

# Jefferson Elementary School Student/Parent Handbook 2010-2011



**Mission Statement:** The mission of Jefferson Elementary in conjunction with Middlebury Community Schools is to prepare our students to be life-long learners and contributing citizens.

Jefferson Elementary School  
18565 CR 20  
Goshen, IN 46528  
574-822-5399  
FAX: 574-533-3731

Parents and student cooperation is requested in observing the daily school schedule.

### SCHOOL HOURS:

Parents and student cooperation is requested in observing the daily school schedule.

#### **Monday, Tuesday, Thursday and Friday Schedule:**

- 7:25 a.m. Breakfast served
- 7:35 a.m. Students may enter the building
- 7:45 a.m. Tardy bell
- 2:10 p.m. Dismissal



#### **Wednesday Schedule:**

- 7:55 a.m. Breakfast served
- 8:00 a.m. Students may enter the building
- 8:10 a.m. Tardy bell
- 2:10 p.m. Dismissal

1. Children who walk to school, or are transported by parents, should NOT arrive before 7:35 a.m. PLEASE OBSERVE THIS ARRIVAL SCHEDULE. Students should be dropped off at the East door (Door # 8) when transported by car. The school does not accept responsibility for the supervision of students who arrive early.
2. Buses will park in the front of the school to load and unload students. NO VEHICLES should be driven or parked in front of school while buses are loading/unloading students. Buses will unload at 7:35 a.m.

3. Parents are required to call the school or write a note if their student will be traveling home or to a sitter other than by bus.
4. School phones will be answered between the hours of 7:15 a.m. and 3:30 p.m. The school phone is (574) 822-5399.

## **ATTENDANCE**

Students are expected to be in school except in cases of illness, emergency, or school-approved absences. Steps to follow when absent:

1. Parents should call the school before 9:00 a.m. the day a student is absent. If the school does not receive a call by 9:00 a.m., the school will send an automated call. **After a child is absent**, for any reason, he/she should bring a **written note from home** stating the reason for absence and signed by a parent or guardian (unless the parent has already called the school regarding the reason for the absence).
2. A doctor's statement may be required for an extended illness.
3. All students are required to participate in scheduled recesses unless prior arrangements have been made with the teacher. If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from physical education will require a doctor's statement.

4. Homework will not be provided for one-day absences. Parents are not allowed to “drop in” at a classroom and ask for homework. However, parents may phone the school to request homework before 10:00 a.m. or have a sibling or other student contact the teacher before school starts. Requested homework will be available for pick up in the office at the end of the school day, up to 3:30 p.m.
5. To receive the “**Perfect Attendance Award**” a student cannot have any absences or tardies.
  - All absences for any type of appointments will be counted as absent for purposes of the Perfect Attendance Award.

## **TARDINESS**

1. A student is tardy after 7:45 a.m.
2. Parents must sign-in their child(ren) anytime students arrive after 7:45. Students are not allowed to sign themselves in when arriving after the start of the school day.
3. Students arriving after 11:15 a.m. will be counted as absent for the a.m. Students leaving school before 11:15, without returning in the afternoon, will be counted as absent in the p.m.

## **SIGN-OUT PROCEDURES**

1. If a student needs to leave during the school day, the parent must come to the office. The child will be

summoned to the office after the parent signs him/her out. Parents are requested to notify the office in advance when possible.

2. Parents may not go directly to the classroom without notifying the office when picking up a student for an appointment. This is for the protection of your child and to limit the disruptions to the learning environment.

