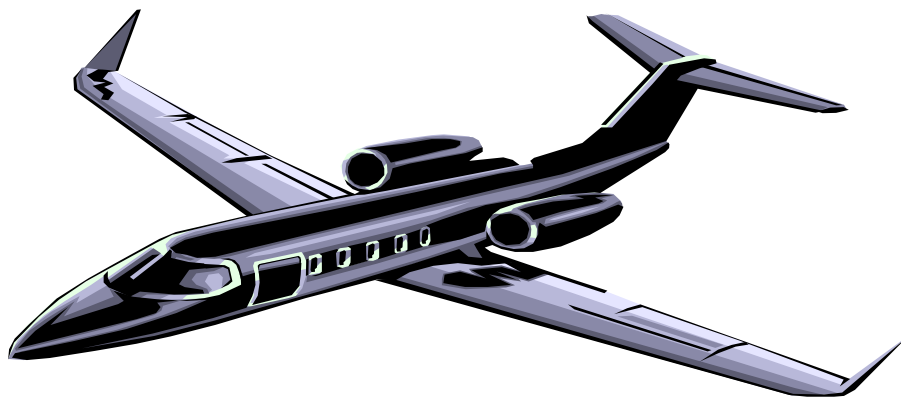


JEFFERSON & FOX RIVER ACADEMY



Parent Handbook 2011 - 2012

WELCOME!

¡Bienvenidos!

Zoo siab txais tog nej!

This *Jefferson Elementary School and Fox River Academy Family Handbook* has been designed as a yearlong reference guide for the Jefferson Elementary School and Fox River Academy students. If you have any questions or concerns, please feel free to contact the school office at 832-6260. We both welcome and encourage your feedback and suggestions.

Jefferson Elementary School offers exciting educational programs that provide our children with a nurturing environment that ties learning with real life opportunities. Programs for students with unique learning needs are provided in addition to a variety of special programs such as Civil War reenactment, IMPACT Jefferson, Jets Frequent Reader Miles, band, orchestra, musical programs and a talent show. Children have the opportunity to learn leadership skills through Student Counsel, Peer Mediation & Safety Patrol. The community is always welcome in our school!

Please visit our Jefferson web site at <http://www.aasd.k12.wi.us/jefferson/> or **Fox River Academy's web site** at <http://www.aasd.k12.wi.us/foxriveracademy/>. They are both awesome!



“Making Connections that Count”

We Tip Anonymous Crime Reporting Tip Line 1-800-78-CRIME

JEFFERSON ELEMENTARY SCHOOL and FOX RIVER ACADEMY STAFF

Principal: Lori Leschisin
Building Engineer:

Secretary: Cathy Kornish
AM Secretary: Kristine Schabow

Jefferson Homeroom Teachers		Other Jefferson Teaching/Support Staff	
<i>Kindergarten</i>	Kay Tebo-Martin	<i>Art</i>	Melanie Malm
<i>Kindergarten</i>	Kathy Dachelet	<i>Band</i>	Jerry Koleske
<i>Kindergarten</i>	Holly Schaumberg	<i>Guidance</i>	Jean Herron
<i>Kindergarten/Grade 1</i>	Kelly Ambrose	<i>IMC/Media Specialist</i>	Angela Yach
<i>Grade 1</i>	Kathleen Alby	<i>Music</i>	Cheryl Meyer
<i>Grade 1</i>	Jan Wells	<i>Orchestra</i>	Rachel Richards
<i>Grade 1</i>	Amy Zewicki	<i>Physical Education</i>	Cookie Wenning
<i>Grade 2</i>	Melissa Sass		
<i>Grade 2</i>	Diane Zwiers	<i>Early Childhood</i>	Peggy VonBehren
<i>Grade 2</i>	Julie Niquette	<i>EBD</i>	Kim Melchert
<i>Grade 2</i>	Pa Houa Vang	<i>ELL Teacher</i>	Amy Shila
<i>Grade 2/3</i>	Nicole Otto	<i>Learning Disabilities</i>	Kelly Schultz
<i>Grade 3</i>	Angie Gambaro	<i>Learning Disabilities</i>	Tamara Opel
<i>Grade 3</i>	Vicki Zipperer	<i>Nurse</i>	Cathy Wittmann
<i>Grade 4</i>	Dawn Fulcer	<i>Police Liaison Officer</i>	Officer Alex Vang
<i>Grade 4</i>	Cathy Porter	<i>Psychologist</i>	Molly Larson
<i>Grade 5</i>	Robin Fischer	<i>Reading Specialist</i>	Donna VanBoxtel
<i>Grade 5</i>	Steve Mattioli	<i>Social Worker</i>	Michelle Miller
<i>Grade 6</i>	Tom Hietpas	<i>Speech</i>	Dan Sucharski
<i>Grade 6</i>	Barb Cummings	<i>Title 1</i>	Kristine Isaacsen
		<i>Title I Preschool</i>	Ann Dudley
		<i>Talented and Gifted</i>	Kathy Moranda
Jefferson Paraprofessionals			
<i>Instructional K-6</i>	Lynn Huiting - Sassman		
<i>Instructional K-6</i>	Kathleen Dunn		
<i>Instructional K-6</i>	Dolores Bouvat		
<i>Instructional K-6</i>	Brenda Pinkowski		
<i>Instructional K-6</i>	Lynn Huiting - Sassman	Fox River Academy Teachers	
<i>LD Ed Assistant</i>	Donna Bennin	<i>1st and 2nd grades</i>	Dolly Fritz
<i>EBD Ed Assistant</i>	Kerry Williamsen	<i>3rd and 4th grades</i>	Emily Schwanke
<i>ECH/Title I Ed Assistant</i>	Lori Dougherty	<i>5th and 6th grades</i>	Joanne Engel
<i>LD Ed Assistant</i>	Donna Bennin	<i>7th and , 8th grades</i>	Sandy VanderVelden
		<i>Ed. Assistant</i>	Deb Schroeder
		<i>Ed. Assistant</i>	Cathy Seidl
Jefferson Interpreters			
<i>Title I – Spanish</i>	Stacey Stavrakis	ARAMARK Food Service	
<i>ELL – Spanish</i>	Ester Blandon		Deb Rice
<i>ELL / Title 1 – Hmong</i>	Kaying Lee		Dar Theisen

