

## ARRIVAL/DISMISSAL

Parents, please do NOT drop-off or pick-up students from the faculty parking lots.

**Arrival:** Adult supervision begins at 7:30 a.m. in the school gym. All students will remain there until 7:45 a.m. Please do not send your child to school before that time as there is no supervision and children will NOT be allowed to enter the building.

**Dismissal:** *Children receive messages at 2:00 p.m.*

- **Bus & Daycare riders** are dismissed starting at 2:45. Buses & Daycare Vans load at the front oval. No cars are allowed in the front oval from 2 – 3:10 p.m.
- **Walkers & Bike Riders** will exit from the gym when they are dismissed by the duty teacher. Students are expected to comply with our school personnel and to use marked crosswalks. Bike riders should walk their bikes off the school grounds.
- **Car Riders** will be dismissed from the gym doors facing Hughbert St. Students are to wait with teachers in the gym until called by the duty teacher. Parents in cars picking up students should WAIT IN THEIR CARS on the South side of Hughbert Street. No parked or unattended vehicles are allowed along Hughbert St. from 2:00 – 3:15 p.m. During school hours, Hughbert Street is ONE WAY and speed limits are monitored by Norman Police officers. Please observe these regulations to help our students arrive and leave school safely. For student security, parents choosing to park and pick up students, need to present the laminated car tag with their student's name to the duty teacher or provide identification to the office and the student will be called up from the gym. *Please do not call to ask for your child to wait in the office for pickup. Students will be called from the gym upon your arrival.*

**ALL STUDENTS SHOULD BE PICKED UP NO LATER THAN 3:10 p.m.**

## ATTENDANCE

Regular attendance is necessary for the academic and social development of all students and is a primary responsibility for a parent. **IT IS NECESSARY TO CALL THE SCHOOL OFFICE WHEN YOUR CHILD IS ABSENT FOR ANY REASON (366-5889).** If you do not have a phone, you may send a note with your child when returning to school, indicating the reason for the absence. Tardies and "leave earlies" count against attendance. Excessive absences may result in a referral to the district attorney.

Please do not pick up your child early unless it is an emergency. All students must be checked In/Out through the office during school hours. DO NOT go to the classroom or take children from the playground. Children will not be allowed to leave the school with anyone whose name is not on the enrollment form unless the parent/guardian notifies the office in advance. Please be sure this information is correct at all times.

## AFTER SCHOOL CARE

The Community After School Program (CASP) offers childcare in the cafeteria after school from 2:50 – 6 p.m. For information on enrollment and/or rates, please call the CASP office at 366-5970. If your child attends the CASP program and you need to contact the site providers, the number is 366-5893.

## BIKE RIDERS

Riding of bicycles or other small vehicles shall not be permitted on school property except for the purpose of riding to and from school. Designated paths to the bicycle racks must be used. Such vehicles shall be parked in the designated areas and locked immediately upon arrival. Failure to abide by these policies may result in loss of the privilege of riding such vehicles to school.

## BUS TRANSPORTATION

The following students are eligible for bus transportation to/from our school:

1. Students living 1.5 miles or more away from Jefferson.
2. Students who attend Jefferson for special classes.

**By state law, guests are not permitted to ride the bus.**

Students who are eligible for bus transportation will receive their bus ticket on Back-to-School Night or at the time of enrollment. This ticket will be taken and kept by the bus driver during the first few days of school. Students must abide by the behavior expectations outlined in the NPS Student/Parent Policy Guide in order to maintain their status as bus riders.

## CAFETERIA (Breakfast/Lunch)

**BREAKFAST:** Served daily from 7:25 – 7:45. Students must arrive by 7:40 to be served.

**LUNCH:** Students are allowed 45 minutes for lunch and recess. While in the cafeteria they are to speak in low voices. Once they have chosen a place to sit, they must remain there until their grade level is dismissed. It is the student's responsibility to clean their eating area before leaving the cafeteria. Trading food or taking food out of the cafeteria is not allowed.

**For questions about your child's lunch account,** please call the school cafeteria 366-5809 from 8-10:30 a.m. or 1:10-1:30 p.m. You can also call the Sodexo Child Nutrition office 366-5908.

**Free/Reduced Lunch Applications** must be renewed each year. Forms can be filled out at Back-To-School Night or at enrollment. Deadline for renewal applications is September 1<sup>st</sup>.