### **School Lunches**

1. The school cafeteria will begin serving meals on August 19<sup>th</sup>. The price of meals is \$9.25 per week or \$1.85 for single meals. Separate milk is 40 cents per carton. When paying weekly, please send money on the first school day of that week. Another option is to pay for lunches by the semester:

1 <sup>st</sup> Semester	\$166.50
2 <sup>nd</sup> Semester	\$166.50
Both Semesters	\$333.00



2. Weekly rates for **breakfast** are \$6.75. Daily rates are \$1.35. Reduced rates are \$1.50/week and \$ 0.30/day.

3. Our school lunch program, “Point of Sales,” is a computerized system that allows parents to deposit any amount of money into their child’s account. We recommend that you keep a minimum balance of \$7.00 or 4 lunches in your child’s account at all times. We are unable to “charge” lunches except in extreme situations and approval for such arrangements must be made in advance with the principal.
4. Students who would like change back when paying for lunches must have a note from the parent asking for change. For younger students, we encourage you to send checks payable to “Jefferson Elementary”, or send the money in a sealed envelope marked “Bookkeeper” with the child’s name and classroom.
5. We do not charge lunches. Free and reduced price meals are available to those families that qualify in the Middlebury Community Schools along with free textbook assistance. I urge all parents, who feel they may qualify, to complete the application form for Free/Reduced meals. If you have any questions, please call Mrs. Jane Allen at 825-9425.
6. Weekly rates for reduced lunches are \$ 2.00. The daily rate for reduced lunches is \$ 0.40. Parents who qualify for free or reduced price meals or for textbook assistance should complete the appropriate forms the first week of school. Forms are available in the school office.
7. Students should not bring pop (sodas) as part of their lunch.

8. Parents are welcome to eat lunch with their students. The cost of an adult lunch is \$2.60. “Fast Food” items are not allowed to be brought into the cafeteria for lunch. Please notify the school office by 9:00 a.m. if you plan to have a school lunch.


## Emergency Numbers

The importance of emergency information on each student cannot be over-emphasized. Parents should complete and return the “**Emergency Information Sheets**” which will be sent home during the first week of school. **The school should be notified when there is a change of residence, telephone number, or designated contact person.** Current business telephone numbers should also be provided in order that the parent may be reached in case of an emergency. Phone numbers should be provided for each working parent and the school should be provided the name of an appropriate contact person in the event both parents are away from home during the day and cannot be reached.

## Emergency School Closing And School Delay Information



In case school is delayed or cancelled because of road or weather conditions during the winter or because of emergencies at any time, the information will be reported to the following radio or television stations before 7:00 a.m.:

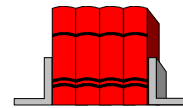
 WBTU-FM Radio 93.3; WFRN-FM Radio 104.7; WRBR-FM Radio 103.9; WSJV-TV 28; WNDU-TV 16; U-93-FM Radio 92.9; WSBT-TV 22; 1490-AM; 960 AM Radio.

Parents will also receive an automated phone call from the Administration Office indicating the nature of the delay or closing.

If classes need to be dismissed during any school day because of road and weather conditions, or other emergencies, the information will be reported to the same stations and an automated phone call will once again be utilized. Parents should make arrangements for children to be able to get into the house, or to go to another safe place, in case no adults are home in such a situation.

### **Book Rental**

The book rental and purchase list is to inform you of books and supplies your child will be using this year. Exact amounts is appreciated whenever possible. Please do not include hot lunch money with book fees – they need to be kept separate.



### **Book Fees are due September 10, 2010.**

Kindergarten Fees	\$ 60.00
Grades 1-3 Fees	\$102.00

Students who damage or lose a book for which they are responsible, will be charged a fee according to the situation. Students may take textbooks home to do homework as approved by the teacher.

### **Physical Education**

The physical education program is an important part of school curriculum. Students are expected to participate

in P.E. classes unless there is a doctor's statement on file indicating reasons for not doing so. Tennis shoes are required for P.E. classes. Consequently, we are asking that each student have an extra pair of gym shoes to keep at school for P.E. classes.



## **Classroom Visitation**

Parents are encouraged to visit classrooms while they are in session throughout the year and are welcome to attend assemblies and special programs. The first few days of school, testing days, days directly before and after vacations and the last few days of school are not the best time to visit. Teachers would appreciate knowing when visitors will be on hand, just as parents appreciate knowing when they will have company at home. All **visitors need to sign in and out at the office** and obtain a **“Visitors Label”** to wear while in the building. Younger siblings and school-age students from other schools are prohibited from visiting except in unusual situations approved by the teacher and/or principal in advance.

