



2023 - 2024

Scholar & Family Handbook

Jefferson Elementary School
123 E 37th Ave • Spokane, WA 99203
Phone: 354-3200 • Fax: 354-3210
Attendance Hotline: 354-3202
www.spokaneschools.org/Jefferson

Jefferson Elementary School

Scholar & Family Handbook

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24-Hour Attendance Hotline: 354-3202

Principals' Welcome

Dear Families and Friends of Jefferson School,

Welcome to Jefferson Elementary and the beginning of a new school year! We hope that your scholar's school experiences will be pleasurable, rigorous, and worthwhile. To that end, we would like to invite you to join us in a partnership in educating your scholar. Children excel when families and schools work together to support learning and provide caring environment for growth. The Jefferson staff is highly trained and committed to providing educational excellence for all scholars and is excited to work with you to meet the individual needs of your child(ren).

This calendar and handbook have been prepared in an effort to keep you informed and involved. Feel free to contact one of us if you have any questions or concerns regarding its contents or other issues involving the school.

Let the learning begin! Sincerely,



Brent Perdue, Principal



Kim Gage, Principal- Assistant



About Jefferson School

Jefferson Elementary School was originally constructed at the east end of Hart Field in 1908 and named after the third president of the United States, Thomas Jefferson. Additions were built in 1910 and again in 1948. Portable classrooms were added in 1955 and 1956. In 1993 the relocatable classrooms were added to further increase classroom space.

The site was named the South Manito site in 1908 when the original portable was relocated from the corner of 38th and Hatch. The original portable was eventually moved to the Adams School site in 1948 and demolished in 1950.

The new Jefferson building opened in the Fall of 2013. Located at 37th and Manito Blvd, the school was designed by Madsen, Mitchell, Evenson & Conrad Architecture, and built by T.W. Clark Construction.

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Address, Telephone Number(s) & Other Pertinent Information

It is important to keep the school informed at all times of any changes of your child's information, such as address or telephone number at home or work, neighbor to contact, and health information. Changes should be sent to the school office as soon as possible. This information is essential in order to provide assistance to your child in case of an emergency.

TELEPHONE NUMBERS AND ADDRESSES

Main Line 354-3200

Absence Line 354-3210

Fax 354-3210

Jefferson Elementary School 123 E. 37th Ave.
Spokane, WA 99203

Jefferson Website Address: <http://spokaneschools.org/jefferson>

Spokane Public Schools Website Address: <http://spokaneschools.org>

Asbestos Notification

Jefferson Elementary School DOES NOT contain asbestos building materials. AHERA regulations require the Spokane School District to provide an asbestos management plan to all staff, students and community members. This plan can be found in the custodian's office. If you have any questions or concerns, please call the Spokane School District Asbestos Management Planner at 354-7171.

Attendance

State Board of Education Regulation WAC 180-4C-100 states: "Pupils shall be punctual and regular in attendance and shall obey all rules and regulations of the school district as determined by the administration and Board of Directors." Generally, the only excuse for absence is illness. Regular attendance is of the greatest importance for your child's success and is a most necessary habit for a productive adult life. When a child is ill, they should be kept home, and a written excuse should be sent to the teacher on the first day of your child's return.

Parents are asked to call the attendance hotline (354-3202) if their child is going to be absent. This is most helpful to us and assures the school of the child's safety. Should we not hear from you, you will be called to verify the child's absence. It is necessary to know the reason for the absence as the school must report certain communicable diseases.



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Children may be excused for medical and dental appointments during school hours.

Pupils are never to leave the school premises during the official school day except by written permission of parents, parental phone permission, or with the principal's permission.

If for some reason it is necessary that your child be dismissed before regular dismissal time, please call the office or send written notice to that effect. Parents may arrange to meet their child in the office and sign him/her out for the remainder of the day or for the duration of an appointment.

Unless they are going directly inside for breakfast, children should not arrive on the school grounds more than 15 minutes before school starts at which time supervision will be provided.

When school is dismissed, children are expected to go directly home. Parents are encouraged to ensure an after-school plan is in place before the school day begins.

