

Thomas Jefferson Elementary
“Home of the Rising Stars”



2018-2019 Parent-Student Handbook

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Roseville, California
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Dear Thomas Jefferson Families and Friends,

Welcome to the 2018-2019 school year!

Thomas Jefferson's staff is honored to serve our neighborhood community by providing a quality transitional kindergarten through fifth grade program that is grounded in quality first instruction. Since the school's opening our staff has strived to be innovative and trendsetters with our teaching. The Thomas Jefferson 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. Our students also learn about the Zones of Regulation. The zones assist students and staff alike in creating a cohesive classroom environment where students are ready to learn and engage both academically and emotionally.

This handbook 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. The hard copies are limited, so please request copies that you will use.

Thomas Jefferson is a special school with partnerships fostered with parents and the community. 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 our PTC and to hear of the fantastic events that the PTC has organized.

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

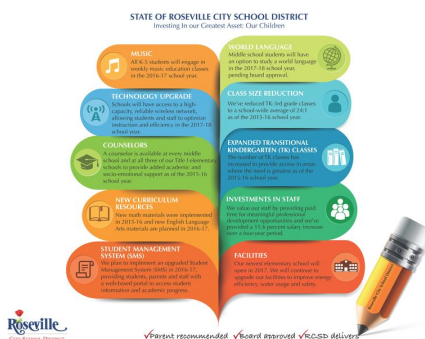
If you have any questions or special needs, please free to contact us, we are here to create meaningful partnerships with our parent community. We're looking forward to a great year working with you and your child at Thomas Jefferson Elementary.

Sincerely,

Kirsten Thomas-Acke
Principal
Thomas Jefferson Elementary

State of the Roseville City School District

Roseville City School District is making significant investments in our students' education in the areas of music education, technology, world language and more. These changes come from parent recommendations in the Local Control and Accountability Plan (LCAP) survey and align with our board of education's goals. Thank you to our parents, staff, caretakers and the community for being our partners in education!



The driving principles of Thomas Jefferson Elementary are grounded in the objectives and the Local Control and Accountability Plan.



Our school mission is:

Thomas Jefferson Mission:

Every student learns at high levels everyday; in an educational community that believes in creating life-long learners and problem-solvers.

Thomas Jefferson's Collective Commitments:

- We are committed to creating a maintaining a nurturing, emotionally and physically safe learning environment.
- We are committed to collaborating with our peers to improve our practice.
- We are committed to utilizing data to improve instruction and student achievement.
- We are committed to sustaining collaborative relationships amongst stakeholders to achieve common goals.

SECTION I: It's Academic!

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

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 total class, cooperative, heterogeneous, homogeneous (same ability), and individual groupings.

Teachers have the flexibility to accomplish grade level standards using the combination of grouping structures which best help students master the curriculum. When making grouping determinations for reading and math, teachers consider the following:

- Classroom performance
- Performance assessments
- State and National assessment results
- Other information provided by specialists
- Parental information
- Social interactions
- Work habits
- Emotional factors

Organizing for Instruction

Classroom teachers will be responsible for content area instruction with supplemental assistance from other professionals, including instructional assistants and Resource Teachers

Music, and Physical Education and Art will expand upon various concepts being introduced in the classroom. Activities will be provided which help to develop strong, healthy bodies and a sense of fair play as well as to increase levels of physical fitness.

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 master identified curriculum standards appropriate to their level.

The California State Department of Education monitors the progress of school systems through a state-mandated assessment taken by 3rd, 4th, and 5th graders. This annual test is the CAASPP and it aligns with the Common Core Standards

SECTION 2: At Your Service!

Birthday Celebrations - In accordance with District policy, classroom parties may be held in fall, winter and spring. In addition, many classes also have end-of-the-year celebrations. Parties are usually coordinated with the assistance of a volunteer Room Parent. If you are interested in helping with class parties, please let your child's teacher and/or PTC know.

Often times, parents would like to honor their children's birthdays at school. School-wide, we ask that if you want to provide treats in honor of your child's birthday, that you do not send food. Some parents have opted for goody bags including pencils, erasers, and stickers. We have several students at our school with allergies or health concerns who can not have treats. It is not fair to them to not be able to participate in the celebration. Although, there will be times during the school year when students have sugar treats, we would like to minimize the number. Some classes may provide you with specific guidelines for birthday celebrations. Please ask your teacher for guidance when in doubt.