## **Child Care Information**

“Kids Care”, provided by the Camp Fire organization, offers an after school child care program for Jefferson students. It is held in the school cafeteria. Call 533-4590 for information and enrollment.

## **Educational Trips**

Students are involved in a number of field trips during the year. Prior to these trips, parents will be provided with

general information about the trip. All trips will have a small transportation charge and some may have an admission charge.

### **Dress and Grooming**

Students are asked to dress in a manner that is appropriate for school activities. Neatness and cleanliness are of major concern. Clothes or grooming techniques that detract from the educational process should be avoided. Students may wear shorts that are of reasonable length during appropriate seasons. Biker shorts or very short shorts are not permitted. Parents are asked to monitor the wearing of tank tops with less than two inches of material on the shoulder and shirts that show a bare midriff. Mesh shirts or shirts with inappropriate language or advertisements for products illegal to students under the age of 18 are not permitted. Students will not be allowed to wear caps or hats during the school day. Appropriate winter hats will be allowed on the playground at recess times. Teachers or the principal may counsel with students and parents if questionable dress or grooming is observed, and the school will provide suitable apparel.

### **Outside Play**

Students do not, as a general rule, go outside for noon recess in the winter if the wind chill or temperature is below 15 degrees or if the weather is inclement in some other respect. Occasionally, teachers may take their own classroom out for a few minutes of fresh air even though the weather is cold. If a child is properly clothed, a short playtime in brisk temperatures is important to good health. If there is a valid reason for a student to remain inside for

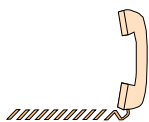
recesses when others are out, a Doctor's note should be sent to the teacher. The fact that a child would simply rather remain inside is not a valid reason. Problems of supervision are created when children stay in while the scheduled supervisors are outside.

## **Lost and Found**

Please see that gym shoes, jackets, lunch boxes, and other items have a full name clearly printed on them. Items can be returned to the owner if they are marked. Any articles found around the school building should be brought to the office. We maintain a "Lost and Found" four-drawer file cabinet in the cafeteria. Parents are invited to check for lost items at any time. Unclaimed items are donated to the Good Will.

## **School Telephones**

1. Our phone system has after hours voice mail. You may call the school at any time and leave a message by pressing different options. For example: #1 to report if your child is absent, #2 to hear the school lunch menu, and #3 general delivery to leave a message.
2. Students are not allowed to use the office or classroom phones for personal calls. Calls of an emergency nature, including illness, may be made in the office by the student or for the student by office personnel. Students are requested to make arrangements for staying after school for scheduled activities and similar matters in advance so that school time is not used for these purposes.
3. Parents are requested to make arrangements in advance as much as possible so that calls to the school to deliver



messages to students can be kept to a minimum. Each call is an interruption for a number of people, including entire classrooms since most messages of this nature are delivered over the intercom or classroom phone.

## **Discipline**

1. The staff at Jefferson Elementary School has high expectations for all of our students in the area of discipline. We approach any discipline problem or concern with a positive attitude. We teach our students to respect themselves, respect others, and respect property. School staff members will make every effort, with parental cooperation, to help all students develop acceptable self-discipline.
2. Classroom teachers establish their own expectations for student behavior within their classroom and there are school wide expectations established for all other areas on the school grounds. This includes the halls, restrooms, lunchroom, playground, riding a school bus, and other areas.
3. In most cases the classroom teacher handles student discipline problems as they arise. In cases of a serious or continual form of misbehavior the child may be referred to the principal. When a child appears to be headed for trouble or has been involved in major or repeated offenses, the parent will be contacted. Some of the disciplinary approaches used by the teachers and principal include counseling, reprimand, loss of privileges, detention, and temporary separation from other students, in-school suspension and out of school suspension.