2011-2012 P.T.A. OFFICERS

Co-President:	Denise Irwin-Linstedt	830-0773
Co-President:	Karin Kohls-Scheel	730-9470
Treasurer:	Sue Tebo	997-9187
Secretary:	Cathy Porter	993-9627

Meeting Dates and Times

PTA meetings are normally held the second Tuesday of the month at 6:30 P.M. in the LMC unless there is a conflict with another school-wide activity. Watch for more information soon regarding specific dates and meeting times. A tentative schedule is listed below:

- September 13th
- October 11th
- November 8th
- No meeting in December
- January 10th
- February 14th
- March 6th
- April 10th
- May 8th

Please join and be a part of an organization whose primary goal is to make Jefferson School and Fox River Academy better for all of our children. Single and family memberships can be purchased until October 30th in our school office or at our PTA meeting.



NO-SCHOOL DAYS

No School All Day Unless Otherwise Noted!



September	6	First Day of School
October	21 26 27-28	No PM Classes – Staff Development No PM Classes – Compensation P.M. Teachers’ Convention (No School)
November	23 24-25	No PM Classes – Conference Compensation Thanksgiving Break (No School)
December	22 23 – 30	No PM Classes – Conference Compensation Winter Break (No School)
January	3 20	School resumes No PM Classes – Progress Report Writing
February	17 20	Staff Development (No School) No School
March	16 30	No PM Classes – Conference Compensation No PM Classes – Conference Compensation
April	2 – 9 30	No School Spring Break Staff Development (No School)
May	18 25 28	No PM Classes - Progress Report Writing No PM Classes – Conference Compensation Memorial Day
June	8	Last Day of School – 9:50 A.M. Dismissal



➤ On half days when there is no school scheduled for students during the afternoon, the dismissal time for elementary schools is 11:27 a.m.



GENERAL INFORMATION

Visitors and Volunteers

Please check in at the office first! Nametag required!

Welcome to Jefferson and Fox River Academy! For the safety and concern of all, please enter the building using the front entrance facing Mason Street. You will have to push the button and identify yourself. We will push the button to let you in. **All parents, visitors, and guest are required** to check in at the office upon entering the building. Staff members have been asked to direct any non-staff members to the office should they not have a Jefferson or Fox River Academy nametag on, so please visit the office first! When your visit is done, please sign out in the office and have a great day!

If you are coming to pick up your child, before the end of the school day, you will need to come to the office to sign your child out of school. Students are not called down prior to your arrival to the office. Please plan your pick-up time for appointments with this in mind. Your child will then be called down to the office to meet you. If possible, please let the teacher know ahead of time whenever your child will be missing class time. This will alert the school to the absence and allow the teacher the opportunity to send school work home with your child ahead of time. If your child is returning to school, s/he needs to come into the office to be checked back in prior to returning to the classroom. We truly appreciate everyone's cooperation with the procedure to help us account for all of our students.

Daily Schedule

	<u>Morning Session</u>	<u>Lunch/Recess Period</u>	<u>Afternoon Session</u>
K-3	8:22 a.m. – 11:35 a.m.	11:35 a.m. – 12:25 p.m.	12:25 p.m. – 3:16 p.m.
4-6	8:22 a.m. - 11:35 a.m.	11:35 a.m. - 12:25 p.m.	12:25 p.m. – 3:16 p.m.
F.R.A.	8:10 a.m. - 11:10 a.m.	11:10 a.m. - 11:50p.m.	12:12 p.m. – 3:04 p.m.
Preschool Programs	8:27 a.m. – 11:03 a.m.		12:39 p.m. – 3:16 p.m.

Office Hours

Office hours are **7:30 A.M. to 3:45 P.M.** during the school year.



Absences

If your child will be absent, please remember to call the school or leave a message before **9:00 a.m.** for the morning session and **1:00 p.m.** for the afternoon session. When an absence is of a known duration, just one call is necessary. If the illness is of undetermined length, please call before the start of each school day. Notification by way of a FAX is also accepted.

If a child becomes ill while at school, parents will be contacted. District guidelines indicate that students with fevers of 100 degrees or higher, or students who have vomited, will be sent home. It is very important that we have current phone numbers and or the names of those individuals who should be contacted if your child becomes ill and needs to be sent home.

The Jefferson PHONE number is 832-6260. The Jefferson FAX number is 993-7060.