Another special way you can celebrate your child's birthday and help build our library collection is by donating a library book in honor of your child. A commemorative name-plate will be put in the library book and your child will be able to be the first to check it out. The school marquee is another way to celebrate your child's birthday! For a fee you can have your child's name in lights and all donations go to our PTC.

Health Program

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

- Administer medication
- Monitor the health room
- Chart each student's visits
- Monitor immunization records
- Perform head checks for Pediculosis control

Care in the health room is limited to cleaning with soap and water and applying a bandage. In the event your child has a serious injury, a persistent illness, or an elevation of temperature at school, you will be contacted by telephone. Families are considered to have primary responsibility for their child's health. ***In view of this, it is imperative that we always have your current, correct address and phone number, and an emergency name and number in the event you cannot be reached.***

PLEASE KEEP THIS CURRENT and notify us of any changes in address and/or phone number. Unlisted numbers will be held in strict confidence.

Medications (prescribed and over the counter): To dispense these at school, we must have

- ✓ WRITTEN PARENTAL CONSENT (Part I/Authorization to Administer Prescribed Medication Form)
- ✓ PHYSICIAN'S STATEMENT (Part II/Authorization to Administer Prescribed Medication Form)
- ✓ PRESCRIPTION BOTTLE with LABEL

All medication must be brought to the office by an adult. **Children should never have any drug in their possession on a school bus or on school grounds.**

Any dosage changes must have written notification from the attending physician. Authorization to Administer Prescribed Medication forms are available in the school office. Your doctor must complete one of these forms when s/he prescribes the medication, without this consent form we are unable to administer the medication. This must be updated on a yearly basis. We request that you administer the first day's dosage of any new medication in case there are any side effects.

Medication dispensing: Classroom teachers are prohibited from dispensing medication.

Emergency Situations: In the event of an emergency that requires immediate medical attention beyond what we can do at the school level, you will be notified immediately, and we will make arrangements to transport your child to a Hospital's Emergency Room. If you have not arrived at the school prior to transportation of your child to the hospital, an administrator or their designee will accompany your youngster to the Emergency Room and wait with him/her until your arrival.

Special Health Situations: If your child has any special health conditions (asthma, diabetes, allergic reactions, etc.), please contact the school, or indicate on the Emergency Card with specific details and treatment directions. This information will be shared with the appropriate staff.

Lost and Found

To help alleviate the problem of lost articles, please put your child's name on lunch boxes, book bags, clothing, and outerwear. If your child loses something, we'll have him/her check the Lost and Found outside the MPR. If items are not claimed within a reasonable amount of time, they will be donated to a charity organization at all school breaks.

Lunch Program and Prices

All children should either bring a lunch from home or buy a lunch from the cafeteria. The cost for lunch is as follows:

School Meal Prices	Elementary
Lunch - Full Paid	\$3.00
Milk	\$0.25
Milk - Adult	\$0.25

If children do not wish to buy a lunch, they may bring their own lunches and drink or may buy a half-pint, low-fat white, or chocolate milk. **IF YOUR CHILD HAS FOOD ALLERGIES, PLEASE LET THE SCHOOL KNOW.** Because of allergies, students are asked to not share lunches or food. Free and reduced lunch applications are available in our school office.

“Red” Folder System

Each student will be provided with a new red folder at the beginning of the year. Teachers will be sending home information and school notices through email and/or folders on **Fridays**. It is our hope that you will be informed of school events and information by receiving notices on Fridays instead of during random days throughout the week. Please check the school website updates and newsletters. Take out notices that are included and sign and replace any notices that require your signature. 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 both group and individual pictures. Individual pictures and group pictures will be taken in the fall. Individual are also offered in the spring. The school receives a percentage of income from the sales. This money is used for a variety of needed materials for students. Purchase of pictures is optional.

SECTION 3: The Thomas Jefferson Way!