**GENERAL HEALTH POLICY:** Students may not be sent to school if they have a temperature of 100 degrees or above. They should remain at home until they are fever-free (less than 100 degrees) for at least 24 hours without the use of fever-reducing medication. Also, students should not return to school for at least 24 hours after their last vomiting or diarrhea episode. If your child should become ill at school, you will be contacted to come pick them up.

**1. Student Illness or Accident** –In case a student becomes ill or is injured during the school day, the school nurse or a designated school person will use their judgement about notifying the parents. Most parents do not wish to be bothered each time their child receives a bump or scrape. Parents, when notified are encouraged to make the decision about and make arrangements for taking the child home or to a doctor. In case the parents cannot be reached or in the case of an emergency the instructions on the back of the enrollment/emergency card will be followed. If a student has a medical condition that the school should be aware of, a special medical condition form (H-9) should be completed and returned to the school office.

**2. Medication** – State law requires that written permission be obtained (School Form H-30) from a doctor and a parent before school personnel can administer a prescription medication to a student during the school day for more than 5 days. For 5 days or less only parent permission is required. Only parent permission is required for non-prescription medications. All medications must be brought in original containers



with labeled directions to the nurse's office and kept in that office. Please do not send any medication to school with your child. All medication should be brought to school by an adult.

**3. Head Lice** is a possibility in any family. We encourage parents to do frequent head checks on all family members throughout the school year. The school nurse will be checking all students for head lice 3 times a year (after summer, Christmas, and spring break). Middlebury Community Schools have a "no nit" policy that is strictly enforced by the school nurse. What this means is, in addition to the use of a lice shampoo, all nits (lice eggs) must be removed from the hair. On the first day that the student returns to school, they must first report to the office before going to class in order to be checked and cleared. Exclusion from school will be enforced until all nits are removed. Instructional pamphlets and information are available at each school. Please give your full cooperation for a healthy school environment.

**4. Immunizations** – There are separate state immunization requirements for different grade levels. These immunizations include: 5 DPT (Diphtheria, Pertussis, Tetanus), 4 Polio (Oral and/or injectable), 2 MMR (Measles, Mumps, Rubella), 3 Hepatitis B, 1 Chickenpox vaccination for grades 1-3 and 2 Chickenpox vaccinations for all incoming kindergarteners. Completed immunization forms from a doctor's office, health department, or former school must be on file in the office for a student to attend school.

### **Candy and Gum**

Students are requested not to bring candy to school unless it is part of a special classroom treat. Gum may not be brought or chewed at school at any time.

### **Bicycles**

No child shall ride a bicycle to school unless his parents consider him/her capable of riding safely in automobile and pedestrian traffic. Students must secure a bicycle permit form in the office and have parents complete it and return it before riding a bicycle to school. Bikes should be walked, not ridden, once on school grounds. Bicycles are to be parked in bike racks provided.

### **Money**

If you send money with your child for milk, lunch, school pictures, etc., it is advisable to seal it in an envelope with the child's name on it, along with the purpose for which it was sent. If money is to be sent for other reasons, the teacher will send a written notice explaining the need. It is strongly urged that



students not be allowed to carry any significant amounts of money with them to school.

## **Walking to School**

Anytime students cross CR 20 or SR 15, there's a safety hazard. We want all of our students to arrive safely to and from school. With this in mind, if your child must cross CR 20 or SR 15, we strongly encourage you to allow students to use bus transportation or drive the students to school.

## **Playground and Lunch Schedules**

### **Morning/Afternoon Recess Times**

Grade K -	Afternoon TBD
Grade 1 -	9:05 – 9:20
Grade 3 -	9:25 – 9:40
Grade 2 -	9:45 – 10:00

### **Lunch Schedule and Recess Times**

10:30-11:25	Kindergarten
10:55-11:50	Grade 1
11:20-12:15	Grade 2
11:45-12:40	Grade 3



## **Grading and Report Cards**

In grades K-3 an electronic report card is sent home four times per year (once each quarter or nine weeks). Reporting practices try to serve two basic purposes: (1) to motivate and encourage students and (2) provide information regarding student progress and effort. No

grading system is totally effective at achieving these goals. We feel, however, that the report cards we use, combined with parent-teacher conferences, are very effective. We hope the amount of effort and learning that takes place will be more important to students and parents than the actual grades. Hopefully the grades used on the report cards are self-explanatory.

