

# Jefferson Elementary School

## Student/Parent Handbook

*Home of the*



*Eagles*

*2021-2022*

Dear Parents and Students:

Welcome back to another fabulous year at Jefferson Elementary. I'm looking forward to all the great learning activities that we have planned for you and your students.

I strongly encourage you to become a part of your child's education. We have many opportunities to assist you in becoming involved. Some of these opportunities include; volunteering in the classroom, volunteering for special projects and becoming a member of PTA. You may also be involved in the school improvement work going on at Jefferson and at the district level.

Another great way to be involved is to stay in contact with your child's teacher. Please try to be involved with helping your child with any work that may come home. Talking to your child about his/her school day can be an effective way of increasing your understanding of what goes on during the day.

Arrival time is after 8:30 am when campus supervision begins. Students are served breakfast in their classrooms at 8:45 am. When students arrive at 8:25 am please have them stand in line in front of their classroom magnet on the windowsill and wait for the bell to ring at 8:40 am.

Please feel free to contact me with comments or concerns. I can be reached at 967-6250 or by email at [derek.okonek@rsd.edu](mailto:derek.okonek@rsd.edu).

Here's to a great year!

*Derek*

Derek O'Konek, Principal

## Important Phone Numbers

Anne Younes, Secretary	967-6250	anne.younes@rsd.edu
Dani McFarland, Attendance	967-6269	dani.mcfarland@rsd.edu
Susie Oram, Counselor	967-6253	susie.oram@rsd.edu
John Kelly, Vice Principal	967-6257	terah.ochoa@rsd.edu
Anne Merrill, Food Services	967-6254	jefferson.kitchen@rsd.edu
Emily Gallup, Health Room	967-6260	emily.gallup@rsd.edu

- If it is necessary to leave a message, lunch or other important item for your child, please leave it with one of our secretaries in the main office.
- Parents are welcome to observe learning in action. The process is easy. Please contact the principal if you wish to observe. An appropriate time will be arranged after the principal confers with the teacher. On the day of your appointment, go first to the main office. The secretary will ask you to sign in and you will be given a visitor's badge. When you visit the classroom, go in, find a chair, and observe. Please do not interrupt the class. The teacher will not be available to confer with parents at this time. You may schedule a conference for another time if you wish.
- Visitors and volunteers: Please sign in at the main office and get a visitor badge even if you will be on campus for only a few minutes. This allows us to know who is on campus at all times. Volunteers and chaperones who are here on a regular basis and may be supervising students must first have a background check cleared through RSD. This must be done once every school year. You can find the Volunteer link on the RSD website at: <https://richlandvolunteers.hrmpplus.net/>
- Student Phone: There is a phone in the main office available to students for important phone calls. It should be limited to emergencies and important calls only. Thanks for your assistance with this. Students are allowed to have cell phones on campus, but they must be silenced and in their backpacks during all school hours.

### Parent/Student Rights

As a requirement of the Family Educational Rights and Privacy Act (FERPA), educational agencies must inform parents/eligible students of the following rights:

1. The right to inspect and review their child's educational records.
2. The right to request the amendment of their child's records if the parent or eligible student believes it is inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in their child's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the district to comply with the requirements of FERPA.

## **Absences and Appointments**

It is required by state law that a written excuse from the parent or guardian be sent to school preceding or following any absence. A verbal message on the day of the absence is helpful for safety reasons and would eliminate a call from our school, but a **written excuse is still required**. Please call the school office prior to 9:00 am at 967-6251 or email [dani.mcfarland@rsd.edu](mailto:dani.mcfarland@rsd.edu) . All children arriving late or leaving school grounds during the school day must check out through the office. Please adhere to these guidelines when picking up a student during the school day.

## **Arrival and Departure**

To ensure student safety they should be here **no earlier than 8:25 am** when outside supervision begins. (They should line up at their classroom magnet on the east side of our building.) Classrooms will not be open to students prior to 8:40 am unless there is inclement weather. For safety reasons, parents will be called and students will be sent home when arriving unnecessarily early.