Arrival and Dismissal

The bell rings to begin our day promptly at **8:45 AM**. Students should arrive no earlier than **8:25 AM** and no later than 8:40 AM. **Please do not bring children before 8:25, as there is no adult supervision available before this time. Dismissal will start at 1:45 PM for Kindergarten and 1:49 for grades 1-5 on Monday and 3:02 Tuesday, Wednesday, Thursday and Friday. Students in the AM Kindergarten will be dismissed at 1:49 PM Monday - Friday.**

Please designate a consistent pick up area for your child(ren). This assists in the flow of traffic and helps us to best monitor students during pick up times. The three places that students can wait to be picked up are: in front Loop my the Multi-Purpose Room. near the flag-pole and on the Loop near the kindergarten classrooms. 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 into the office to sign them out.

Drop off and Pick up in the Northern Circular Driveway on Central Park Drive (Multi-Purpose Side)

If you intend to use this designated loading zone, please enter the driveway at the designated entry point, drive up to the designated student drop off/pick up point, unload students and continue to the exit. Please encourage your child to be ready to unload as soon as the car pulls up to this point, so we can keep the flow of traffic moving. If you intend to walk your child to class, please park in a designated parking spot and walk your child onto campus. **No cars may be parked unattended in the circular drive at any time.** Please do not allow your child to walk across the parking lot without adult supervision. Cars may wait, load and unload only in the Loading Area near the sidewalk. Please do not double park, which blocks emergency vehicle access, or block parked cars from being able to exit. This is a safety concern with the constant traffic flow before and after school. This parking lot is closest to the 1st - 2nd grade classrooms and Multi-Purpose Room.

Drop off and Pick up in the Southern Circular Driveway on Central Park Drive (Kindergarten Classroom Side)

If you intend to use this designated loading zone, please enter the driveway at the designated entry point, drive up to the designated student drop off/pick up point, unload students and continue to the exit. Please encourage your child to be ready to unload as soon as the car pulls up to this point, so we can keep the flow of traffic moving. If you intend to walk your child to class, please park in the designated parking spots and walk your child onto campus. **No cars should be parked unattended in the circular drive at anytime.** Please do not park and allow your child to walk across the parking lot without adult supervision. Cars may wait, load and unload only in the Loading Area near the sidewalk. Please do not double park, which blocks emergency vehicle access, or block parked cars from being able to exit . This is a safety concern with the constant traffic flow before and after school. This parking lot is closest to the 3rd- 5th grade classrooms, the Kindergarten classrooms, and Adventure Club.

Bus Zone/Commercial Transport Zone

This area is intended for bus loading and unloading. **Please do not leave your car parked and unattended in this area. This is not a loading zone at any time.**

Bicycles, Scooters, Skateboards, Roller-blades and Walking to and from School

To insure the safety of students coming to and from school, the school suggests that you set up definite routes for your children to follow. Please go over the route with them, making sure they cross at intersections and in crosswalks, when available.

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.

Bicycles are parked at the bicycle racks. Students are strongly urged to lock their bicycles in the rack. The area around the bicycle racks is off limits to students during the school day.

Students using any form of transportation to school must ride safely i.e., wear a helmet and follow directional laws if this is not followed, riding privileges will be revoked. Students must walk their bicycles and may not ride their scooters, skateboards or rollerblades on school grounds.

SCHEDULES

Transitional Kindergarten

8:45-12:05

Kindergarten

Early Kindergarten

Regular Schedule

8:45 AM -1:45 PM Monday, Tuesday, Wednesday, Thursday and Friday

Conference Week Schedule

8:45 AM -12:27 PM

Late Kindergarten

Regular Schedule

8:45 AM -1:45 PM Monday and Friday

10:00 AM - 3:00 PM Tuesday, Wednesday and Friday

Conference Week Schedule

8:45 AM -12:27 PM

Regular Day Schedule

<u>Grade 1 and 5</u>		<u>Grades 2 - 3</u>		<u>Grades 4</u>
8:45 - 10:45		8:45 - 10:45		8:45 - 10:45
10:45 - 11:01	<i>Recess</i>	10:45 - 11:01	<i>Recess</i>	10:45 - 11:01
11:01 - 12:25		11:01 - 12:45		11:01 - 12:05
12:25 - 1:05	<i>Lunch</i>	12:45 - 1:25	<i>Lunch</i>	12:05 - 12:45
1:05 - 3:02		1:25 - 3:02		12:45 - 3:02