Bicycles, Scooters, Skateboards, Skates

Scholars who ride bikes and scooters to school should be governed by the following:

1. Parents make the decision as to whether their child may or may not ride a bike to school. It is the recommendation of the school that students in grades K-2 not ride to school unless accompanied by an adult.
2. All bicycles and scooters must be parked in the racks provided and locked. They should not be locked together.
3. The school does not accept responsibility for damaged or stolen bikes or scooters.
4. Bikes and scooters must be "walked" across patrolled crossings, and on school grounds when coming to or leaving school.
5. Skateboards and skates are not permitted at school since they cannot be locked up outside.
6. Helmets are highly encouraged.
7. Many children in the Spokane area are treated each year for bicycle-related injuries that are sometimes critical or cause life-long brain damage. The goal of the city ordinance is to help reduce the number of head injuries among young people by requiring helmet use.



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Birthday Announcements

Jefferson announces birthday wishes for scholars during morning announcements. If a scholar, or their family, prefers that their birthday not be announced, please contact the office so that the request can be noted.



Childcare - Express Program

Spokane Public Schools' Neighbor Schools Express childcare is increasingly the choice of working parents who want their child's time away from home before and after school to be full and productive.

Jefferson's Express Program provides, inexpensively, a valuable enrichment program for elementary school students before and after school hours, expands the community's use of school facilities, and establishes a new partnership between parents and the school district.

Neighbor Schools Express subscribes to the principles which have guided the evolution of the educational process; namely, to provide a safe and secure environment in which the child can grow, learn and explore his or her potential.



Express programs are designed to provide children with an active, enjoyable agenda of arts and crafts, sports, games, special events and educational endeavors. These activities foster social interaction, development of motor skills, creativity and curiosity while promoting sound behavioral development.

Parents: Every program has a parent group which regularly monitors the program and provides input for program enhancement and resource identification.

Program: Each site has a different program based on the input from the parent group and the needs of that particular group of children. General structure would revolve around a schedule of energy release right after school (structured and unstructured active play), a nutritious snack and creative time consisting of a wide variety of games, learning opportunities, tutorial time and creative outlets.

Staff: A site coordinator does the planning for the Express site and supervises activities. Program aides help provide adult supervision. Staff-to-student ratio is always less than one adult for every 10 children present at the site. Volunteers are used extensively to augment staff and provide unique opportunities for children.

Times: 6:30 - 8:20 a.m.
3:00 - 6:00 p.m.

Rates: Please call 354-7312 for current rates.

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Communications with Families

THE JEFFERSON JOURNAL WEEKLY NEWSLETTER

Each Monday, a new edition of the Jefferson Journal newsletter is published and emailed to families.

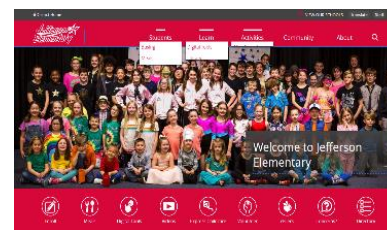
This weekly newsletter provides families with important information and upcoming dates at school. Families are encouraged to read the Jefferson Journal together each week and discuss the topics included.

[Newsletter / News \(spokaneschools.org\)](http://spokaneschools.org/jefferson)



WEBSITE

Jefferson maintains a website with many resources for families. The website can be found at www.spokaneschools.org/jefferson



THRILLSHARE FAMILY COMMUNICATION SYSTEM

A system is used to notify families of important school events, emergencies, and other information. Thrillshare sends messages via email, text message or recorded telephone message. The phone numbers generated by the system are pulled from the district's electronic record system nightly and therefore, it is important that parents keep the school informed of any changes to contact phone numbers.

FACEBOOK

Jefferson maintains a Facebook page to keep families informed and celebrate the great things their children experience during the school day.



Families are encouraged to visit <https://www.facebook.com/jeffersonelementaryspokane> and give the page a "like."

INSTAGRAM



Jefferson also maintains an Instagram page to keep families informed and celebrate the great things their children experience during the school day.

Families are encouraged to visit <https://www.instagram.com/jeffersonelementaryspokane> and follow Jefferson.

Instagram

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PEACHJAR ELECTRONIC BACKPACK

Spokane Public Schools uses a flier distribution service called Peachjar that sends approved fliers about events and activities from school and community organizations to parent email accounts.

The Jefferson Journal newsletter, mentioned above, is posted on Peachjar every Monday.



READERBOARD

The outside reader board highlights current messages and events at the school.