In the case of a *communicable disease*, in addition to calling Jefferson, please call the **Health Department at 832-6429** as soon as the illness is diagnosed.

Homework Policy For Absences

After an absence of two consecutive days, a request to pick up homework assignments should be made at the time a parent reports the student's absence to the office. This will allow time for teachers to get homework to the office by the end of the school day and does not cause unnecessary interruptions during instructional time. Staff will not be able to get homework to parents on short notice. Homework will be available for pickup by parents or siblings by 3:16 p.m. on the day requested. Students are expected to complete any work missed in a reasonable amount of time, and teachers will consider each student's circumstances when determining assignment due dates.



If Your Child Is Late To School

The first 15-20 minutes of each day are probably **the** most important minutes in the whole school day because this is when the entire day's plan is described to the children and when basic reviews, especially in the primary grades, take place. If your child must arrive late, **please call the office to let us know and to tell us if your child wants hot lunch**. When arriving, please sign your child in at the office. If your child is late due to a doctor's appointment or similar valid excuse, he/she will be marked "tardy", but it will be an "**excused tardy**". If your child is late for school because of oversleeping, missing the school bus, leaving home too late to arrive on time, etc., your child will be marked "tardy" and it will be an "**unexcused tardy**".

If a child has been tardy due to unexcused reasons five (5) times in a semester (September until January or January until June), the child is considered "truant" according to the law in Wisconsin. The parents are then required to meet with the building principal and a law enforcement officer to determine why the child is coming late to school so often. The result of this meeting will be a written contract (signed by the police officer, principal and parent) stating that if one additional tardy occurs – a ticket will be issued by the Appleton Police Department. Please help your child develop the important habit of being on time each day.

Supervision Before School

Before-school supervision on the Jefferson playground begins 8:10 a.m. The Jefferson staff is greatly concerned for the safety and welfare of those children who are arriving at school prior to 8:10 a.m. The School's breakfast bell rings at 7:50. See page 13 for details.



Staff members have other obligations and professional responsibilities prior to the start of the school day; therefore, students are not allowed in the building before **8:22 a.m.** without a pass or parent (see below for rain & bitter-cold procedures). The first bell rings at **8:22 a.m.**, and children should arrive a few minutes prior to that time. Students are to be seated in their classrooms by the **8:27 a.m.** bell.



It's Cold! It's Raining! Kids Inside?

On mornings when it is raining or when the temperature is 0° F, students will be allowed in the building at 8:10 a.m. Jefferson's paraprofessionals will provide supervision in designated areas of the building until the bell rings at 8:22 a.m. Students **will not** be allowed to go to their classrooms since teachers are not required to be present in their rooms until 8:27 a.m.

Recess (Outdoor) Non-Participation Requests Due To Illness/Injury

Please do not send notes requesting that your child stay indoors for recess. Recesses are scheduled to provide our students with the opportunity to socialize and get some physical activity. It is our expectation when you send your child to school that s/he is well enough to go outside and participate in outside activities. A doctor's written excuse will be needed if there is a medical reason why your child should not be going outside for recess. *If extenuating circumstances exist, please contact Principal Lori Leschisin at 832-6260.*

Address/Phone Changes

IMPORTANT!

If at any time during the school year a student moves to a different address, this change must be reported to the school office immediately. Likewise, a change in telephone numbers (home, work, and cell) or the installation of a telephone should be reported to the office. **Contact with the parent during an emergency is imperative!** We also need up-to-date emergency contact information on file at all times. Thanks for keeping us informed!

Cancellation of School

Should cancellation of school be necessary, every effort will be made to notify the radio and television stations listed below with a pertinent message by **6:00 a.m.** You may listen to any of the following stations for the Appleton Area School District announcement:

<u>AM Radio</u>	<u>FM Radio</u>	<u>TV</u>	<u>CH</u>	<u>Cable</u>
WHBY 1150	WAPL 105.7	WBAY	2	6
WNAM 1280	WUSW 96.9	WLUK	11	12
WSGC 1050	WOZZ 93.5	WFRV	5	10
WOSH 1490	WVBO 103.9			
WGEE 1360	WEMI 91.9			
	WIXX 101.1			
	WFIZ 107.1			



- Jefferson School will send an **EMERGENCY SCHOOL CLOSING** instruction form home for each child. This will allow you to indicate what you would like the school to do in the event that school is closed during the day earlier than the usual dismissal time.

Fees

School fees are assessed at the beginning of each school year. Students who enter school later in the year are assessed prorated fees. Fees for the 2011-2012 school year are as follows:

Pre-Kindergarten and Half-Day Kindergarten: \$15.00
Full-Day Kindergarten: \$30.00
Grades 1-6: \$30.00



Checks should be made payable to Jefferson Elementary School. Families with incomes below established guidelines may qualify for a waiver of school fees. The school fee waiver application is now combined with the free & reduced lunch application. All applications are treated confidentially. There is no reduced-school fee; therefore, students who qualify for reduced lunch fees are required to pay school fees as listed above.

Emergency \$\$ Fund

Sometimes there are family circumstances that make it financially difficult, if not impossible, for a Jefferson family to cover the cost of a classroom/school activity. No Jefferson student will ever be excluded for this reason. That is why we have established the Jefferson Emergency Fund. If a family ever needs financial assistance to cover costs of a school activity, they can either make the classroom teacher or the office staff aware of the need. All requests are approved by the principal and are kept completely confidential.