Monday PLC Schedule

<u>Grade 1 and 5</u>		<u>Grades 2 - 3</u>		<u>Grades 4</u>
8:45 - 10:40		8:43 - 10:40		8:43 - 10:40
10:45 - 11:01	<i>Recess</i>	10:45 - 11:01	<i>Recess</i>	10:45 - 11:01
11:01 - 12:25		11:01 - 12:45		11:01 - 12:05
12:25 - 1:05	<i>Lunch</i>	12:45 - 1:25	<i>Lunch</i>	12:05- 12:45
1:05 - 1:49		1:25 - 1:49		12:45 - 1:49

Conference Week Schedule

<u>Grade 1 and 5</u>		<u>Grades 2 - 3</u>		<u>Grades 4</u>
8:45 - 10:35		8:45 - 10:50		8:43 - 11:05
10:34 -11:11	<i>Lunch</i>	10:50 - 11:26	<i>Lunch/Recess</i>	11:05-11:41
11:11-12:27		11:26 - 12:17		11:41 - 12:27

Attendance

School law requires all children to be in school each day. Regular attendance is vital for a successful school experience. Statistics show that student achievement is directly related to attendance. Encourage your child to take pride in their attendance. If your child is reluctant to attend, please contact your child's teacher or Mrs. Acke so we can address any problems together

No Independent Study contracts will be approved during CAASPP testing for 3rd through 5th grade students. If you know in advance that your student will be absent from school five (5) or more days, you may request an Independent Study contract from the office. Please give the teacher as **10 school days notice**. The teacher will provide materials and assignments to be completed during the period of absence. Absences between 5 and 15 school days will be excused provided the terms of the contract are met.

In addition, the Roseville City School District Policies, Regulations and Bylaws AR 5113 states “When a student has missed 10% of total school days, a Chronic Absence letter will be sent and any further absences must be verified by a physician.”

In keeping with this policy, Thomas Jefferson School will request an original doctor’s note (photocopies or fax copies will not be accepted) when a student’s absences reaches 10% or more. If a doctor’s note is not supplied, the absences will be treated as unexcused and the SARB process will be started.

Please contact the **school absence reporting line at 771-1840 (option # 1)** on the morning your child is absent from school. Medical, dental or orthodontic appointments, mandatory court appearances or illness are the only acceptable reasons for excused absences. Please provide the office with verification. Your child’s absence will be marked unexcused until you have notified the office.

Written Excuses:

California law requires a written excuse when a child is absent from school, late to school, or leaves school early. A note stating the reason for the absence or lateness is required within **two days** of the child's return to school and must contain the date and reason of absence, and the parent's/guardian's signature. Without this information, the absence is classified as an unlawful (unexcused) absence. A written excuse from the physician is required when a child is unable to participate in physical education class. A written note is needed from the family when a child is unable to go outside for recess.

Notification of Excessive Absences:

Families of students accumulating excessive absences will be notified routinely by letter. With continued absence doctor's verification may be required for additional days accrued.

Dress Code

Certain dress apparel is not allowed on campus because of the distractions it causes or because of safety reasons. Students will be expected to dress in an appropriate manner at all times at Thomas Jefferson. The dress code is not intended to list all items that are appropriate or inappropriate to wear. Its purpose is to give guidelines for what is appropriate and inappropriate clothing for school.

- Shoes must be worn at all times. Sandals must have straps on the back (No flip flops or high heels).
- Clothing should be free of writing, pictures, or any other insignia, which are crude, vulgar, profane, or deemed inappropriate for school attire.
- Clothing must conceal undergarments at all times. See through shirts, tank tops, halter tops, spaghetti strap shirts (straps must be at least two fingers wide), low cut tops, bare midriffs, tight shorts, and very short skirts or shorts are prohibited. Pants must be worn around the waist not hanging below the mid section.
- No make up for any students
- Hair shall be clean and neatly groomed. Hair may not be sprayed with any color that would drip when wet. Students arriving at school with colored hair will be reviewed on a case-by-case basis.

If your child does come to school with items that do not follow the dress code, you will receive a phone call requesting that you bring appropriate attire or asking you to pick up your child. The administration reserves the right to address dress code issues which may not specifically be listed above when they interrupt the learning for all students.