## **Daily Schedule**

M-Thursday 8:40- 3:15

Friday 8:40- 2:15

## **Entries and Withdrawals**

Parents enrolling new students should come to the school office to register. Proof of address and a current immunization record are necessary to enroll. To enroll a student in Kindergarten, the child must be 5 years old by August 31<sup>st</sup> of the current school year and have a current immunization record, state issued birth certificate, and proof of address. **Students will not be allowed to attend until proof of current immunizations is presented to the office.**

To withdraw a student, parents should come to the office and fill out a withdrawal form. The school will furnish educational records upon written request from the student's new school.

## **Jefferson Absolute Rules**

- No Weapons
- No Drugs
- No Fighting
- No Disrespect
- No Vandalism

When these rules are broken, the consequences may include a visit with the principal, in or out of school suspension or expulsion.

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

***Students should be dropped off and picked up in the designated area of the back parking lot.*** Please do not get out of your car. During pick up, students will be escorted to

their parent's car by staff members who are on duty. Please do not encourage your child to cut through the parking lot as their lack of visibility creates a safety hazard. Please be prompt in picking your child up. Students who have not been picked up by 3:30 pm will be sent to the office and we will make every attempt to contact a parent or emergency contact.

### **Bicycles, Skateboards, In-line Skates, Scooters, Heelies**

Students coming to school with skateboards, bicycles, or scooters should walk them to the bike rack and secure them with a chain. At teacher's discretion, skateboards/scooters may be brought into the classroom. Students are not allowed to ride on school property. **Jefferson Elementary is not responsible for the loss or theft of these items.**

### **Inclement Weather:**

In case of severe weather or other emergency, school may be closed or delayed a few hours. Closure or delays will be broadcast on local TV and radio stations. It is also available on the RSD website [www.rsd.edu](http://www.rsd.edu). Please do not call the school as we need to keep the telephone lines open for emergency information. If school is delayed by a few hours there will be no breakfast. School days lost because of closure will be made up at a later date.

### **RSD Dress Code:**

For girls

- No tops with spaghetti straps, halter tops, or strapless.  
(Straps should be 3 fingers wide)
- Shorts and skirts should be fingertip length when the student's arms are at his/her side.
- No bare midriffs

For boys

- No muscle shirts with large armholes or extremely baggy shorts/pants. Also no shirts with inappropriate messages or pictures on them (ie. alcohol, gang and drug related).

Shoes

- Please make sure students wear sneakers and socks on PE day.

**If students come to school in inappropriate attire, parents will be called to bring clothes to school.**

### **School Bus**

Students who are zoned for Jefferson Elementary School and live more than a mile from school are eligible for busing. Please be at your bus stop at least 5 minutes before the scheduled arrival time. If a student misses the bus, parents are responsible for transportation. If you have questions regarding bus stops, bus schedules or other related problems, please contact the Transportation Department at 967-6150. Appropriate behavior is expected of Jefferson Elementary students who ride buses. Warnings issued to the students or infractions on the bus will be subject to Jefferson Elementary discipline matrix.

### **Jefferson Bus Rules**

Richland School Bus Riders...

### Are on time at their bus stop

- Riders know that buses are on a schedule and cannot wait for late riders.
- Riders should be at their stop 5 minutes before the bus is scheduled to arrive.
- Riders can only ride their assigned bus.

### **Are respectful of others and their Property**

- Riders know that the driver is in charge of the bus and follow all driver directions.
- Riders keep the buses litter free.
- Riders talk quietly to neighbors and do not distract the driver with loud noises.
- Riders report damage and know that vandals will be charged the cost of repairs.
- Riders don't eat on buses unless specifically authorized by their driver.