Medications at School

In compliance with Wisconsin State law, the Appleton Area School District has adopted a policy on the administration of medications. In order for school personnel to administer medication safely and efficiently, parents/guardians and/or adult students will need to comply with the following requirements.

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with their family physician to determine if medications can be scheduled outside of school hours. In the event that this is not possible, the district will administer medication within the following guidelines.

Prescription Medication



A current **Administration of Medication Consent Physician's Statement** form and **Administration of Medication Consent Parent/Guardian Statement** form must be on file in the school office. These forms may be obtained in the school office.

The prescription medication must be supplied in the original **pharmacy-labeled bottle** indicating the correct dosage and administration instructions. This information must be the same as provided in the above noted forms. Only the amount of medication needed at school shall be contained in the bottle.

Over-the-Counter-Medication (Non-Prescription)

1. The parent/guardian must complete an Administration of Medication Consent form.
2. Medication must be supplied in the original container with the student's name written on the container. No more than a ten-day supply may be kept at school.

Self Medication – Elementary Schools

Although it is permitted, and sometimes necessary, for students to carry and administer their own medication, it is not recommended for elementary age students. If a parent wants their child to possess medication for self-administration, the parent should contact the school nurse to discuss this. Due to a change in state law and district policy, asthma inhalers and controlled substances (such as Ritalin, Adderall, and Codeine) need parent and physician authorization in order to be self-administered. Authorization forms are available in the school office. Please contact the school nurse if you have any questions.

Progress Reports

Elementary progress reports are issued twice a year. The reports are a formal evaluation of each student and are only one form of communication of a student's progress and level of development. Parents should be continually aware of their child's progress through completed assignments and other communication with teachers. It is important to remember that your child is an individual and the information should not be compared with any other child's progress report.

Communication

Please check your child's backpack every day. It is essentially important that they are checked every Friday: this is when the Jefferson staff sends important notices home in the Jefferson Folders. Sometimes due to deadlines, information may be sent home on other days. Please remember to check your child's backpack on a consistent basis. In addition, each teacher will send home a newsletter at least once a month to tell you of upcoming events in their classrooms. Additional copies of all communications and progress reports will gladly be made for non-custodial parents or shared custodial parents. Please contact the office at 832-6260 to make those arrangements. We are requesting that you provide us with stamped, self-addressed envelopes if you'd like those mailed.



Toys, Valuables, Electronic Devices



Please do not allow your child to bring toys, electronic devices, valuables and good jewelry to school. This includes but is not limited to iPod's, trading cards, stuffed animals, Nintendo DS, Gameboys (or any future handheld electronic device that would interfere with learning), pagers, Heelies, cellular telephones, 2-way radios and finger skateboards. We maintain this policy to limit the risk of theft and to maintain a learning environment free of distraction. The only exception to this policy is when a teacher requests that students bring these items to school for a class. Please see the *Appleton Area School District's Family Elementary School Policy Manual* for specific information regarding electronic communication devices.

Snack Guidelines




Each day student's have the opportunity to have a **healthy** snack while they complete schoolwork. Please remember this is a short snack time, so plan accordingly. ☺



Birthday Guidelines

Birthday treats are strongly discouraged due to the district wide Healthy Kids Initiative. However, if you are interested in making your child's day special at school, you could consider donating a class gift such as a new game, puzzle, book or a pencil for each child.

The decision on what to send as a snack rests with the parents, but your help in promoting the message of **healthy** eating is appreciated. Some suggestions are:

Healthy Snack Ideas	Do Not Send For Snacks and Limit for Celebrations
<ul style="list-style-type: none"> ➤ Fresh or dried fruit, Apple Wedges ➤ Pretzels ➤ Plain Trail Mix, Gorp ➤ Cheese ➤ Crackers ➤ Rice Cakes ➤ Raw vegetables ➤ Granola Bars (Watch fat content) ➤ Juice Boxes (100% Juice), Water ➤ Yogurt ➤ Fat Free Popcorn ➤ Nuts ➤ Beef Jerky (95% fat free) ➤ Unsweetened cereal <div style="text-align: right;">   </div>	<ul style="list-style-type: none"> ➤ Carbonated beverages ➤ High sugar, high fat foods ➤ Desserts ➤ Potato chips or similar chips ➤ Pop tarts ➤ Granola Bars with chocolate <div style="text-align: center; margin-top: 20px;">  </div>

Contact People – Who do I talk with first?

The Appleton Area School District and Jefferson School are committed to working closely with parents and guardians to resolve issues and concerns in a way that is mutually agreeable. If you have any concerns, questions or problems that need attention, here are the steps you can follow to address them:

1. Contact the **classroom teacher**. If there is a serious issue, you may wish to schedule a meeting rather than contact him/her by telephone.
2. If no resolution has been reached, or if your concern is school wide, contact **School Principal Lori Leschisin**, 832- 6260.
3. If resolution is still not reached, contact the **Assistant Superintendent Judy Baseman**, at 997-1399, ext.1471.
4. Unresolved issues may be appealed to the **Superintendent of Schools**, Lee Allinger, at 997-1399, ext. 6126.
5. The final step in district appeal process is the **Board of Education**. Appeal requests should be submitted in writing to Sharon Fenlon, President of the Board of Education, Appleton Area School District Administrative Center, P.O. Box 2019, Appleton, WI 54913.