## **Communication**

Good communication between home and school is essential for the maximum progress of your child. Parent-teacher conferences are one important way of working at this. Conferences are scheduled for all students at the end of the first quarter (early November). Conferences are scheduled at the end of the third marking period (March) for selected students who would benefit from them. Parents are encouraged to ask questions and share ideas at these conferences.

Parents are also invited to contact the teachers by note or phone with questions or concerns at any time during the school year. Questions about general school matters should be directed to the principal. By talking together we can avoid misunderstandings, rumors and gossip, none of which are beneficial to your child in the long run.

Other methods of communication include monthly letters to parents from the principal and phone calls and notes from teachers to parents.

## **Classroom Parties**

All classrooms traditionally have a Fall Party (October), a Winter Party (December), and a Valentine's Day party. The room mothers usually supervise and coordinate these parties. Occasionally special parties may

be held. Parents who wish to provide a classroom treat in honor of their child's birthday may do so if the treat is simple, the involvement is minimal, and the teacher has been contacted in advance. Birthday treats should never be distributed before lunch and should not be eaten on the bus.

### **Student Selling**

Students are not allowed to buy, sell or trade items at school or on the buses unless it is for a worthy, non-profit organization and has been approved by the principal in advance.

### **Title I Program**

The Title I program at Jefferson is based upon current research concerning emergent readers and early intervention strategies. Students in need of extra help in reading will be given instruction from a certified teacher in groups of no more than three students. The "Early Literacy Groups" allow teachers to use strategies that help readers become independent.

### **Reading Recovery**

Reading Recovery is a program designed to offer intensive work with individual students having trouble in reading. Reading Recovery trained teachers will be teaching first-grade students, who qualify for the program, one-half hour every day to help them attain better reading skill levels.

### **High Ability Program**

The High Ability Program at Middlebury Community Schools is called EXPLORE. The acronym, EXPLORE,

stands for Expanding Potential through Learning Opportunities, Resources, and Experiences. The purpose of the program is to provide a challenging and socially appropriate environment for academically talented students in grades 2 & 3. The program provides a learning environment which permits and encourages the capable student to develop his/her potential while interacting with like ability students as well as chronologically aged peers. It provides a climate that values and enhances intellectual ability, talent, creativity, and problem solving.

### **Kindergarten Age**

Kindergarten Age (HEA 1001): Allows parents to enroll children who will turn five years old on or by September 1 of the current school year.

### **Bus Transportation**

#### **Student Pick Up/Drop Off Corporation Policy**

1. Parents are allowed a maximum of two locations for picking up students in the a.m. and dropping off students in the p.m.
2. Students must be picked up and dropped off at one of the two designated locations for a.m. and p.m.
3. Any transportation related phone calls must be made prior to 2:00.

#### **Boarding the Bus**

1. Be at stop on time
2. Do not destroy surrounding property
3. Line up in orderly fashion
4. Allow bus to come to full stop before boarding
5. Be seated promptly

## **Riding the Bus**

1. Be seated promptly and remain seated in assigned seats
2. Do not obstruct walkway
3. Keep all parts of body inside window
4. Do not litter (inside and outside)
5. Do not tease, scuffle, trip, hold, hit, or use body in objectionable manner
6. Do not eat or drink on bus
7. Talk quietly and do not use profane or objectionable language
8. Do not smoke
9. Listen respectfully and obey all instructions given by the bus driver
10. Do not bring drugs or alcoholic beverages onto bus

## **Unloading from Bus**

1. Remain seated until bus comes to a full stop
2. Unload from front to back alternating sides without crowding
3. Stay six feet away from the side of the bus
4. Always go around the front of the bus (Never Behind) when crossing roadway.
5. Students, when unloading at JES, should move directly to sidewalk and not walk in front of parked buses.