Crosswalks, Crossing Guards (Safety Patrol) & Noon Aides

Crosswalks

The Spokane Public Schools Safety Patrol is an affiliate of the Spokane Police Department. We maintain student patrols and adult crossing guards at several locations approaching the Jefferson School grounds. Please note that patrols are present during limited times before and after school, and if your child arrives the intersection outside of that schedule, there will be no guards to help them cross these potentially very busy streets.

The safety record that our patrols have maintained over the years has been remarkable, but parents should understand that we are limited in our ability to enforce traffic regulations without cooperation. Please help us in safely crossing the students by not blocking the crosswalks or obstructing the safety patrol's view when you drive your scholars to school. Take care also to avoid the bus loading zone.

Jefferson has four road crossings manned by adult safety patrol. In addition, in cooperation with the Spokane Police Department, Jefferson trains fifth grade scholars to act as safety patrol crossing guards at intersections near the school. Fourth graders often join later in their fourth-grade year once they have turned 10 years old.

Adult and scholar crossing guards are on duty from 8:00 a.m. – 8:30 a.m. (9:00-9:30 a.m. on Mondays) and 3:00 p.m. – 3:30 p.m.

The following intersections are monitored by safety patrol members:

- Grand & 37th
- Bernard & 37th
- Manito & 37th
- Manito and Tekoa



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Jefferson Elementary School Adult Monitored Safety Patrol Crossings



Crossing Guards (Safety Patrol) and Noon Aides

A great way to become involved in the Jefferson community and ensure the safety of Jefferson students is to consider becoming a crossing guard or noon aide. These are paid positions. Crossing Guards staff the numerous crosswalks in the morning for 30 minutes and then again in the afternoon for 30 minutes.

Our Noon Aides work outside during lunch recess. Some of our Crossing Guards and Noon Aides choose to work a regular schedule each week, but many choose to work on an on-call basis filling in whenever there is a need. Please let the office know if you are interested in helping out in this capacity.

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Dangerous Weapons/Threats

Policy and Procedure 4210 states it is a violation of district policy and state and federal law for any person to carry a firearm or dangerous weapon pursuant to state and federal law on school premises including school provided transportation. This also applies to non-school facilities when being used for school activities.

Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

Because of the extremely disruptive effect on the school environment and educational process, bomb threats will not be tolerated; a threat to bomb or injure property is a violation of RCW 9.61.160. Intervention and corrective actions for students violating this policy are reflected in Policy and Procedures 3240.

Directory Information

Federal law allows a school district to identify certain information as “directory information” that may be publicly released without permission of parents/guardians.

What is it?

Spokane Public Schools identifies this information as: name, address, listed telephone number(s), date and place of birth, major field of study, photograph or video/audio tape, participation in officially recognized activities and/or sports, weight/height of members of athletic teams, dates of attendance, awards received, most recent previous school attended or other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

Who gets it?

Spokane Public Schools does not deliberately give directory information to solicitors who want the information for commercial purposes. Directory information may be released to parent organizations, the media, colleges and universities (and names, addresses and telephone listings may be released to military recruiters) unless a student’s parent or guardian lets the school office staff know, in writing, that they do not want this information released.

The school registration form contains a box parents or guardians can check, or they can simply submit a written request at any time during the school year. Parents and guardians reserve the right to ask a school to withhold or not withhold directory information as they wish.

What happens if I decide to withhold it?

The decision to have directory information withheld has several implications. Schools will not add a scholar’s name to a printed athletic roster. The scholar will not appear on a posted class list, honor roll list or in the yearbook. He/she will not be included in the band/orchestra/choir/drama performance program. His/her name will not be announced at graduation. Generally, scholars’ names cannot be listed or pictures shown anywhere that would allow the student’s name or picture to be viewed by the public.

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Discrimination

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate in the admission, treatment, employment, or access to its programs or activities on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, to the use of a trained guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer.

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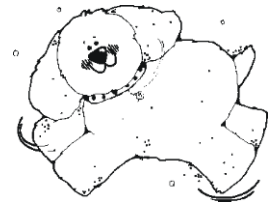
The following Civil Rights Compliance Coordinators have been designated to handle questions and complaints of alleged discrimination:

- Civil Rights Coordinator and Title IX Coordinator: Jodi Harmon, 509.354.7344
- Section 504 Coordinator: Melanie Smith, 509.354.728

Dogs

Even the friendliest dog can cause problems on a playground full of children. If it is necessary to bring your dog to school, please make sure it remains on a leash at all times and you are courteous in picking up after your pet.