### **Act in a safe manner**

- Riders go directly to their seats and remain seated while the bus is in motion.
  - Riders never extend head, hands, arms or anything out of the windows.
  - Riders do not move about in a moving bus.
  - Riders only cross in front of the bus when leaving.
  - Riders line up and stand away from the curb and traffic lane until the bus is ready to load.
  - Riders only open windows with driver permission.
  - Riders don't get on or off of a moving bus.
  - Riders never smoke or use lighters on the bus.
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## **Medication**

State law requires that a medical form be signed by a family physician in order for medication of any type (including prescription and over the counter medicines) to be administered by school personnel. Permission must be filled out by parent and physician before any medicine will be given at school. These forms are available in the office.

Medication is defined as all drugs whether it is by prescription or over the counter. This includes Aspirin, Tylenol, cough drops, antacids and any and all prescription medications and other over the counter medications. If at all possible it is best to give students their medications before or after school.

**Parents are welcome to come to school and administer medications if they feel the need. Please report to the office to administer medication.**

If school personnel are to administer medications the following conditions must be met.

- The parent must submit a completed medication form signed by the parent and doctor.
- The medication must be brought to school by the parent or legal guardian in the original container. The container must be labeled with the student's name, physician name, drug name and dosage. Please do not send medication to school with your child.
- Medication forms must be resubmitted each school year and any remaining medication should be picked up by the parent at the end of the school year. Medications that are not picked up will be disposed of.

## **Playground**

Students will have supervised recess throughout the day. Please note that the playground is closed to parents and visitors during recess. This is necessary for the safety of our children. If you need to sign your child out during recess, please report to the office and we will get your child for you.

## **Jefferson Website, Facebook and Class Dojo**

Parents are encouraged to visit the Jefferson website at [www.rsd.edu](http://www.rsd.edu). Click on Schools, then Elementary, then Jefferson.

We also host a group on Facebook you can ask to join “Jefferson Elementary Richland” and we use a communication app called “Class Dojo” for all classrooms to post fun pictures, important schedule information, and direct messaging with your child(ren)s teacher(s).

## **Attendance Policy**

Excused Absences (an absence excused either by phone contact or a note from the parent)  
Excused absences will be dealt with on a case by case basis. When excused absences become excessive, a letter of concern will be sent, or a conference required. This will be at the discretion of the teacher/principal/counselor (more than 10 absences = meeting with parent).

Unexcused Absences (no contact by the parent regarding absence)

- 1 unexcused absence per month = reminder call from attendance secretary to send a note or contact the school
- 2 unexcused absences in a month = mandatory conference with attendance team (CIS advocate, administrative assistant, and oftentimes the teacher) resulting in a school attendance contract.
- 5 unexcused absences in a month = Truancy Petition will be filed with courts
- 10 unexcused absences in a year = Truancy Petition will be filed with courts

Tardies per Month

- 1 unexcused tardy = reminder call from attendance secretary to inform parents
- 3 unexcused tardies = phone call from counselor to inform parents
- 4 unexcused tardies = conference with teacher/principal/counselor to explain consequences for 5+

Excused Absence/Tardiness includes:

- a. Illness when documented by the parent/guardian/physician
- b. Professional and/or court appearance
- c. Periodic medical or dental appointments
- d. Required religious observances
- e. Funeral for family member or close family friend.

All other absence or tardiness will be considered unexcused.

Parents, please note the definitions of half day absences, full day absences and tardies:

**Tardy: arriving after the late 8:45 am bell.**

**Half-Day Absence: Missing 1.5 hours or more in the am/pm**

**Full Day Absence: Missing all day**

### **Sick or Not Sick**

Brochures are available in the office provided by the district relating to conditions that would keep a student at home. In general a child should be fever and vomit free for 24 hours before returning to school. Also, a student who is vomiting or has diarrhea or a severe cough should be kept home. Do not send a student with a rash to school until your doctor has said it is safe to do so. Please send the doctor's release to school.

Jefferson faculty and staff are committed to providing every opportunity for educational success of our students. Being at school every day, on time is vital for educational success.