Cyber-bullying

Education Code section 48900 (r) now identifies bullying via an electronic act to include: (1) a “burn page,” (an internet website created for the purpose of having one or more effects of bullying); (2) a “credible impersonation of a pupil,” (knowingly and without consent impersonating a pupil for the purpose of bullying that pupil and such that another pupil would or has reasonably believed that the pupil was or is the pupil who is being impersonated); and/or (3) a “false profile,” (creating a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile).

Volunteers

Volunteers are invited to work with our teachers and students in many ways. All volunteers need to be fingerprinted and must receive a TB screening. This must be filed with the school office and the RCSD district office. Please stop by our office for further information.

Some may want to work in the classrooms, do clerical tasks, tutor students, help in the media center, or work at home. Volunteering is a fantastic way to make a difference in a student’s life, so please consider this opportunity! The school will be setting

up a special orientation session in September that all volunteers will need to attend prior to beginning work in the school. At this time we will provide information regarding curriculum, the management of children, simple reading and math activities to use, and school and volunteer procedures. We gratefully accept any time you can offer and look forward to seeing you at school! All volunteers need to be fingerprinted and must receive a TB screening. This must be filed with the school office and the RCSD district office.

Visiting and Leaving Campus

Students may not leave the school grounds alone at any time while school is in session.

Parents coming to school during the day for any reason are required to check in at the office before going on campus. All volunteers, parents and visitors must check in through the office and wear "visitor" identification during their time on campus. **No one is allowed to interrupt the classroom during instructional time.**

If you need to pick up your child during the school day, you must check him/her out through the office. Parents/guardians picking up students will be asked to show photo identification and be checked against names filled out on students' emergency cards. If at all possible a parent's note should be sent to school informing the classroom teacher that the student will leave before the end of the school day.

Behavioral Expectations

Thomas Jefferson Standards and Consequences

Thomas Jefferson participates in PBIS (Positive Behavior Intervention and Supports) which is a process for creating safer and more effective schools. In order for this to happen, it is expected that students follow certain standards and show respect to all of the Thomas Jefferson community--staff, visitors, and each other. The staff has adopted the following **Thomas Jefferson Expectations**, and you will see posters displayed in each room and throughout the building. The PBIS team will be evaluating the currently PBIS practices and revising them this academic year.

We will work with our youngsters to foster understanding and internalization of these as well as character traits! To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year the PBIS team will send updates and information about PBIS. We invite your comments, concerns and ideas to make PBIS work at our school. Please support PBIS at Thomas Jefferson by:

- Reviewing behavior expectations with your child
- Using the three expectations at home
- Providing positive reinforcement (rewarding good choices with compliments or quality time) at home
- Sharing comments with or asking questions of PBIS team members
- Volunteering to be a part of PBIS events

The foundation of PBIS at Thomas Jefferson School are the building-wide expectations.

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

be **RESPECTFUL**

show **INTEGRITY**

be **SAFE**

be **ENGAGED**

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

- 1) a **behavior matrix** which explains behavior expectations in each school setting;
- 2) **direct teaching** of the expectations;
- 3) **PBIS recognition cards**;
- 4) **behavior tracking sheets** to record and address inappropriate behaviors.

Thomas Jefferson Progressive Discipline System

It is the intent of the Thomas Jefferson staff to address negative student behavior at the lowest level of severity. The Thomas Jefferson discipline system will be carried out in levels:

Level 1 – Incidental Violations

- Incidental Violations after being retaught behavior expectations (i.e. off task, out of seat, name calling, dishonesty, playing in restrooms, etc.)

- Staff handled with warning and/or bench slip

Level 2 – Minor Violations

- Repeated Level 1 Offenses (i.e. multiple bench slips for same offense, inappropriate language, spitting, lying, misuse of technology, etc.)

- Office Discipline Referral with parent contact and appropriate consequence (i.e. bench slip or disciplinary follow up form)

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) fighting, bullying, disrespectful to adults, cheating, or destruction of property

- Student referred to principal with an Office Discipline Referral and parent contact

- Appropriate consequences could include (but not limited to) lunch detention, benched at recess, suspension, or expulsion.