Only service animals are allowed inside the school without advanced written permission of school administration.



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Dress Code

Jefferson's expectations for clothing and appearance are shown below and are built around the schoolwide Positive Behavior Interventions and Supports (PBIS) expectations of Peace, Respect, Integrity, Diligence and Empathy. The school will maintain the dignity of any scholar who wears an article of clothing that may be contrary to these expectations as it helps the scholar make adjustments to their attire.

Peace

- Clothing should not interfere with the educational process. School staff will work with scholars and families if an item of clothing is deemed inappropriate, provides a distraction or interferes with the educational process.
- Scholars should wear clothing that allows for safe movement throughout the school.
- Scholars should wear shoes appropriate for P.E. and play. Due to tripping hazards with loose-fitting shoes, we encourage students not to wear "flip-flops" or backless shoes/sandals.

Respect

- Jefferson is a positive and supportive learning community. Clothing that advocates for a position counter to the mission of the school district are prohibited. This includes words, symbols or pictures that depict drug/tobacco/alcohol use, inappropriate language, illegal activities, racial/cultural insensitivity, etc..

Integrity

- Scholars should wear only their own clothing. Clothing, shoes and hats should not be shared.

Diligence

- Scholars are encouraged to solve problems before they occur by wearing clothing to school that is appropriate for the weather and that allows freedom of movement.

Empathy

- Clothing and other items worn to school should be positive towards the educational process and towards all who call Jefferson home.



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Extracurricular Activities

In addition to school activities and events, Jefferson offers extracurricular activities in which students may wish to participate. These activities range from sports of all sorts to book clubs, art classes, chorus and many more choices. There is no cost for students to participate. Information, schedules and sign-up sheets are sent home at the beginning of the session. Return your sign-up sheets promptly as classes are filled based on a lottery drawing from all on-time registrations.



Field Trips

During the year, field trips may be planned by individual teachers. Only scholars with signed permission slips are allowed to participate. Parents participating in their child's field trip must complete and clear the Washington State Patrol screening.

It is the expectation that during field trips scholars will conduct themselves according to Jefferson's school wide expectations.



First Aid

School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness, parents will be contacted and 911 may be called. It is imperative that the Jefferson office have current parent/guardian contact numbers and back up emergency numbers on file.



Gum

Jefferson is a gum-free school due to difficulty in removing it from carpets and other surfaces.



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Harassment, Intimidation and Bullying (HIB)

Washington State law prohibits harassment, intimidation or bullying (HIB) in our schools. The law and Policy and Procedure 3207 defines harassment, intimidation or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics when an act physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Right Officer, Jodi Harmon 354-5901.

Procedure 3207 provides the reporting and investigation process. Further information and compliant forms may be found on the Spokane Public Schools website, www.spokaneschools.org and selecting — Parents & Students — Quick Access Center — Bullying & Harassment.

Head Lice

There are many myths that exist when thinking about head lice. Here are a few facts to help dispel some of these myths:

- Anyone with clean or dirty hair can get head lice.
- They spread from person to person but do not spread disease.
- They are a nuisance but not considered a health risk.
- Head lice need human blood to live. They'll die within 48 hours if they can't get it.
- They are dependent on a person's body temperature and moisture.
- Lice do not jump or fly, but they are fast crawlers.
- They only live on humans. Pets do not carry human head lice.
- They are almost always transmitted by head-to-head contact.
- It can be hard work to get rid of them.
- An itchy scalp is the most common symptom of having head lice and may continue for a while after treatment.
- Families are encouraged to contact Jefferson's School Nurse for resources or information.

A scholar who is found to have nits only is not required to be picked up. Only students with live lice are required to be picked up from school.

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Health Services

A school nurse is available to assist in planning for your student's health care needs at school. This includes medication questions and consultation or referral regarding health-related issues. If your student experiences any changes to their health that affect their school day, it is vital that you fill out a new Health Record Form that is available in the school office. Care plans and medication forms must be renewed yearly.

Students in grades K, 1, 2, 3 and 5 will be screened for vision and hearing during the school year.

Helping Your Child with School

Jefferson encourages families to be highly involved with their children's activities at school.

