

Thomas Jefferson Elementary Home of the Rising Stars



2025-2026 Parent Guide

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Roseville, California
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Welcome Letter

Dear Thomas Jefferson Families and Friends,

Thomas Jefferson's staff is honored to serve our neighborhood by providing a quality transitional kindergarten through fifth grade program that is grounded in quality first instruction. We provide a Multi-Tiered System of Support for academic, social emotional and behavioral needs of all students. Our staff strives to be innovative and compassionate teachers. Thomas Jefferson's curriculum is based on the rigorous Common Core State Standards.

Our school is committed to the individual needs of our students. We are dedicated to improving student performance, teacher instruction, and the enhancement of knowledge and skills required for working, living, and learning in our ever-changing society. Our students participate in a range of programs including: art, music, physical education, social-emotional learning, and technology. Each day our students are taught to model character, integrity, and maturity through our PBIS programs as they strive to grow into productive citizens.

This guide is designed to answer basic questions about the routines, procedures and schedules of our school. If at any time you wish for a hard copy, please contact our school office staff. A copy of the RCSD [handbook](#), with all district information, is also available.

Thomas Jefferson is a special school. It is the norm to see parents volunteering in our classrooms, on campus, and actively participating in their child's education. We are fortunate to have an amazing PTC, they strive to make Thomas Jefferson an amazing place to be! Please take time to visit their link on the Thomas Jefferson page to learn more about PTC events.

I encourage you to check our [website](#) and become a fan of the Thomas Jefferson [Facebook](#) and [Instagram](#) pages. We are committed to communicating through a variety of mediums and expanding on the strong foundation Thomas Jefferson was built on.

If you have any questions, please feel free to contact us, as we value meaningful partnerships with families and are looking forward to having your child at Thomas Jefferson Elementary.

Sincerely,



Jennifer Deslaurier
Principal
Thomas Jefferson Elementary

SECTION I: Academics

Curriculum

The Thomas Jefferson Elementary School staff are committed to teaching for quality learning for all of our students. Our students will be held accountable for learning standards for each content area. These standards target important skills that your children will need in real life and determine what is taught in the classroom.

Grouping and Instruction

In elementary schools, students are placed in heterogeneous (mixed ability) settings for most of the day. Within these settings, children have the opportunity to work and mix in various grouping structures for a variety of purposes. Our goal is for students to receive a healthy balance of classroom groupings that are appropriate to the task. These can include whole class, cooperative, heterogeneous, homogeneous (same ability), and individual groupings.

Thomas Jefferson Elementary School also supports students within a Response to Intervention (Rtl) model. Rtl enables teachers to work with students who need targeted and specific help in order to be more successful during their school day. The goal is to provide students with the support, during their scheduled classroom Rtl time, so that they can be independently successful with grade level standards. When making grouping determinations for reading and math, teachers consider the following:

- Classroom performance and work habits
- Performance assessments
- State and national assessment results
- Other information provided by specialists
- Social and emotional interactions

Additional Instructional Supports

Classroom teachers will be responsible for content area instruction with supplemental assistance from other professionals, including instructional assistants and Resource Specialists. Additionally, music, physical education, and art will expand upon various concepts being introduced in the classroom.

Assessments

During the school year, regular assessments will be given in all subject areas in order to provide feedback and guidance for instruction. We consistently monitor and observe our children as they become proficient in identified curriculum standards appropriate to their level.

The California State Department of Education monitors the progress of school systems through state-mandated assessments taken by 3rd, 4th, and 5th graders. These annual tests are the CAASPP and CAST and they align with the Common Core Standards.

Information regarding the use of technology can be found in the RCSD [handbook](#).

SECTION 2: General

Birthdays and Celebrations

Classrooms can host parties in the fall, winter and end-of-the-year. Parties are coordinated with the assistance of volunteers. If you are interested in helping with class parties, please let your child's teacher and/or PTC know.

Oftentimes, parents want to recognize their child's birthday at school. Some parents have opted for goody bags with small items such as pencils, erasers, or stickers. We have students at our school with allergies or health concerns who can not have treats. In order to fairly include all students, please speak to your child's teacher about bringing treats. Although there will be times during the school year when students have sugary treats, we would like to minimize the number. Classes may provide additional guidelines for birthday celebrations.

Another special way you can celebrate your child's birthday is by donating a library book in honor of your child. The school marquee is another way to celebrate! For a fee you can have your child's name in lights and all donations go to our PTC.