Use Of Building

Any group that wishes to use the Jefferson School for a meeting place must contact the Use of Buildings Coordinator at the Morgan Building at 997-1399, ext. 6151. *Use of Building* forms for Boy & Girl Scout use only are available at the school office.



YMCA Learning Center After-School Program

The YMCA provides childcare at Jefferson after school. The after school program begins at 3:17 and ends at 6:00 p.m. The YMCA offers a sliding fee scale for families who cannot afford the full cost of care. The mission of the YMCA and Jefferson is to create a safe, drug free environment during non-school hours that supports student achievement, healthy lifestyles, and developmental assets through an integrated network of community-wide partners that is responsive to the diverse needs of the school community. For more information please contact: **Bobbi DeWitt - YMCA Jefferson-FRA 21st CCLC Coordinator at: dewittbobbi@asds.k12.wi.us**

If one life shines, the life next to it will catch the light.

–Anonymous



SAFETY

Information provided by the Appleton Police Department & Department of Public Works

Traffic Safety

The safety of Jefferson Elementary School students is of utmost importance, and we are providing the following information on pedestrian and bicyclist safety to use as a basis of discussion between parents and children.

Drivers

1. To avoid traffic congestion, park further away from school and let your child cross the street at a crossing guard, safety patrol, marked or unmarked crosswalk. **Never** let your child cross between parked cars or mid-block!
2. At the time you are picking up or dropping off your child, many other people are doing the same thing and creating much congestion. Because of this, if the child has to cross the street without the aid of a crossing guard or safety patrol, you as a parent should help your child cross the street.
3. Follow all posted signs.
 - **No Stopping, Standing or Parking:** These areas may not be used as a drop-off zone. Vehicles cannot stop in this area – even momentarily – to drop off or pick up passengers. These areas are off limits to vehicles during the posted times. This is the most frequently violated sign; please obey this sign. Violators are subject to a parking citation.
 - **No Parking 7:30 a.m. – 4:30 p.m. on School Days:** these designated areas may be used to drop off or pick up students *if the driver does not leave the vehicle*. If the operator occupies the vehicle you may stop and wait for your children to be picked up. Vehicles parked without a driver are subject to a parking fine.
 - **5 Minute Loading Zone (or other time parameter):** In these designated areas you can leave your vehicle unoccupied in this area for the designated time. This area is intended for the loading and unloading of persons and/or property. Violators are subject to a fine.
 - **Statutory Parking Restrictions:** Vehicles parked within four feet of a driveway, ten feet of a fire hydrant or fifteen feet of a marked or unmarked crosswalk are subject to a fine. Since these types of restrictions are statutory and considered “Rules of the road,” all licensed drivers are obligated to abide by them, whether marked or unmarked by signage or curb markings.
 - **Unrestricted Parking:** May be used for dropping off & picking up students or for parking.
 - **Staff Parking Lot: PLEASE DO NOT ENTER** – For the safety of our students please do not come into the area behind the school – This area is for **Staff Only** and is posted as such. This past year, we had many parents parking in the back lot waiting for their children. Violators are subject to a parking citation.

Additional Issues to Be Aware of:

Stopping in an intersection is not legal (this includes the top of “T” intersections). This area is off limits to stopped vehicles. Please do not drop off your child in the street. This violation can result in a traffic citation.

Double-parking (or stopping) of vehicles is not legal. You may not stop your vehicle on the roadway side of any parked vehicle. This violation can also result in a traffic citation.

Pedestrians

Choose the safest route to and from school using the school’s *Safe Walking Route Map*, and instruct your children how to use it. Even if it is not the shortest route, it is considered to be the SAFEST. Where there is no sidewalk and it is necessary to walk in the roadway, state law requires that pedestrians always walk on the side of the street facing traffic. Some other points to consider are:

- Cross streets **ONLY** at marked or unmarked crosswalks. Do not cross mid-block.
- **DO NOT** cross the street between parked cars.
- Watch for turning vehicles.
- WALK, don’t run, when crossing the street
- Obey traffic signals and wait for the walk signal.
- ALWAYS obey all police officers, adult crossing guards and school-safety patrols.



Bicycles

The following are basic rules of the road that every bicycle rider should know and obey:



- Ride on the right side of the road and close to the edge of the pavement, in the same direction of flow as the traffic. They may ride on the sidewalk (with the exception of Mason Street in front of the school or on Prospect), but **pedestrians have the right of way**. They should be courteous to pedestrians.
- Obey all stop signs, yield signs and traffic signals.
- Signal all turns and stops using the proper hand signals.
- Ride single file and pass parked or moving cars with care.
- Walk your bicycle at busy intersections and corners; if you are turning left, use the pedestrian crosswalk.
- Let pedestrians go first at crossings and on sidewalks.
- Bicycles should be placed appropriately and locked in the bike racks, and bikes should be walked on the playground.

School Safety Patrol

The intent of the student Safety Patrol is to control children at designated crossings near the school. The Safety Patrol will only be stopping children, not vehicles. The Safety Patrols are restricted to the curb when controlling the pedestrian movement. The only control device they will be utilizing is a Safety Patrol staff with an attached flag. The safety of all the children in the school is our main priority. The job of controlling traffic (vehicles) is the responsibility of the Appleton Police Department Adult Crossing Guards. The Crossing Guards are employees of the Police Department with statutory authority to stop vehicles.