## **Bus Discipline**

1. The bus drivers are responsible for the safety of all students and, therefore, must expect the best behavior from each student on the bus.

2. The driver may assign a student a certain seat on the bus for improper behavior or as deemed necessary.
3. A student may be suspended from riding the bus by the driver or principal from one to five days for improper behavior.
4. A student may be expelled from riding a bus for the remainder of the school year because of continuous misbehavior.

## **Playground Guidelines**

1. The supervisors on duty will encourage all children to use common sense in playing in a safe and enjoyable manner.
2. The supervisors on duty may use his/her discretion in interpretation and enforcement of these rules.
3. Fighting, kicking, pushing, tackle football, “rough-housing” or play fighting are not permitted.
4. The throwing of sticks, rocks, or other hard objects is not permitted.
5. Students must stay within marked playground areas.
6. Students who use a playground ball or other equipment are responsible for returning it.
7. No spitting.
8. Students are expected to walk on the sidewalks.



9. Students are to line up in a prompt and orderly manner when the whistle is blown at the end of recess.

10. Winter Guidelines – no sliding on ice. No throwing snow, ice, or snowballs. Students must wear warm winter coats, boots, hats, and gloves during cold weather.

### **Equipment Guidelines**

**Swings** – No standing, twisting or sideways swinging on the swings. No bailing or jumping out of swings. One child per swing.

**Big Toys** – Slides – Slide feet first only and no walking up, jumping off, or stopping in the middle. Avoid rough or dangerous play on climbing equipment.

**Merry-Go-Rounds** – Students permitted to kneel, sit, or stand only. No lying down or hanging heads over the edge.

**Football-Soccer-Kickball-Basketball** – Should be played in designated areas only and with proper ball for that activity.

**Playground Misbehavior Consequences** – Students are expected to follow directions of supervisors at all times.

1 <sup>st</sup> time:	Bench sitting/Time Out
2 <sup>nd</sup> time:	Miss remainder of recess
3 <sup>rd</sup> time:	Office Referral

## **J.E.S has CLASS**

The CLASS (Connecting Learning Assures Student Success) principles will continue to be used at JES. Lifelong Guidelines are stressed on a daily basis. These guidelines are: Truth, Trust, No Put-Downs, Active Listening, and Personal Best. We also include the Lifeskills in our vocabulary regularly. The Lifeskills are:

Integrity	-to act according to what is right and wrong
Courage	-to act according to one's belief
Initiative	-to do something because it needs to be done
Flexibility	-to be willing to change plans when necessary
Perseverance	-to keep at it
Organization	-to plan, arrange and act in an orderly way
Sense of Humor	-to laugh and be playful without harming others or putting others down
Effort	-to do your very best
Common Sense	-to use good judgement
Problem Solving	-to find solutions to difficult and everyday problems
Responsibility	-to respond appropriately; to be accountable for your actions
Patience	-to wait calmly for someone or something
Friendship	-to make and keep a friend through trust and caring

Curiosity	-a desire to investigate and seek understanding
Caring	-to feel and show concern for others
Pride	-satisfaction from doing your personal best
Cooperation	-to work together toward a common goal or purpose
Resourcefulness	-to respond to challenges and opportunities in an innovative and creative way

## **PTO**

### Officers

President	Wil/Bess Hodges
Vice-President	Greg & Laura Dubler
Secretary	Andrea LeSeure
Treasurer	Michelle Gilley

All parents with students at Jefferson are automatically members of the PTO. The Jefferson PTO is very active in many ways. It sponsors many activities and meetings for parents and/or family members throughout the year. They include:

September	Open House
October	Grandparents' Day, and Book Fair
December	Student Christmas Music Program
Jan/Feb.	Winter Reading Event
February	Spring Fling
March/April	Student Music Program



Student Activities sponsored by the PTO include:

Skating Parties      Winter Reading Program

PTO committees that are functioning in the 2010-2011 school year or have functioned in the past are:

Volunteer Program	School Improvement
Birthday Books	Staff Appreciation
Book Fair	Spring Fling
Hospitality	Sunshine
Helping Hands	

If you are interested in helping in some capacity, please complete and return the PTO Volunteer information sheet which will be/was sent home the first week of school.