### **Harassment, Intimidation and Bullying**

Jefferson Elementary strictly adheres to RSD Policy 3207 prohibiting harassment, intimidation and bullying. Harassment, intimidation and bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral or physical actions. Intervention, counseling, correction, and discipline will be used to address harassment, intimidation and bullying and remediate the impact on the victim. Brochures outlining the policy and state law are available in the office.

### **Enrollment Transfers**

Families living outside of the Jefferson Elementary School boundary who want their children to attend Jefferson must apply for an Enrollment Transfer. Forms are available in the office. Once the application is complete our office will send it to the Administration Office for approval. Parents will receive an approval or denial in the mail. Once approved, you may fill out the registration forms to enroll your child/children.



## **Staff 2021-2022**

Bearden, Amy	Kindergarten	<a href="mailto:amy.bearden@rsd.edu">amy.bearden@rsd.edu</a>
Swenson, Karen	Kindergarten	<a href="mailto:karen.swenson@rsd.edu">karen.swenson@rsd.edu</a>
Vincent, Kelsey	Kindergarten	<a href="mailto:kelsey.vincent@rsd.edu">kelsey.vincent@rsd.edu</a>
Elisondo, Celina	Kindergarten	<a href="mailto:celina.elisondo@rsd.edu">celina.elisondo@rsd.edu</a>
Gilbert, Michelle	1 <sup>st</sup> Grade	<a href="mailto:michelle.gilbert@rsd.edu">michelle.gilbert@rsd.edu</a>
Johnson, Karen	1 <sup>st</sup> Grade	<a href="mailto:karen.johnson@rsd.edu">karen.johnson@rsd.edu</a>
Tamez, Andrea	1st Grade	<a href="mailto:andrea.tamez@rsd.edu">andrea.tamez@rsd.edu</a>
Foss, Danielle	1st Grade	<a href="mailto:danielle.foss@rsd.edu">danielle.foss@rsd.edu</a>
Smith, Kristin	2nd Grade	<a href="mailto:kristin.smith@rsd.edu">kristin.smith@rsd.edu</a>
Bliss, Joe	2nd Grade	<a href="mailto:joseph.bliss@rsd.edu">joseph.bliss@rsd.edu</a>
Quiring, Erica	2nd Grade	<a href="mailto:erica.quiring@rsd.edu">erica.quiring@rsd.edu</a>
Seay, Carrie	2nd Grade	<a href="mailto:carrie.seay@rsd.edu">carrie.seay@rsd.edu</a>
Bryan, Katey	3rd Grade	<a href="mailto:katey.bryan@rsd.edu">katey.bryan@rsd.edu</a>
Drane, Elizabeth	3rd Grade	<a href="mailto:elizabeth.drane@rsd.edu">elizabeth.drane@rsd.edu</a>
Smith, Olivia	3rd Grade	<a href="mailto:olivia.smith@rsd.edu">olivia.smith@rsd.edu</a>
Stewart, Brittany	3rd Grade	<a href="mailto:brittany.stewart@rsd.edu">brittany.stewart@rsd.edu</a>
Jackson, Kimberly	3rd Grade	<a href="mailto:kimberly.jackson@rsd.edu">kimberly.jackson@rsd.edu</a>
Lobkov, Sierra	4th Grade	<a href="mailto:sierra.lobkov@rsd.edu">sierra.lobkov@rsd.edu</a>
Kalahar, Caitlin	4th Grade	<a href="mailto:caitlin.kalahar@rsd.edu">caitlin.kalahar@rsd.edu</a>
Wigmosta, Maggi	4th Grade	<a href="mailto:maggi.wigmosta@rsd.edu">maggi.wigmosta@rsd.edu</a>
Hoeft, Stephanie	5th Grade	<a href="mailto:stephanie.hoeft@rsd.edu">stephanie.hoeft@rsd.edu</a>
Petersen, Rebecca	5th Grade	<a href="mailto:rebecca.petersen@rsd.edu">rebecca.petersen@rsd.edu</a>
Nondorf, Stephenie	5th Grade	<a href="mailto:stephenie.nondorf@rsd.edu">stephenie.nondorf@rsd.edu</a>
Hadler, Heather	Instructional Specialist	<a href="mailto:heather.hadler@rsd.edu">heather.hadler@rsd.edu</a>
Dahlgren, Ashley	Instructional Specialist	<a href="mailto:ashley.dahlgren@rsd.edu">ashley.dahlgren@rsd.edu</a>
Cook, Erika	Art	<a href="mailto:erika.cook@rsd.edu">erika.cook@rsd.edu</a>
Girard, Danielle	Library	<a href="mailto:danielle.girard@rsd.edu">danielle.girard@rsd.edu</a>
Leggett, Ben	Music	<a href="mailto:benjamin.leggett@rsd.edu">benjamin.leggett@rsd.edu</a>
Briggs, Jacob	Gym	<a href="mailto:jacob.briggs@rsd.edu">jacob.briggs@rsd.edu</a>
Flores, Tania	Psychologist	<a href="mailto:tania.flores@rsd.edu">tania.flores@rsd.edu</a>
Filkowski, Jon	PT	<a href="mailto:jon.filkowski@rsd.edu">jon.filkowski@rsd.edu</a>
VanderTop, Melissa	OT	<a href="mailto:melissa.vandertop@rsd.edu">melissa.vandertop@rsd.edu</a>
Meyer, Stacey	OT	<a href="mailto:stacey.meyer@rsd.edu">stacey.meyer@rsd.edu</a>
Ledbury, Brenda	Foreman	<a href="mailto:brenda.ledbury@rsd.edu">brenda.ledbury@rsd.edu</a>
Woehle, Brittany	SLP	<a href="mailto:brittany.woehle@rsd.edu">brittany.woehle@rsd.edu</a>