Following are some things you can do to help your child with his/her school life:

1. Partner with teachers, principals, nurse, counselor and other school personnel.
2. Show enthusiasm and interest in the things your child is doing in school
3. Help your child understand the need to be considerate of others and to respect their property
4. Encourage your child to tell you about school activities and listen sincerely when he/she does.
5. Call the school when unsure of school-related matters.
6. Hear both the child's and the teacher's version of a controversial issue.
7. Praise your child for work well done and praise him/her for improvement. (Improvement may take place in work and study habits, conduct, attitude and specific skills.)
8. Respect your child's turn in the family to help him/her learn to do so at school.
9. Visit school often and accept invitations for classroom and school activities.
10. Help your child schedule time so that he/she has an opportunity for study time at home when necessary



Illnesses: When to Keep Your Child Home from School

Scholars should stay home if they have any of the following:

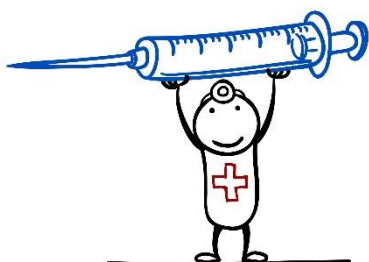
- A fever of 100 degrees or higher in the last 24 hours. Your child should be fever free (without the use of fever reducing medicines) for 24 hours.
- A consistently goopy, runny nose.
- Drainage from the eye and/or redness of the eyelid or skin around the eye.
- A bad cough--one that you wouldn't want your well child to be around.
- A sore throat, especially with fever or swollen glands in the neck.
- Shortness of breath or other problems with normal breathing.



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- Is unusually tired, pale, or difficult to awaken, headache or body aches, seems confused or irritable and/or lacks normal appetite.
- A rash that is associated with fever or severe itching.
- Vomiting with/without diarrhea within the last 24 hours. Your child should be free of vomiting or diarrhea for 24 hours before returning to school. NOTE: A child who has one episode of bloody diarrhea or two episodes of diarrhea at school must be sent home and cannot return until the diarrhea has resolved. Some diarrhea may be associated with bacteria or virus. If your child has severe diarrhea, you should contact your health care provider.
- Has begun taking an antibiotic within the past 24 hours.
- Any contagious disease such as chicken pox, influenza, whooping cough or gastroenteritis.
- As directed by your health care provider.

Immunizations



Washington state law requires that children attending kindergarten through twelfth grade **MUST** be properly immunized in order to attend school. You must present on or before your child's first day of school, proof of:

1. full immunization, or
2. initiation of the schedule of immunization, or
3. a certificate of exemption (religious, personal, or medical).

Proof constitutes completion of the Certificate of Immunization Status Form approved by the Washington Department of Health and your signature.

Insurance

Special accident insurance is made available through a commercial agency as a service to school families. An informational brochure will be sent home early in the school year explaining coverage and price.

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Lost and Found

Parents are requested to mark all backpacks, lunch pails and articles of clothing with the child's first and last name. We always have quite an accumulation of unclaimed articles which could have been returned if properly marked.

During the school year, please notify the office regarding missing items. After staying in the Lost and Found for a month, unclaimed items are donated to a community agency.



Meal Program

Breakfast and lunch are free for all students in Spokane Public Schools. Monthly breakfast and lunch menus can be found on the SPS website at www.spokaneschools.org/Page/380.

Parents are welcome to join their students for lunch. Please check in to the office and pay for your meal with cash or check.



Supers

Both breakfast and lunch at Jefferson are part of a federally subsidized program to feed children across the United States. There are strict nutrition and portion size guidelines that schools must follow as part of being reimbursed for costs associated with the program. While all school meals are free again this year, the portion size may not be enough for all students.

Families are permitted to add money to their child's lunch account for them to order extra milk or an additional entrée. [Al-a-carte prices](#) can be found on the district's website. It is easy to add money by visiting the [School Bucks website](#) and setting up an account. There must be money on the account before a super can be requested.

Scholars ordering "supers" are asked to be discreet about the practice, as there are families who do not wish for their scholar to have this option or who may have challenges funding this extra expenditure.

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Medication at School

According to state law and district policy, if it is necessary for a child to receive ORAL medication (prescription or non-prescription) during school hours, a medication request form must be filled out and signed by both the physician and parent. These forms are available in the school office. All medication must be in a current pharmacy container and will be kept in the school office. To ensure safety, an adult must deliver the medication to the school office. The medication must be administered to the student by a designated staff member (either a registered nurse or a staff member who has documented medication administration training by a registered nurse).



