy on Student Use of Electronic Communication Devices.

STUDENT DRESS CODE

Students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Please refer to the Student Dress Code section of the Student Discipline Code Handbook for a more detailed description of the Student Dress Code. Students will be referred to the office for dress code violations.

STUDENT BEHAVIOR EXPECTATIONS

Jefferson school is a PBIS (Positive Behavior Intervention and Support) school. As the Jefferson Eagles, we use SOAR as our trigger word to support behavior. SOAR - Safe, Own It, Achieve and Respect. Behaviors are specifically taught and students are rewarded for exhibiting good behavior. Behaviors of a more serious nature are immediately dealt with in the school office, parents contacted and the district's behavior matrix implemented.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the democratic rights and privileges as all other students. While a student does have rights, these rights end at the point where they begin to infringe upon the rights of others. Each student has the responsibility to:

1. Respect other students.
2. Follow school rules.
3. Strive to do their best.
4. Attend school every day possible.
5. Always keep language polite and acceptable.
6. Dress in a clean, safe manner that does not attract undue attention. (See district dress code policy JICA or contact office.)
7. Care for other's property.
8. Be honest.

ELEMENTARY DISCIPLINE POLICY

Each classroom/activity will develop and post a set of rules of conduct. These rules will be clearly communicated, with rewards for good behavior indicated and consequences for misbehavior detailed. We believe these strategies will ensure maximum time for student learning. Less time will be required for student control and therefore, more time focused on academic learning. We believe that consequences for misbehaviors will stop the inappropriate behaviors, but we realize that rewarding good behavior is the key to changing behavior. We believe:

1. All students can behave.
2. We have a high standard of expected behavior for all students.
3. Consequences follow misbehaviors.
4. We expect parents to support our discipline process.
5. Positive rewards are best in changing behaviors.

The purpose of discipline is to establish a positive, consistent and safe classroom/school environment that is able to produce a focus on learning.

PLAYGROUND EXPECTATIONS

1. Students are to stay inside the playground boundaries at all times unless they are with a teacher. (This includes solar panels)
2. Use playground equipment for intended purposes.
3. The playing of games, which could involve injury to others, is not allowed (i.e. tackle football, wrestling, etc.).
4. Always keep language polite and acceptable.
5. FIGHTING, TAUNTING OR BULLYING IN ANY FORM IS NOT ALLOWED. State law statutes will be enforced. This will include suspension and/or mandatory expulsion.
6. Leave rocks, sticks, snow, sand and other non-sport objects on the ground.
7. Keep hands and feet to yourself. Do not touch others or their property without their permission.

LUNCHROOM EXPECTATIONS

1. Enter the lunchroom quietly and in a single file line.
2. Keep hands, feet and other objects to yourself.
3. Show common courtesy by eating quietly and using good manners.
4. Clean up and raise hand to be dismissed.
5. No throwing food or fighting.
6. Leave the lunchroom quietly.

HALL EXPECTATIONS

1. Upon arriving, go outside to recess. There should be NO students in the school before class starts.
2. When walking in the hallway, please stay to the right and walk in a single file line.
3. Keep hands, feet and other objects to yourself.
4. Walk at all times.
5. Voices should be at a zero. Do not disturb other students in classrooms as you walk by.
6. Carry balls and other playground equipment and personal items brought from home.

PROPERTY EXPECTATIONS

1. Students at all times are responsible for the care of their own property, the property of others and school property.
2. Students who willfully damage, destroy or steal the property of others will be expected to reimburse the grieved party. STATE STATUTES WILL BE ENFORCED WHICH WILL INCLUDE SUSPENSION AND/OR MANDATORY EXPULSION.

MAJOR BEHAVIOR OFFENSES (WHERE SUSPENSION AND/OR EXPULSION ARE NECESSARY)

Suspension 1-3 days (In-school or out of school suspensions):

1. Fighting
2. Willful disobedience or open/continual defiance of authority.
3. Willful destruction, theft or defacing of school or others' property.
4. Repeated interference with a school's ability to provide educational opportunities to other students.
5. Behaviors on or off school property which are harmful to the welfare or safety of students or school personnel and may include: a) abusive or threatening language or behaviors, b) bullying, c) forgery, d) gang activities, e) major disruption with a substitute teacher, f) unauthorized walk-out, g) pornography and h) possession of a harmful device or weapon.