## **Paraeducator Staff 2021-2022**

Brannon, Heather

Cheney, Kim

Gallup, Emily

Gray, Jessica

Greenup, Nina

Griffiths, Sarah

Johnson, Ann

McCarthy, Toni

Mohamed, Sarah

Pallister, Ericka

Pilger, Peggy

Pina, Amanda

Robillard-Galvan, Janae

Sanchez, Ana

Sandifer, Kelly

Schlotman, Paul

Wilson, Sicily

Duvall, Emily

Resource

Westphal, Erin

Resource

Black, Jennifer

Life Skills

Gaul, Cassidi

Life Skills

Evers, Adriana

Life Skills

Olivares, Maricela

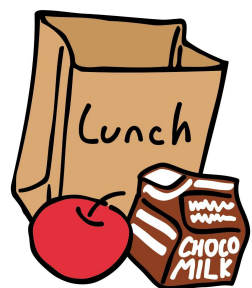
Life Skills

Sunday, Kim

Life Skills

Villareal, Felicia

Life Skills



# Lunch/Recess 2021-2022

Grade	Lunch	Recess
Kinder	11:35-11:55	11:10-11:35
1st	11:10-11:30	11:30-11:55
2nd	11:10-11:30	11:30-11:55
3rd	12:25-12:45	12:00-12:25
4th	12:00-12:20	12:20-12:45
5 <sup>th</sup>	12:50-1:10	12:25-12:50
Life Skills	11:30-12:00	Atkinson
Life Skills	11:50-12:30	Buchkoski

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## Recess Schedule

Kinder	9:55-10:10
1st Grade	9:55-10:10
2nd Grade	9:55-10:10
3rd Grade	2:00-2:15
4th Grade	2:00-2:15
5th Grade	2:00-2:15
Buchkoski	10:20-10:40
	12:30-12:50
Atkinson	

## Non-Discrimination Statement

The Richland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This applies to all educational programs, extra-curricular activities, and employment. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Officer: Tony Howard  
Executive Director, Human Resources

Section 504 Coordinators:

Personnel                    Tony Howard  
Executive Director, Human Resources

Facilities                      Jeff Lettau  
Executive Director, Support Services

Student Services      Brian Moore  
Assistant Superintendent