## CLOTHING / DRESS CODE

A student shares with his/her parents, guardians, or custodians the right to dress according to personal preference except where such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and teaching process. Students are required to wear shoes. Flip-flops and high heeled shoes are discouraged as they inhibit a student's participation in physical education or recess activities. Hats or other head covering should not be worn indoors without special arrangement.

**Students are expected to be clean and well groomed.** Any form of dress or hairstyle which is considered contrary to good hygiene will not be permitted.

**Parents should consider the weather** when their child is dressing for school. Students are expected to go outside for recess any time the weather is dry and the temperature is above 32 degrees and below 100 degrees.

**Pre-K & Kdg. students should have a spare set of clean clothing, including underwear,** in their backpacks.

**Please mark all outer clothing, backpacks and lunch boxes with your child's name.** We are happy to return lost items when we can identify the owner. Unmarked "Lost and Found" items will be kept on a table on the south wall of the cafeteria. At the end of each semester, the items will be removed for donation to a deserving charity. Please check this area if your child is missing a piece of clothing or a lunch box. Lost jewelry and glasses are kept in the office.

## DISCIPLINE

**One of the most important lessons education should teach is discipline.** While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

**Intervention will take place when** actions or language interfere with the responsibilities of teachers to teach and the rights of students to be part of a positive learning environment.

## NONDISCRIMINATION AND HARASSMENT

Discrimination and/or harassment of students are prohibited by Norman Public Schools. It is the intent of the District to be nondiscriminatory to all students regardless of race, color, creed, national origin, disability, sex, sexual orientation, age, or religion.

## HOMEWORK

Educational success for all students is the goal of NPS. Collaboration among teachers, parents, and students may impact educational success. One collaborative activity is homework. Teachers may assign homework to reinforce classroom learning and to provide time for long-term projects. Homework can be an important factor in educational achievement and in fostering self-discipline and effective work habits.

When students are absent for 3 or more days, parents may want to have missed work collected. Please allow 24 hours to receive the homework, as teachers are in class all day. Generally, students are given one day for each day missed, plus one additional day, to complete the assignment(s). Check with your child's teacher for more information.

## ILLNESS / MEDICINE

**Medication Release Form.** By law, we cannot dispense any medication unless we have a Medication Release Form on file in the office. *Prescription medication requires the physician's signature* to be on the Medication Release form. Non-prescription medicine requires only a parent signature on the form. *Students are NOT allowed to transport medicine to and from school. Please do not send cough drops or any medications to school with your child. Students can NOT self-medicate.* If your child needs to carry asthma medication, please check with the office for specific arrangements.

**Sending students home.** Students are required to be sent home if they are throwing up, running a temperature of 100.4 or more, or if they are found to have a communicable disease or parasite.

**When to keep students home.** Students must be fever-free and/or have not thrown up for 24 hours, without medication, before they can return to school.

## ITEMS NOT PERMITTED

Weapons, items that appear to be weapons, items used as weapons, matches, fireworks, tobacco, alcohol & unauthorized drugs are not permitted at school and will lead to suspension. District policy concerning weapons states that a student shall be suspended for a minimum of the current semester and may be suspended a maximum of the ensuing semester if found to be in possession of a dangerous weapon.

Toys, dolls, skateboards, roller-blades, electronic devices, personal athletic equipment, or any item that distracts from the learning environment, are not permitted. Such items will be taken to the office and may only be claimed by the parent. Unclaimed items will be discarded at the end of the school year.

Invitations to personal parties may not be distributed at school. A class directory is available upon request from the office so that you may mail invitations from home. School fraternities, sororities or secret societies are not permitted.

## SAFETY

Every effort is made to protect your child at school. Your "home reinforcement" on safety procedures will also help. Your child should know their address, phone number, and the name of their babysitter, relative or other emergency contact. If your child is a walker or bike rider, show your child the safest route to and from school. Stress the importance of complying with school personnel, staying with a buddy, walking on the sidewalks, and avoiding parks or wooded areas. Discuss with your child what to do if you are late picking him/her up, or if you can't be home when he/she arrives – in other words, what to do when things are different.

In accordance with Senate Bill 992, Jefferson asks all students and families to help us maintain an environment free of disruption of the learning process as part of the "School Bullying Prevention Act".