Level 4 – Illegal Violations

- Student referred to principal with an Office Discipline Referral and parent contact

- Principal appropriately addresses behavior and assigns an 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 is responsible to clean your space. It is safe to walk in the café. The matrix will be posted in classrooms, around school and sent home. If you are interested in seeing the behavior matrix please feel free to contact Mrs. Acke.

Community Support of P.B.I.S.

If you are interested in being a part of the P.B.I.S team and a vital part of the Thomas Jefferson community, please contact the office. Once the office has been contacted a P.B.I.S. team member will contact you. The PBIS team will be evaluating the currently PBIS practices and revising them this academic year, we look forward to your support.

Teaching Expectations

Throughout the school year, students will be taught how to behave according to the four 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 Cards

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 earn STAR BUCKS TICKETS for meeting behavior expectations. When goals are met, students will enjoy taking a variety of acknowledgements such as; the student store, raffles and special activities.

All staff members on campus have the opportunity to hand out SUPER BUCKS Tickets. This is a school-wide effort to positively reinforce student’s behavior.

Awards Assemblies

Awards Assemblies will be held on a monthly basis. The character trait of the month will be recognized as well as students who have outstanding attendance. Parents are invited and encouraged to attend the assemblies and celebrate their children and the children in the community. Awards assemblies will be tied to character traits and our PBIS R.I.S.E expectations that we will teach and model for students and positive attendance.

Perfect / Outstanding Attendance Awards

Perfect Attendance

Those students who are in attendance for every full instructional day are eligible for Perfect Attendance at the end of the year and each trimester. Students who are absent or tardy, or who leave school early for any reason are not eligible. This includes students

who leave early and come back to school to complete the remainder of the school day. Students who participate in the Vacation-Independent Study Program are not eligible for perfect attendance or outstanding attendance awards.

Outstanding Attendance

Those students who have one absence, one tardy or need to leave early one time for any reason are eligible for Outstanding Attendance at the end of the year and each trimester.

SECTION 4: Can We Talk?

We at Thomas Jefferson are committed to maintaining open lines of communication. Families are encouraged to contact teachers and staff to discuss any items or concerns. Teachers are on duty from 8:30 until 3:10 each day, but their times of availability differ.

Please keep in mind that during arrival and dismissal times, teachers are actively involved with students and preparation of lessons. In addition, teachers are directly engaged in instruction throughout the day. 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!

Conferences

Parent-teacher conferences are held twice during the school year to discuss your child's progress in achieving the essential curriculum in each subject. Other items of interest and concern may be discussed as well. During the conference, you will have an opportunity to examine samples of work to determine your youngster's strengths and needs. You may provide input and ask questions concerning your child's program too. Refer to the school calendar for dates.

Additional conferences with your child's teachers may be held at the request of either the family or the teacher at any time to discuss any problems that directly affect your child's school performance. Please contact the school to arrange such a conference. 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. Active involvement in your child's education will lead to school success!

Electronic Communication

Each of our staff has an email address at the school. Please feel free to access this avenue of communication, our staff looks forward to hearing from you.

Newsletters

The school Newsletter will be posted on the Thomas Jefferson Website. Please make sure to check those backpacks EVERY night. Do make a habit of checking in with your child each night to help your youngster get started on any homework. Please check our Friday Red Folders, and our website for updates and links that will keep you informed.

Reporting Systems

Report cards will be sent home at the end of the trimester grading periods, which are in November, March, and May. Your child's teacher may also send home an interim report between the report card dates. These interims indicate areas of strength and/or weakness, need for improvement, or unsatisfactory work issues.

Student Information Card

Your child will bring home a Student Emergency Card in the Red Folder for you to complete, and return to Thomas Jefferson. ***BE SURE WE HAVE CURRENT INFORMATION INCLUDING WORK ADDRESSES, PHONE NUMBERS, AND THREE EMERGENCY NUMBERS IN CASE YOU CANNOT BE REACHED. PLEASE KEEP US UPDATED ON THIS INFORMATION THROUGHOUT THE YEAR!*** If your child is in day care, be sure to indicate that information on the card. If you move or change jobs, please notify the office. If there are any custody arrangements, the school will need a copy of any pertinent court documents.