To self-carry ONE day's dose of medication, the scholar must be able to self-administer without any assistance or reminders AND the scholar must have a note from a parent in his/her possession. The note must contain the following information:

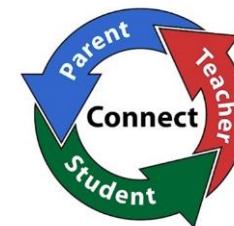
- * Date(s) the scholar will be carrying medication
- * Name of the medication
- * Parent signature and parent contact information
- * Licensed health provider name and contact information

The note can be used to cover an entire week/month/year for medication use "as needed."

Sunscreen: State law regarding the administration of medication at school does not apply to topical sunscreen products regulated by the FDA for over-the-counter use. Any person, including students, parents and school personnel may possess topical sunscreen products to help prevent sunburn while on school property or at a school-related event or activity. The sunscreen must be supplied by a parent or guardian. Students are not allowed to share their sunscreen with others, nor is the school or staff able to supply sunscreen for scholar use.

Parent-Teacher Conferences

In addition to the launch conferences that take place before scholars are in classrooms in the fall, another set of full-day conferences take place in January. The district is no longer doing a conference week with early release days. We will now have two full days for families to meet with teachers (January 25 & 26). This will be an excellent time to discuss a scholar's progress and chart a path for finishing the rest of the year strong.



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Many classroom teachers request that students attend the conference as well, and in some cases the student will be involved in leading portions of the conference.

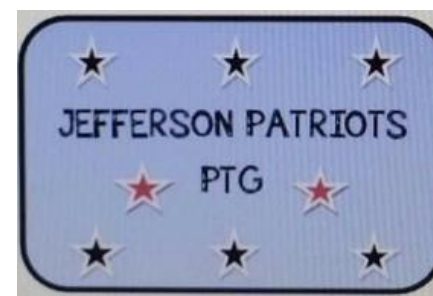
Parents should not hesitate to ask questions about any concerns they might have. Parents are encouraged to bring to the teacher's attention any information which may assist the teacher in meeting a child's individual needs.

Parent Teacher Group (PTG)

Jefferson has developed a strong and active Parent-Teacher Group (PTG). Staff members and parents/guardians work collaboratively to benefit the students and the school. Your active participation and involvement in the activities of the Jefferson PTG is encouraged and appreciated.

PTG BOARD

- | | |
|-------------------------|----------------------------------|
| • President | Amanda Jones |
| • Co-Vice Presidents | Megan Dimeling and Juliana Weber |
| • Treasurer | Christy Dennler-Lusco |
| • Secretary | Kyle Riggs |
| • Communications | Sarah Etter |
| • Volunteer Coordinator | Ashley Hansen |
| • Hospitality | Christa Logan |
| • Stewardship | Lisa Miller |



The PTG Board meets monthly. Check monthly calendar bulletins for specific meeting times and places. You can get in touch with board members by sending an email message to: JeffersonPatriotsPTG@gmail.com. There is also a PTG box in the school mailroom.

Follow the PTG on social media for regular updates on meetings and volunteer opportunities! Facebook: Jefferson PTG, Instagram: @jeffersonpatriotspg.

Parent Visitations

As a parent, if you have questions or concerns regarding your child's situation at school, please contact your child's teacher.

A timely conference with the teacher may help both parent and teacher better understand the child.

When visiting the school, please remember to check in at the office. Should your child need to leave school during the school day, it will be necessary to sign your child out in the office.

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Personal Items

Personal or valuable items should be left at home. This includes video game players, athletic equipment, trading cards, toys, etc. The school cannot take responsibility for loss or damage of personal or valuable items brought to school.

Jefferson provides playground and athletic equipment for recesses.

Please see the Phones section later in this handbook for Jefferson's wireless phone policy.



Phones

Wireless: Scholars are not permitted to place or receive calls or texts on cell phones or smart watches during the school day.



Phones are to be turned off before arriving on school grounds in the morning. At the end of the day, phones may be turned on once scholars have exited the building.

Jefferson cannot be responsible for damage or loss of cell phones or watches.

Office & Classroom

Because a school is served by business phones only, it is necessary to limit pupil use of the phones to emergencies. After school plans should be made at home prior to arrival at school.