Health (more detailed information can be found in the RCSD [handbook](#))

Thomas Jefferson has nursing service available part time. Our secretary and clerk provide the following services:

- Administer medication
- Monitor the health room
- Communicate student needs with parents
- Monitor immunization records
- Perform head checks for Pediculosis control as needed

Care is limited to cleaning with soap and water and applying a bandage. In the event your child has a serious injury, illness, or an elevated temperature, you will be contacted. Families have primary responsibility for their child's health. ***It is imperative that we have your correct address, phone number and an emergency contact if you cannot be reached.***

Lost and Found

To help alleviate the problem of lost items, please put your child's name on lunch boxes, backpacks and clothing. If your child loses something, we'll have them check the Lost and Found. If items are not claimed within the trimester, they will be donated to a charity organization.

Lunch and Snack (Information about school lunch can be found in the RCSD [handbook](#))

Children should either bring lunch from home or get lunch from the cafeteria. Healthy snacks are offered in the office for those that need it. IF YOUR CHILD HAS FOOD ALLERGIES, PLEASE LET THE SCHOOL KNOW. Because of allergies, students are asked to not share lunches or food. We have an allergy friendly table for students that wish to use it. Thomas Jefferson discourages candy and soda. Children are encouraged to bring healthy snacks for first recess and balanced meals for lunch. We spend about 15 minutes at morning snack recess. Additionally, we allot 20 minutes for eating lunch and 20 minutes for playing each day.

Deliveries

In order to not interrupt instruction, items dropped off in the front office will be given to your child at the next break - recess or lunch. This includes water bottles, snacks, lunches, clothing (unless an emergency change is needed) and all other class items. No food delivery services permitted for safety reasons.

Red Folder System

Each student will be provided with a red folder at the beginning of the year. Teachers will send home information and school notices through email and/or folders on Friday. Please also check school and class communication on [Parent Square](#) and [PowerSchool](#). On Mondays, return the red folder to school with your child.

School Pictures

During the school year, Thomas Jefferson contracts with a professional photographer to take individual pictures in the fall and spring. 5th graders will take pictures for promotion in the spring. Purchase of pictures is optional. Pictures are also taken throughout the year for the school yearbook and newsletters.

SECTION 3: Team TJ

Arrival and Dismissal (More information about attendance can be found in RCSD [handbook](#))

Breakfast begins at **7:20am** in the MPR. The bell to open the main gates rings promptly at **7:30am**. Students should arrive before **7:40am as the gates close at that time and your student is considered tardy**. They will then need to proceed to the office for a late slip. Please do not bring children on campus before 7:20am, as there is no adult supervision. If a student arrives before 7:30am, their grownup must remain with them or they must go to the MPR for breakfast. They may not hang out in front of the school unsupervised. You will be called back to the site if you drop your child off early.

Dismissal is 1:49pm for Kindergarten and 1:59pm for grades 1-5 Monday, Tuesday, Thursday and Friday. Wednesdays are early dismissal days and students are released at 12:36 (Kinder) and 12:46 (grades 1-5). TK dismisses at 12:42pm. Please see our school schedule for more detailed information.

Designate a consistent pick up area for your child(ren). This assists the flow of traffic and helps us to best monitor students. The drop off/pick up locations are:

- North Star: In front of the school by the Multi-Purpose Room near the flag-pole
- Kindergarten classrooms: Kinder dismissal only, in front of rooms 1 and 2
- Upper Grade Loop: The car loop closest to Adventure Club on the Winco side
- Primary Grade Loop: The car loop nearest the tennis courts and the MPR
- Tennis Court: Great spot for independent kids to meet up or parents to park
- Walkers/Bike Riders: Children going home this way may exit either side.

If your child has not been picked up by the end of the teacher supervision time, they will be escorted to the office and you will need to come inside the office to sign them out.

Kinder students waiting for older siblings must be supervised, that means within an arm's reach of an adult at all times. Once all students have been dismissed, you are welcome to head to a local park or neighborhood for additional play. Please do not let students play in front of the school; we need to ensure all students have been picked up safely.

No parking is allowed on Central Park Drive nor in the Bus Loop. Tickets have been given and police will be called. We take safety seriously and this street has had too many close calls.