School Safety Patrol (Continued)....

The City of Appleton's main concern is your children's safety, and it is committed to keeping the school zones safe for our children. Let's work together and keep our school zones a safe place. Please do your part by driving safety, with courtesy and respect for everyone in the school zones. Thank you!

Fire, Tornado And Safety Drills

We constantly strive to make Jefferson a safe place for all students and staff. As in the past, fire and tornado drills (which are required by law) will be held to familiarize our students with the procedures. In addition to those drills, we will be practicing safety drills. While we hope we will never have a real fire or experience a tornado, we also hope we never have an intruder in our building. Just like we need to be prepared in case of a fire or tornado, we need to be prepared should we have an intruder. Teachers will discuss safety-drill procedures with the students in each classroom. This will be done in such a manner that it will not frighten the younger students and yet will allow us to be prepared should the necessity to employ the AASD Building Intruder Policy ever arise.

WeTip Anonymous Crime Reporting Available to the Students and Residents of Appleton 1-800-78-CRIME

The Appleton Police Department, in partnership with the Appleton Area School District and funding provided through the Community for the Fox Valley Region, Inc., has contracted with *WeTip, Inc.* to provide a 24-hour-a-day, anonymous crime reporting service to the residents of Appleton which includes the students of Appleton area schools. Questions about the service can be directed to Lt. Greg Goodavish of the Appleton Police Department at 920-832-5542.

**Remember the number to call to report a crime and remain
Completely anonymous is 1-800-78-CRIME!**



Each day brings with it the miracle of a new beginning. Many of the moments ahead will be marvelously disguised as ordinary days, but each one of us has the chance to make something extraordinary out of them. –Douglas Pagels

LUNCH AND BREAKFAST INFORMATION

Lunch

ARAMARK Food Service sells hot lunch at Jefferson and FRA for **\$2.30** per meal. Lunch monies must be paid for in advance and can be prepaid in any multiple. Send cash or check, payable to AASD, in an envelope with the **child's name, teacher's name, homeroom number and the amount of payment clearly marked on the front of the envelope.** If payment is for more than one student, please indicate the names and amounts for each.

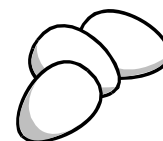


Lunch and Breakfast/Free and Reduced Information

Some students may qualify for free or reduced (\$.40/meal) lunch based on guidelines for family income. Families whose income is below this established guideline are also entitled to apply for free milk and waiver of school fees (please see "School Fees"). Contact the school office or ARAMARK (997-1399, ext. 1719) for these applications. All applications are treated confidentially. Students may wish to bring bag lunches from home. **If a student brings a lunch from home and wishes to purchase milk, the cost is 35¢.** Parents are welcome to join their children for lunch at a cost of **\$3.00 per adult.**

Breakfast

Breakfast items are available daily by ARAMARK Food Service for \$1.25. Breakfast is served from 8:00 a.m. - 8:15 a.m.



Lunch Procedures

In order to help reinforce the manners that students are taught at home, we must enforce certain rules and procedures. Any student not following the acceptable procedures as outlined below may be assigned consequences which may include losing the privilege of eating lunch at school.

1. Students must adhere to the directions of the noon supervisors.
2. Students must stay on the school grounds during the lunch hour unless they have their parent's **written** permission to leave. Students are to give this written permission to their homeroom teachers.
3. Students must use good manners and voice control.
4. Students must clean up the area where they are sitting before going outside.
5. All school rules are in effect during the lunch hour.

PROGRAMS, CLUBS AND ACTIVITIES

Camp - 5th Grade

Jefferson sends their 5th graders to the Central Wisconsin Environmental Center, located in Amherst Junction! The students experience a wide variety of environmental activities provided by the Center's staff with assistance by Jefferson personnel.

Peer Mediation

Peer Mediation is a program in which students are given in-depth training in conflict resolution skills designed to help other students solve their conflicts. Peer mediators meet throughout the year with advisors as well as provide peer mediations for students. Other activities they may be involved in are introducing games outside at lunch recess or providing classrooms with a chance to have mediators visit their classrooms. School-based peer mediation provides a time and a place for students who have a disagreement to come together and "talk out" the problem so that they can resolve it. By setting aside a time and a place for resolving conflict, students learn that conflict is natural and acceptable, and they must make some thoughtful choices about managing their own conflict.

Safety Patrol

The Jefferson and FRA Safety Patrol is comprised of responsible sixth graders. A rotating schedule is developed between classrooms. Specific information will be provided during the school year.

Service Club

The Jefferson Service Club provides an opportunity for students to be involved in the operation of their school. It provides students the chance to learn about the democratic process and to develop leadership skills. The focus is on planning and promoting activities that foster school spirit as well as providing school and community services. The Service Club meets regularly, is led by the officers and is supervised by a faculty advisor.

The Service Club is made up of representatives from the third through sixth grade homerooms. These students also act as liaisons for each of the kindergarten through second grade rooms by providing information and gathering input. The representatives' duties include attending all meetings, taking part in discussions, reporting regularly to their class, keeping an open mind and setting a good example in and out of school.