It is possible for us to deliver a message to your child during the school day. These messages should be limited to those important in nature. If necessary, your student may be asked to come to the phone.



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Pick up and Drop Off

For the safety of all children, families are expected to abide by the following expectations before and after school.



Passenger Loading Zones: Cars are not allowed to park in the front pick-up/drop off passenger loading zones. If an adult feels they need to exit their vehicle to meet or drop off their young scholar, they must park in the visitor's parking lot or along the surrounding streets of 37th Avenue or Manito Boulevard. Double parking in any location is prohibited.



No-Idle Zone: The pick up/drop off loop on the south side of the building is a no-idle zone. Carbon monoxide, nitrogen oxides and volatile organic compounds released in vehicle exhaust are particular harmful to children. Their respiratory systems are still developing and exposure to pollution can lead to a variety of health issues. Please turn off your vehicle as you wait to pick up your Jefferson scholar.



Crosswalks: Adults are expected to use designated crossings to and from school property and in the direct front of the school to travel to the parking spaces across from the pick-up and drop-off loop. Children watch what adults do more than what they say, so adults are asked to please be a safe role model for not only their own children, but for all children.



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Pictures

Both individual and class pictures will be taken during the school year. Pictures are regarded as a service to parents and children and the school does not require purchase of the pictures. Sale of pictures is organized in such a way as to allow the parent and photographer to deal with each other as directly as possible in order to take away as little school time and effort as possible. Written notice will always be sent home with each child announcing when the pictures will be taken. You will also receive cost information from the photographer.

Younger siblings are welcome to have individual pictures taken on the same day as their older brothers and sisters.

Each year we also have special group pictures taken of the Jefferson Leadership League and of all the students who have been at Jefferson for all seven years. These may be ordered as a special memento for the students in those groups and their families.



Dates: Individual Portraits Friday, September 29, 2023
 Individual Re-takes Thursday, November 2, 2023
 Class Pictures Thursday, March 7, 2024

Playground (Before and After School)



Jefferson's playground is closed before school each day. The Jefferson playground is closed for 60 minutes after school lets out each day. The playground is reserved for after-school activities and for Jefferson's Express Childcare program. Families are asked to remind their scholars that they are to go straight home after school. Families picking up students are also asked to help by having their children stay off the equipment until after 4pm.

Preschool

Jefferson has an AM (8:15-11:15) and a PM (12:00-3:00) preschool which serves scholars ages 3-5, three hours a day, four days a week (Tuesday through Friday). This program is funded by Special Education Funds and a state program called ECEAP (Early Childhood Education and Assistance Program) which provides comprehensive preschool, health and family services to eligible children and their families. For more information and enrollment, please contact Holly Anderson-Lester, Jefferson's ECEAP Family Support Specialist at 509.354.3193.

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Safe Schools Hotline

If you have information regarding weapons, drugs, alcohol or other criminal behavior in or around Spokane Schools, please call 354-SAFE (7233). All calls are completely anonymous 24 hours a day, year-round. Thank you for your continued cooperation and support in keeping our schools safe.

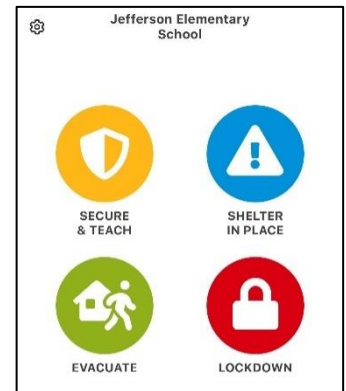


Safety

Crisis Drills: Schools are required to have monthly crisis drills throughout the school year. The types of drills practiced include: Evacuation (fire), off-site evacuation, lock down and shelter in place. Families will be made aware of the weeks in which Jefferson is planning to have a drill. To help staff be best prepared for an emergency situation, the type of drill is not communicated ahead of time.

Spokane Public Schools uses the [Raptor Technologies](#) system during emergencies. Raptor allows for the quick launching of emergency procedures and the accounting for all scholars, staff and visitors in a building. Information communicated within Raptor is directly relayed to district leaders and first responders.

Doors: All doors at Jefferson remain locked at all times. A single point of entry system requires that all visitors be buzzed in at the front entry by the office. Staff have proximity badges that allow them to buzz themselves and their students through other exterior doors. Families are asked to help reinforce the safety protocol of never opening an exterior door for anyone with their scholars.