Loop Routine

If you intend to use one of our designated loading zones/loops, encourage your child to be ready to unload as soon as the car pulls up, so we can keep the flow of traffic moving. Children in the car loop must be self-sufficient and not need adult support opening doors, unbuckling or exiting the vehicle. Children must exit on the curb/school side. If you intend to walk your child to the gate, please park in a designated parking spot. No cars may be parked unattended in any circular drive at any time. Please do not allow your child to walk across the parking lot without

adult supervision. Please do not double park. These are safety procedures to support students and traffic flow before and after school. We are the most efficient drop-off and pick-up in the district, averaging under seven minutes from bell to empty loop. Please do not break these rules in order to save time, you are compromising the safety of all children and this behavior will be reported immediately.

Bus Loop/Commercial Transport/Emergency Zone

This area (indicated with a red X in the image below) is intended for bus loading and unloading. Additionally, RCSD vehicles use this space for deliveries. This is not a loading zone or drop-off/pick-up zone. Do not drive into the loop for late drop off. Adults coming to the office for sick or injured children during the hours of 8am-1:30pm are permitted in the loop for a few minutes.



Bicycles, Scooters and Walking

To ensure the safety of students coming to and from school, we suggest that you set up routes for your children to follow. If your child rides a bike to school, please stress that it is a vehicle and therefore subject to all traffic laws, i.e., riding on the right-hand side of the road, stopping at stop signs, etc. Go over the route with them, making sure they cross at intersections and in crosswalks. Students may not use their bike or scooter until they are off campus (for other children's safety) and need to exit campus with their helmet on (as per state law). During the school day, bikes/scooters are parked at the racks inside the school gates. The school is not responsible for unlocked bikes. The area around the racks is off limits to students during the school day.

Schedules ([District Calendar](#))

Thomas Jefferson Elementary School 2025-2026 Bell Schedule

ALL DAYS (INCLUDING PLC WEDNESDAY)

Transitional Kindergarten 7:40-12:42
[11:00-11:40](#) [Lunch](#)

REGULAR DAY

Grade K

7:40-9:25 Instruction
[9:25-9:41](#) [Recess](#)
9:41-11:00 Instruction
[11:00-11:40](#) [Lunch](#)
11:40-1:49 Instruction

Grade 1

7:40-9:25 Instruction
[9:25-9:41](#) [Recess](#)
9:41-11:00 Instruction
[11:00-11:40](#) [Lunch](#)
11:40-1:59 Instruction

Grades 2-5

7:40-9:25 Instruction
[9:25-9:41](#) [Recess](#)
9:41-11:45 Instruction
[11:45-12:25](#) [Lunch](#)
12:25-1:59 Instruction

WEDNESDAY/MINIMUM DAY SCHEDULE

Grade K

7:40-9:25 Instruction
[9:25-9:41](#) [Recess](#)
9:41-11:00 Instruction
[11:00-11:40](#) [Lunch](#)
11:40-12:36 Instruction

Grade 1

7:40-9:25 Instruction
[9:25-9:41](#) [Recess](#)
9:41-11:00 Instruction
[11:00-11:40](#) [Lunch](#)
11:40-12:46 Instruction

Grades 2-5

7:40-9:25 Instruction
[9:25-9:41](#) [Recess](#)
9:41-11:45 Instruction
[11:45-12:25](#) [Lunch](#)
12:25-12:46 Instruction

MINI (CONFERENCE WEEK) DAY SCHEDULE

Grade K

7:40-10:00 Instruction
[10:00-10:36](#) [Recess/Lunch](#)
10:36-11:14 Instruction

Grades TK, 1-5

7:40-10:00 Instruction
[10:00-10:36](#) [Recess/Lunch](#)
10:36-11:24 Instruction

Visiting and Leaving Campus (See the RCSD [handbook](#) for visitor and volunteer policy)

Students may not leave the school grounds alone at any time while school is in session. Visitors coming to school during the day for any reason are required to check in at the office. If you need to pick up your child early, you must come to the office. Adults picking up students will be asked to show photo identification and will be cross-checked with names on emergency cards.

Positive Behavior Intervention and Support (PBIS)

Thomas Jefferson participates in PBIS which is a process for creating safer and more effective schools. It is expected that students follow Thomas Jefferson Expectations, and you will see posters displayed in each room and throughout the building.