### **Policy on Non-Discrimination On The Basis Of Disability**

Section 504 of the Rehabilitation Act of 1973  
American with Disabilities Act (ADA)

It is the policy of the Middlebury Community Schools to provide a free and appropriate public education to all disabled students, and not to discriminate against any otherwise qualified individual with a disability, in admission or access to, or treatment or employment in, any program or activity sponsored by the school corporation. Inquiries regarding compliance with these polices may be directed to:

Mr. Jim Conner, 504/ADA Coordinator  
Middlebury Community Schools

57853 Northridge Drive  
Middlebury, IN 46540

**Indiana Code Concerning Bullying**  
**IC 20-22-8-0.2**

**“Bullying”**

Sec. 0.2. As used in this chapter, “bullying” means overt, repeated acts or gestures, including:

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed;

By a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

*As added by P.L. 106-2005, SEC. 6.*

**IC 20-33-8-13.5**

**Discipline rules prohibiting bullying required**

Sec. 13.5. (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

- (1) prohibit bullying; and
  - (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.
- (b) The discipline rules described in subsection (a) must apply when a student is:
- (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
  - (2) off school grounds at a school activity, function, or event;

(3) traveling to or from school or a school activity, function, or event; or

(4) using property or equipment provided by the school

(c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section.

Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

*As added by P.L. 106-2005, SEC.7.*

## **Jefferson Elementary School Safe School Policy**

**Purpose:** Jefferson Elementary recognizes that conflict and bullying have a negative effect on the school climate. Bullies are hindering the academic success and emotional well-being of their victims. Each student at Jefferson has a right to learn in a safe, caring, non-threatening environment.

**Definition of Conflict:** Conflict involves two or more students in a disagreement and does not have an imbalance of power. The action taken by staff members or school officials will vary depending on the nature and severity of the conflict.

**Definition of Bullying:** Bullying is a repeated harmful act involving physical, emotional, or social attacks. Bullying may include, but is not limited to: harm to someone's body or property (hitting, kicking, tripping, theft, destruction of property), harm to someone's self-esteem or feeling of safety (name calling, teasing, put-downs, threats) or harm to someone's group acceptance (social isolation, spreading of rumors).

**Staff Intervention:** Jefferson Elementary staff members who observe or become aware of an act of bullying are expected to take

immediate action, unless the intervention would be a threat to the staff member's safety. If the intervention does not or possibly will not resolve the matter, the staff member will report the incident to the school principal, assistant principal, or guidance counselor.

**Student Intervention:** Students who are victims of bullying or who observe another student being bullied are expected to report the incident to a staff member.

**Investigative Procedures:** Upon learning of a bullying incident, the principal, assistant principal, or guidance counselor will investigate the incident. This investigation may include interviews (with students involved, staff, and eye witnesses), completing incident reports, and a review of school records.

**Consequences\*:**

First Offense: Educate the bully and the victim (guidance counselor). Bully will receive a verbal warning and will write a letter of apology to the victim.

Second Offense: Bully will develop a pledge and plan of action for no longer bullying the victim. Bully will also serve a one-day In School Suspension and a conference with parents will occur.

Third Offense: Bully will serve a two-day In-School Suspension and an in-person conference with parents will occur.

Fourth Offense: Bully will serve a one-day out-of-school suspension and an in-person conference with parents will occur.

\*Depending on the severity of the incident, the bully may face a more severe consequence or may skip a consequence in the hierarchy of offenses listed above.