## SCHOOL MATERIALS

Children will often take home library books, textbooks, and/or school equipment. Talk with your child to establish a special place to keep these items so that they will remain in good condition and can be easily located. **Parents are financially responsible for any books or school materials that are lost or damaged.**

## SEVERE WEATHER

School closings due to severe weather will be announced on local TV stations and the Norman Public Schools website. In addition, you will receive notice through an automated phone call at the phone number you listed at enrollment. **Because many parents work and we do not want to send children home to empty houses, buses WILL NOT run early due to weather conditions.** Parents are allowed to check-out their children early if they wish.

## VOLUNTEERS

**Volunteers are a vital part of the educational program at Jefferson.** Please participate in your child's education by giving of your time and talents. When parents and teachers work together, we make a difference for our students. There are many opportunities to help at Jefferson – the classrooms, Media Center, playground, cafeteria, tutoring, listening to a child read, and many more. One way to volunteer is to join and be active in PTA.

**Please consider joining Jefferson's PTA.** For information on joining or if you have questions, you may call the school and leave a message for the PTA or visit the Jefferson Elementary PTA Facebook page.

## WELCOME TO JEFFERSON

We are looking forward to the coming school year with your family. We have planned an exciting and successful school year of working with you to provide the best possible educational experiences for your child.

This **Thursday Folder** is to serve as a weekly communication between the school and home. School papers and notes will come home each Thursday. Please take time to review the contents with your child each week, sign that you received the contents and return the folder with your child on Friday. School news and community events will be shared electronically through a new communication tool known as "PeachJar". PeachJar is an environmentally friendly initiative to reduce paper consumption and reduce expenses for our schools. Additionally, this platform removes a significant burden from teachers, office staff and volunteers.

**This reference card is for you to remove and keep.** Our hope is, it will answer any questions you may have concerning our school. Should you still have questions about school procedures or events, please feel free to call the school.

You can find additional information about the school calendar and school events by visiting the Jefferson Website. Go to [normanpublicschools.org](http://normanpublicschools.org) and select Jefferson from the dropdown menu. Or you can visit the Jefferson Elementary PTA Facebook page.

We extend a warm invitation to you to visit our school, attend programs, join and be active in PTA, and to be a volunteer. We are happy to have your child and you at Jefferson Elementary School.

Sincerely,

The Jefferson Faculty and Staff

## OFFICE

Office hours are 7:30 – 4:00

**Visitors:** Parents are always welcome and encouraged to visit at Jefferson. School-age visitors must be accompanied by an adult supervisor. Please remember to check in at the office to receive a visitor's sticker before proceeding to other parts of the building. This helps ensure that the instructional process is not interrupted and allows us to maintain a safe, secure environment for students. Remember your child's teacher's first responsibility is the classroom of students. If you have concerns about your child, please schedule a conference. Regular class times and school functions are not appropriate times to discuss your child's progress.

In accordance with state statutes, the superintendent has the authority to remove individuals from school property who are considered a threat or who negatively impact the peaceful conduct of school business. Individuals who do not comply may be charged with a misdemeanor.

**Emergencies:** If an emergency should occur, it is of utmost importance that the address, phone numbers, and childcare information on the enrollment form is current and complete. If any of this information changes during the year, please call, email or send a note to the office.

**Telephone:** The school phone is constantly in use. For this reason, student use is limited to illness or emergency situations. ***Students will not be allowed to use the phone for social arrangements or to repeatedly make calls for forgotten books, homework, lunches, permission slips, etc.*** Parents can help by making sure that children have all needed items before they leave home each day. Also, instruct your child **before** leaving home as to after school plans, such as whether to ride the bus, walk, who will be picking them up, etc. If plans change, please notify the school as early as possible. *Dismissal time is very hectic, and if you call after 2:00 to leave instructions for your child, we cannot guarantee that the message will be delivered.*

## ELEMENTARY SCHOOL HOURS

Pre-K Morning & ½ day Kindergarten	7:50 -- 10:30
Pre-K Afternoon	12:10 – 2:50
Full-Day Pre-K (located at CCFI, 210 S. Cockrel)	8:05 – 3:05
Full day K – 5 <sup>th</sup> Grade	7:50 -- 2:50