Students and staff embrace the R.I.S.E expectations in our daily activities at school.

be **RESPECTFUL**
show **INTEGRITY**
be **SAFE**
be **ENGAGED**

We work with our learners to foster understanding and internalization of these as well as each of our character traits! To be successful, our behavior program needs to be a partnership between home and school. Please support PBIS at Thomas Jefferson by:

- Reviewing behavior expectations with your child
- Using the four expectations at home
- Positive reinforcement (rewarding good choices) at home

In addition to our behavior expectations, PBIS has four other components:

- 1) **behavior matrix** which explains behavior expectations in each school setting;
- 2) **direct teaching** of the expectations;
- 3) **PBIS recognition slips** called StarBucks;
- 4) **data collection** to address inappropriate behaviors.

Thomas Jefferson Progressive Discipline System

It is our intent to address negative student behavior at the lowest level of severity:

Level 1 – Incidental Violations

- Incidental violations after being re-taught behavior expectations (i.e. off task, out of seat, name calling, dishonesty, playing in restrooms, etc.)
- Staff handled with warning

Level 2 – Minor Violations

- Repeated Level 1 offenses (i.e. multiple reminders for same offense, inappropriate language, spitting, lying, misuse of technology, etc.)
- SWIS referral (our data collection system) with appropriate consequence (i.e.

loss of privileges, conference with the student)

Level 3 – Major Violations

- Violations have progressed through levels 1 and 2 and the behavior continues or the student engages in serious behavior, such as (but not limited to) physical contact, bullying, elevated language, disrespectful acts, cheating, or destruction of property
- Student referred to principal, SWIS entry and parent contact as appropriate
- Consequences could include (but not limited to) loss of privilege, giving back to the school, removal from activity or class, suspension, or expulsion.

Level 4 – Egregious EdCode Violations

- Student referred to principal and parent contact
- Principal appropriately addresses behavior and assigns appropriate consequences

Behavior Matrix

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in the cafeteria it is *respectful* to say “please” and “thank you.” It shows *integrity* to clean your space. It is *safe* to walk in the MPR. The matrix is posted in classrooms, and around school. The principal can share the behavior matrix with you at your request.

Community Support

If you are interested in being a part of the PBIS team and a vital part of the Thomas Jefferson community, please contact the office.

Teaching Expectations

Throughout the school year, students will be taught how to behave according to the four RISE expectations. Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year, and become a regular part of our instructional program.

PBIS Recognition

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At Thomas Jefferson each student will earn the opportunity to receive StarBucks tickets for meeting behavior expectations. When goals are met, students enjoy taking part in a variety of acknowledgements such as the student store, raffles and special activities. All staff members on campus hand out StarBucks. This is a school-wide effort to positively reinforce student behavior.

Awards Assemblies

Awards Assemblies are held monthly. The character trait of the month is recognized as well as students who have outstanding attendance each trimester. Parents are invited and encouraged to attend the assemblies to celebrate their children and the children in the community.

SECTION 4: Communication

Thomas Jefferson is committed to maintaining open lines of communication. Families are encouraged to contact teachers and office staff to discuss any questions or concerns. Teachers are on campus from 7:20-2:20 each day, but their times of availability differ. Please keep in mind that during these hours teachers are directly engaged in instruction and preparation. Consequently, we ask that you not interrupt the teachers or the students during the school day. Instead, call, send a note, or email, and teachers will be glad to get in touch with you.

Student Information

Each year, you must update your information online for the following school year. We also ask that you fill out the intent to return forms each year so we may count students for class size. Be sure we have the most current information including home and work addresses as well as phone numbers and emergency contacts. If your child is in before or after school care, be sure to indicate that information as well. If you move, please notify the office. If there are any custody arrangements, the school will need a copy of any pertinent court documents.

Conferences and Reporting Systems (see RCSD [handbook](#) for more details)

Parent-teacher conferences are held during the school year to discuss your child's progress. Other items of interest and concern may be discussed as well. Additional conferences or conversations with your child's teachers may be held at the request of the family or the teacher to discuss any item directly related to your child's schooling. If an interpreter is required for conferences, please notify the school at least one week prior to the conference so we can make the appropriate arrangements.

Report cards will be sent home at the end of the trimester grading periods. Your child's teacher may also send home interim reports. Active involvement in your child's education leads to school success!

Newsletters and Home-School Communication

The monthly school newsletter will be shared via ParentSquare and past newsletters will be posted on the Thomas Jefferson [website](#). Please make sure to check backpacks every night. Make a habit of checking in with your child daily to assist with any homework or other school needs. Check out Red Friday Folders, our website and Parent Square for updates and links that will keep you informed.