**Dangerous Weapons Policy # 5772  
Community Schools**

**Middlebury**

The School Board will not tolerate the possession of weapons or other devices designed to inflict bodily harm by anyone while on Corporation property, at a school-related event, or while enroute to or from school on a school bus. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

**Elementary Drug Free Policy #5330 Middlebury  
Community Schools**

1. Students may not possess, provide to another student, or be under the influence of any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether prescription or sold over the counter (without a prescription), or any substance represented by the provider to be alcohol, marijuana, steroids, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, (1) on the school grounds at any time, or (2) at any school sponsored activity at any location including the school bus.
2. Students may not possess, provide to another person, or use any cigarette, other tobacco containing substance, or related materials including lighters (1) on the school bus, or (2) on the school grounds at any time.

3. Students may not possess or provide any other person drug paraphernalia used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, steroids, stimulants, intoxicants, inhalants, depressants, or hallucinogens (1) on school grounds at any time, or (2) at any school sponsored activity at any location including the school bus.
4. Students who violate the above rules will be disciplined by the building principal. Possible disciplinary measures include in-school suspension, out-of-school suspension, probation, a due process hearing, or other measures.
5. Major efforts will be invested in the Red Ribbon Week activities each year.
6. Each teacher will provide drug free instruction each year as part of the health curriculum.

### **Tobacco Use Prohibited**

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- A. in any building, facility, or vehicle owned, leased, rented or chartered by Middlebury Community Schools;
- B. on any school grounds property – including athletic fields and parking lots- owned, leased, rented or chartered by Middlebury Community Schools; or
- C. at any school-sponsored or school related event on-campus or off-campus

## School Store

Students may purchase common school supplies in the school store from 7:40-7:50 each Tuesday and Thursday morning. Items are sold slightly above cost as a service to students and to reduce the trips parents may need to make to purchase such supplies in town.

Assignment Notebook  
Colored Pencils  
Crayons  
Glue  
Jefferson Blue Tablet  
Jefferson Pencil  
Jefferson Rainbow Tiger Tablet  
Jefferson Sticker  
Kleenex  
Colored Folder  
Pen (red, black, or blue)  
Pencil Grips  
Pencil Box  
Pencil Pouch  
Pencil Top Eraser  
Picture Folders  
Pink Eraser  
Ruler  
Science Fair Display Boards  
Scratch Pad  
Water Color Set



Prices are subject to change without notice.

JEFFERSON ELEMENTARY SCHOOL STAFF  
2010-2011

Kindergarten  
Tricia Brickner  
Jane DeVoe  
Carolyn DeWilde  
Beverly Hochstetler  
Amanda Schwartz

Grade 1  
Cameron Baber  
Kathie Kenworthy  
Lois Oyer  
Christi Schrock  
Sara Walker

Grade 2  
Maribeth Diener-Friesen  
Paula Klunder  
Jan Stair  
Jamie Van Daele

Grade 3  
Judy Crawford  
Melissa Highley  
Jeremy Lehman  
Linda Swihart

Special Education  
Amber Diller

Speech Language  
Music  
Art  
Susan Smith  
Rhonda Yoder  
Emily Clevenger

Physical Education	Andrew Brabender Patty Mosness
High Ability Coordinator Reading Recovery/Title I	Cathy Morgan Kara Nickell Heidi Garber Mary Anne Harshberger
Literacy Coach Elementary Counselor School Nurse Psychologist	Patti McGlauchlen Tim Francis JaNeille Clemens Jennice Young

### SUPPORT STAFF

School Secretary Bookkeeper Building Assistants	Thelma Swartzentruber Wanda Moore Juanita Friesen Carla Shively
Special Education Assistants	Sherri Moore Tina Nord Angela Blough
Media Center	Sandi Hostetler
Head Custodian Custodians	Greg Wilson Greg Gibson Rosie Christman

Cafeteria Manager  
Cafeteria Staff

Linda Strebin  
June Watson  
Janet Swank  
Amy Schrock  
Deb Humphrey  
Peggy Goodwin

Cafeteria Assistant

Autumn Gray