P.T.A. PROGRAMS AND ACTIVITIES

Parent Teacher Association (PTA)

The Jefferson PTA serves to promote the welfare of the children in the school, at home and in the community, and to enhance the relationship between parents and teachers. PTA sponsors numerous programs. The PTA budget is approved on an annual basis, and copies are available from the PTA officers (see page 2). Meetings are generally held the second Tuesday evening of each month. Every parent and teacher is invited to attend these meetings and participate in the PTA sponsored activities. Please show your support by becoming a PTA member and volunteering. The cost of membership is only \$5.00/person or \$10.00 for family. Membership forms are available in the school office.

Box Tops For Education

General Mills will give our school \$.15 for every General Mills cereal box top collected. Box tops have the "Box Tops for Education" logo on them. Tops may be deposited in the large box outside the main office.

Milk Moola

Kwik Trip will pay Jefferson 65 cents for every returned milk top from their store. Please drink some calcium for your bones and help out your school in the process by returning the milk tops to Jefferson.

Jefferson Buzzer - Directory

A listing of the Jefferson and Fox River Academy families and their phone numbers will be compiled and available in the school store for 50 cents. This money goes to the PTA to help support their projects. Should you **NOT** wish to have your student included in this directory, you must return the slip sent home in the summer mailing or September Jet Express by September 10th.

Fundraising

School assembly programs, reading incentive awards, etc., are the results of the PTA's fundraising efforts. Fundraising enables us to better serve all students. School-wide participation in the fundraiser is encouraged but never required. Last year Jefferson students participated in Knowledge-A-Thon for their major fundraiser.

Kindergarten Roundup

This is a great opportunity to give next year's incoming kindergartners a chance to become familiar with Jefferson. The kids will join a kindergarten class for an activity, and parents may take a tour of the building. We'll conclude the visit with a snack for all! Sign up sheets will be in Kindergarten registration packet sent home the last week in January.

Newsletter

The PTA/School newsletter is published at the beginning of each month during the school year. Anyone can submit articles to be published in the newsletter. Articles must be submitted by the 20th day of the previous month to assure that it will be published. Submit articles by giving them to the school secretary.

This bulletin can be sent to you via Email – just give us your email address. By doing this you can help conserve on the amount of paper we use.

Frequent Reader Miles - Reading Incentive Program

Jefferson School's Reading Incentive Program is a new, voluntary individualized reading incentive program available for all Jefferson students. The Jefferson PTA sponsors this program for the purpose of encouraging independent reading for enjoyment. The number of minutes each child reads is recorded each month. When the child reads 300 minutes the child receives a small incentive and the Jet on the wall by the auditorium moves along the map. We also participate in the 6 Flags Great America and Timber Rattlers Reading Programs. Our PTA will be coming up with other fun ways to encourage your children to read, so please provide all the encouragement you can at home!



Picture Day

MARK YOUR CALENDARS! *Picture Day is Friday, Sept. 23rd, 2011.* Picture retakes will be taken on *Thursday, Nov. 3rd* from 8:30 a.m. to 1:00 p.m. PTA volunteers assist with paperwork, lining up classes and aiding photographers. Parents can sign up at any time during the school year to assist with the following school year's picture day

POLICIES

Homework Policy

Homework is an extension of the learning that takes place in school. It provides practice that reinforces classroom learning and provides opportunities for independent study, research and creative thinking. Homework assignments will vary at the different grade levels. It teaches students responsibility and time management skills. It provides communication between the parent, child and school regarding the students' educational experiences. It has a positive impact on learning. Parents, students, and teachers all have a role to insure a successful homework experience.

Teachers will:

1. Provide the necessary instructions and directions, with expectations for quality.
2. Provide individualized homework assignments when necessary.
3. Provide a variety of homework assignments: review, practice and enrichments.
4. Review and provide feedback for all homework.
5. Contact parents when there are concerns regarding their child's homework
6. Require the use of assignment notebooks in grades 2 – 6.
7. Provide parents with guidelines for homework expectations for each grade level.

Homework Policy (Continued...)

Students will:

1. Ask questions when confused about homework assignments.
2. Write homework in their assignment notebooks and communicate the assignment to their parents.
3. Complete work that reflects their best efforts.
4. Complete and return homework on time
5. Read or be read to for at least 15 minutes each night.



Parents will:

1. Provide a quiet, comfortable place for work.
2. Help child establish a homework routine.
3. Review the assignment notebook
4. Provide support when asked by the child.
5. Ensure that their child will be reading on his/her own or being read to for at least 15 minutes a night.
6. Communicate concerns regarding student needs / frustrations to the teacher.

Student success is accomplished when the students, parents and teachers work together!

Dress Code

We take pride in the appearance in our students. How students act is often affected by what they wear. Students are expected to dress appropriately in clean, well-fitting clothing appropriate for the weather. This makes them feel more comfortable about school and increases their chances of being successful students ready to learn. Students dress or attire must adhere to the following minimum standards. The standards maintained align with the BOE approved policy 443.1, June 1999 found in the family district handbooks.

- Students may not wear scanty/revealing clothing. Examples of these items include **but are not limited to** tube tops, halter tops, backless tops, strapless tops, spaghetti straps, and clothing that expose the midriff and/or undergarments.
- Jackets, coats, and gloves must be removed at the student's locker/hallway hook area. Any such items may not be worn around the building during school hours.
- Students are not allowed to wear head gear in the school building. Removing a person's hat when entering a building is a well-established sign of respect in our country and one that will be reinforced in our schools. Examples of head gear include **but are not limited to** hats, caps, and bandanas.
- Students must wear shoes/appropriate footwear in and around the school at all times.
- No garments that advertise alcohol, alcohol establishments, tobacco products, or other drugs may be worn.
- No attire with messages or symbols that include profanity, violent or sexual language/actions, or inappropriate subject matter is allowed to be worn in the school buildings.