Mandatory 3-day Suspension - Possible 5:

1. Assault upon, disorderly conduct toward, harassment of, making a knowingly false allegation of child abuse against, or any alleged offense under the "Colorado Criminal Code" against a school teacher or school employee. (Threat???)
2. Instances of damage occurring on the premises of the personal property of a school teacher or school employee by a student.
3. Possession or use of a controlled substance.

Mandatory Expulsion:

1. Declaration as habitually disruptive.
2. Bringing, carrying, using or possessing a deadly weapon.
3. The sale or distribution of a drug or controlled substance.
4. Commission of robbery or assault as defined in the criminal code.

MINOR BEHAVIOR OFFENSES

It is the expectation that the classroom teacher will handle minor discipline offenses, including documentation, consequences and parent contact. Class Rules of Conduct will be posted in each classroom with the understanding that clear consequences will result from misbehavior as well as rewards for positive strides. Teachers' documented notes will be checked weekly by the building principal and/or dean of students, and if a student has repeated violations, the principal may choose to conduct a parent conference with the student concerning the behavior(s).

CONSEQUENCES OF VIOLATING THE SOCIAL CONTRACT

1. Verbal Warning
2. Loss of Recess
3. Write-up and/or detention
4. Call home
5. Go to the office

The principal may also choose to enforce major offense consequences for repeated minor offense violations, which may include a parent/guardian being asked to come "shadow" their child for a day.

BUS RIDING RULES

Riding the bus is a privilege, not a right. Each student is directly responsible to the building principal for any misconduct. The following procedures will be followed:

1. Bus rides will be explained to all riders.
2. The bus driver will have full authority over bus riders.
3. Students will depart and be dropped off at their regular destination unless written permission to do otherwise is received from the parents.
4. Persistent violation of behavior rules by any student will be reported to the student's building principal by written referral.

The procedure for bus discipline referrals will be:

1. 1st offense - student/principal conference held and parent notified.
2. 2nd offense - parent/student/principal conference held and student denied bus transportation for the remainder of the school year.

THIRD PARTY ABUSE REPORTING PROCEDURES

Federal law requires that school personnel must report all possible third party abuses and child abuse. Third party abuse, as defined by law, means a case in which a child is possibly subjected to abuse by any person who is not a parent, step parent, guardian, legal custodial parent or spousal equivalent. This means that schools must report possible third party abuse to the proper law enforcement agency. In practical terms, this means that schools are required to report fights between students that result in bleeding or bruising, any time the offender is age 10 or older. Child abuse means all suspected abuse or neglect of a child by any person. Possible child abuse must be reported to the Department of Social Services.

TEXTBOOKS/READING BOOKS/STUDENT PLANNER RESPONSIBILITIES

It costs a great deal of money to have enough learning materials for every student in the school and it is, therefore, extremely important to take great care of the textbooks, reading books, student planner and other materials that are provided to the students. Lost or damaged materials will need to be replaced by the student (or parent/guardian). If the student cannot afford to replace the materials, he/she will have to work off the cost of the item(s) during non-academic time (recess/after school).

ACKNOWLEDGEMENT OF RECEIPT

(Please sign, remove and return to the school.)

I, _____, have received the Jefferson
Parent/Guardian Name

Intermediate Parent/Student Handbook.

Date: _____

Parent/Guardian Signature:

Name of Student:

Grade: _____

Let's all SOAR!
• Safe • Own It • Achieve • Respect •

An Equal Opportunity Employer

To contact the coordinator for Title IX, Title VI and Section 504 please call Central Office at (719) 254-7423.
The educational programs, activities and employment opportunities offered by the district are offered without regard to race, color, sex, religion, national origin, age, marital status and handicap.