School Events and Activities

Jefferson is proud to support many special programs aimed at improving our students' school experience. Older students can join the School Patrol and apply for Jefferson Leadership positions. Students and their families may participate in many PTG-sponsored events such as Reading Night or Bingo Night. Our annual Fund Run is also a PTG spring fund raiser. Watch for additional information to come home with your student or call the school office for more details.

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Sexual Harassment

Scholars and staff are protected against sexual harassment by anyone in any school program or activity including on school campus, on the school bus or school-sponsored off-campus events such as a school sponsored field trip. Sexual harassment is a form of sex discrimination.

You can find a copy of the district's policy and procedure 5011 on the district's web site www.spokaneschools.org, at your school or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member or contact the district Equal Opportunity Officer at (509) 354-7344 or Title IX/Staff Civil Rights Officer at (509) 354-7265. Further information and complaint forms may be found on the Spokane Public Schools website, www.spokaneschools.org. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district.

There are three (3) steps to filing a complaint:

Step 1: Complaint to School District Superintendent

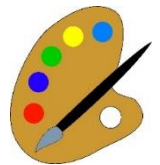
Step 2: Appeal to the School Board

Step 3: Complaint to OSPI. The instructions on how to follow these steps may be found at www.k12.wa.us/Equity/Complaints.aspx and brochures are located at district schools and online at www.spokaneschools.org.

Specialist Classes

Art

Scholars in Kindergarten through second grade receive art instruction from a specialist for one 45-minute session each week. Visual art is one of the three choices that sixth graders can make. The other choices are band or orchestra. These scholars attend two one-hour sessions per week.



Fitness and Health

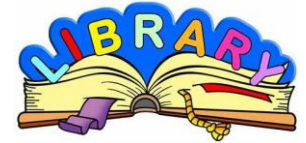


All scholars attend Fitness and Health classes twice per week for 30 minutes. Fitness and health is a required part of the curriculum in Washington State, and scholars are required to participate unless they have a doctor's excuse. Families are asked to take note of the schedule for each child so they will have appropriate clothing to wear for class or for extracurricular sports-related activities. Tennis shoes without black soles are recommended.

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Library

Each scholar at Jefferson attends library for 45 minutes each week. In addition to checking out books and learning about library science, Jefferson's library periods have an extra focus on STEM (Science, Technology, Engineering and Mathematics).



Music

Scholars in grades K-5 have two 30-minute sessions each week with a music specialist.



Technology

At Jefferson, our focus on utilizing technology is directly linked to grade level content and technology standards. When used as a tool for learning, various technologies can provide scholars with research resources, communication avenues and word processing capabilities to enhance the writing process and a broad array of software support systems for learning purposes.

Jefferson scholars have access to the internet for research and projects. The Spokane School District has an internet filter to prevent scholars and staff from going to inappropriate web sites, chat rooms, or other unacceptable areas.

While Jefferson has a filter in place, it may not block all content. Jefferson scholars are expected to use technology only for school purposes and to visit websites only connected to classroom content.



Jefferson maintains a school website to keep parents and the community informed about the school. You are invited to visit the site at www.spokaneschools.org/jefferson.

Tobacco/Electronic Smoking Devices

Policy and Procedure 3240 explains that the use and/or possession of any and all tobacco/electronic smoking device products in/on property owned or leased by Spokane Public Schools is prohibited. Please note that Washington state law prohibits minors from possessing any tobacco/electronic smoking device products regardless of how the minor obtained them.

Violation of this policy will subject students to intervention as well as disciplinary action referenced in Policy and Procedure 3240.

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Weather

When the weather is severe, please be careful to ensure that your child arrives at the regularly scheduled time. To avoid after-school confusion, please have a foul weather plan if your child walks or rides a bike. This helps keep your child safe and keeps our phone lines free in emergencies.

Please check our district website for information on school closures or listen to major radio and TV stations beginning around 5:30 a.m.

Fresh air and exercise are important parts of a child's development. We make every effort to provide this to scholars each day while they are at school. Scholars should come dressed appropriately for the weather and be prepared to be outside for recess. During cold weather, the principal will assess current conditions and review weather charts to ensure that it is safe for scholars to be outside. As a general rule, scholars will be kept inside when temperatures move into the single digits.