Dress Code (Continued...)

Any attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn. Examples of these items include **but are not limited to** chains, leather straps, pet collars, and spikes.

- No attire with any gang related purpose is allowed.

This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress. Since styles of clothing change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment. Members of the staff will use their professional judgment when enforcing this policy.



Authority of Principals and Consequences for Violations:

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing and body markings, the principal or his/her designee will review the situation and make a final decision. Violations of any of the above standards will be subject to disciplinary actions specified in school handbooks.

SCHOOL-WIDE POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS).



Jefferson and Fox River Academy are excited to begin full implementation of a proactive behavior support system, (Positive Behavior Intervention and Supports-PBIS) this fall. It is well known that schools are successful when they help children grow academically, socially, and emotionally. For this to happen, it is imperative that we have a safe environment that is supportive and conducive to growth. By setting forth clear social and behavioral expectations, it is our goal to create an atmosphere for learning.

Jefferson and FRA's PBIS System has 5 components:

- **Behavioral Expectations Matrix** - Be Responsible, Be Respectful, Be Safe
- **Cool Tools** – Lesson plans used to teach students the Behavioral Expectations
- **Caught in the Act Tickets** – An Acknowledgment/reinforcement System
- **Office Discipline Referral Forms** – ODR's
- **Celebrations** – Held during six different points throughout the school year.

Based on Positive Behavioral Interventions and Supports, our plan is in place, with staff trained and looking forward to training students once at the beginning of this school year. We also welcome parent involvement and look forward to giving parents information throughout the year.

Philosophy: PBIS is a team based systemic approach in teaching the behavioral expectations throughout the school. It is based on a proactive model which teaches the behaviors, reinforces and recognizes children who are able to model these behaviors and has systems in place to support children who have a difficult time. *The team approach is what truly makes this system work and we really need every family's support to help us be successful.*

Approach: Instead of using a patchwork of individual behavioral management plans we have moved to a school-wide discipline system that addresses the entire school, the classroom, areas outside the classroom (such as hallways, restrooms, cafeteria, offices, playground etc.)

Every person who works in the school is aware of the behavioral expectations and works to ensure students are consistently getting the same message regardless of the setting they are in, or the adult they come in contact with.

Implementation Plan: Four AASD schools began researching PBIS throughout the past year. Jefferson is very fortunate to be one of the sites chosen for a PBIS pilot program. We are very excited to begin our process, and will continue working to improve our success. In order to accomplish this task, several components are in place.

They are as follows:

1. **Behavioral Expectations are Defined** - A small number of clearly defined behavioral expectations are simply stated in positive terms. Hopefully you are all aware of our school expectations:
 - Be Safe

- Be Respectful
- Be Responsible

2. Behavioral Expectations are Taught:

- During four different points throughout the year, students and staff participate in a School-Wide Expectation Parade. During this parade, paraprofessional and specialist staff will be briefly teaching expectations for the playground, hallways, restroom, cafeteria, etc within the context of these environments.
 - Each Tuesday morning, all students within both Jefferson and Fox River Academy will be taught social skills, problem solving and coping strategies, skills to work successfully within collaborative groups, respect for self, others and the environment, responsibility and safety. Parents will receive information regarding the upcoming skills to be taught within the monthly Jet Express.
3. **Appropriate Behaviors are Acknowledged:** Once appropriate behaviors have been defined and taught, they are acknowledged in various ways on a regular basis. You may see students' pictures up, a sticker come home, their names may be announced and we ask parents to let us know when they see their children using the three bes (Be Safe, Be Respectful, Be Responsible) at home!!
 4. **When Students' Have a Difficult Time With One of the 3 School Wide expectations (safety, respect and responsibility), they are Corrected Proactively.** When children break one of the expectations they are immediately corrected, discussion how their actions broke one of the expectations occurs, they are then retaught the correct and appropriate behaviors to replace the inappropriate behaviors with. There are clear consequences which children are aware of when rules are not followed.
 5. **Data Collection:** Office Discipline data is collected on school wide behavior and a team (Climate Committee) reviews the data regularly to determine when and where the problems are occurring. The committee then brainstorms ways to proactively address the problems.
 6. **Individual Support is Provided for Students not Responding to the School-Wide System:** Jefferson and FRA have a Building Assistance Team, which works on plans for individual students who may have a difficult time and need more support in the school setting. This team meets on a bi-monthly basis. Parents are active partners in developing plans to help these students succeed.
 7. **Active Support by All Stakeholders:** The entire school community is needed to be actively involved in order to make the system successful. PBIS is a school-wide system for establishing a positive culture in the school.

Benefits of PBIS (research based):

1. Increase attendance.
2. Student self-reports of a more positive and calm environment.
3. Teacher reports of a more positive and calm environment.
4. Reduction in the proportion of students who engage in behavioral disruptions.
5. Reduction in the number of behavioral disruptions.
6. For more information about PBIS please contact Lori Leschisin at 832-6260 or go to www.pbis.org