



JEFFERSON ELEMENTARY SCHOOL

Jefferson Elementary Would Like to Welcome You and Your Family!



## JEFFERSON ELEMENTARY SCHOOL

### WELCOME PACKET

Dear Parents/Guardians,

Welcome to Jefferson Elementary School! Enrolling a child in a new school can be confusing, and maybe a bit stressful. We're hoping that we can ease your stress and answer some questions with our "Welcome Packet". In this packet you will find the "Answers to Questions Most Commonly Asked". In many cases, we will direct you to the particular resource that has detailed information such as:

- **The District Calendar/Handbook**
- **Jefferson Elementary School Student/Parent Handbook**
- **Individual handouts in the Appendix of this packet**

In addition, you may want to refer to the Charleston School District web-site for district information: [www.charleston.k12.il.us](http://www.charleston.k12.il.us) .

Please let us know if we can be of help to you in any way! We hope you have a great experience here at Jefferson as we strive to make every child successful.

Sincerely,

*Debbie Poffinbarger*

Mrs. Debbie Poffinbarger  
Principal  
(639-7000)

## QUESTIONS MOST COMMONLY ASKED.....

How do I report my child **Absent**? (Jefferson Handbook)

-Report your child's absence by 8:30 A.M. by calling Jefferson Absence Line (639-7010)

What is an **Excused Absence**? (Jefferson Handbook)

- Excused absences (defined)

How do I notify the school of an **Anticipated Absence**? (Jefferson Handbook)

-Anticipated absences

Are there special **Academic Programs** available for my child?

-**I.S.H.A.R.P.E.N. After School Program**: Using data, students are selected by the administration to participate in this program. This is held 3 days a week from 3:05 until 4:00 in the Media Center.

-**Special Education** : A full continuum of services is provided for those students who are eligible for special education or who may need testing to determine this. If your student has received services in another district and has a current Individual Education Plan, please alert the principal/secretary upon enrollment.

-**RtI**: Systems are in place to assist the student when academic or behavioral struggles occur. Interventions are put in place to make each child successful. Please contact your child's teacher if you have concerns.

-**Differentiated Instruction**: Within every classroom differentiated instruction is provided to maximize learning for all students.

Does each grade have an **Activity Period**? (Jefferson Handbook)

-Each grade level has one activity period, scheduled immediately following lunch. Students will go outside if the wind chill is 20 degrees or higher. Appropriate clothing for weather is expected.

I would like to bring in **Birthday/Holiday Treats**. What should I do?

-Check with your child's teacher before bringing treats in for the class.

-Treats must be store-bought--not home-made.

Is a School **Calendar** available?

-Each student will be issued a school calendar upon enrollment. This contains vital information concerning events coming up, as well as procedures the district follows.

What **Communication** is there between school and home?

-**Phone calls** :Jefferson's main number is 639-7000. Each teacher has an extension number and can return calls during their prep or before and after school.

-**Emails**: If you'd like to communicate through email, please list your email address on the registration form for your student. Mrs. Poffinbarger, the principal, communicates frequently through emails.

-Weekly Communication pages from teachers: Most teachers send forms out each week that list missing assignments, notes, etc. Check your child's book bag for this each week.

-Planner: Teachers encourage students to write down assignments and other important information. Check your child's planner each night to keep up with what he/she is working on in the classroom.

-Report Card: A midterm and a quarterly report card is sent out for each student. Special area and special education teachers send out quarterly grades/reports as well.

-Website: The school website may assist you as well. Multiple references can be accessed by visiting [www.charleston.k12.il.us/jes](http://www.charleston.k12.il.us/jes)

-Conferences: Conference time is allotted for parents after the first quarter. In the spring, conference time is available as an option should you or your child's teacher feel that a meeting would be helpful.

-Principal's Page: Each month, Mrs. Poffinbarger will send out a communication (on paper and through email) detailing school-wide events and information.

-Phone/Email Notification: In the case of school closings or other notifications from administration, you may be notified via phone message and/or email. Please make sure you obtain a current phone number and email address with the school.

### Is there a **Dress Code?** (Appendix #1)

-See attached hand-out (#1)

### How do I **Drop Off and Pick Up** my child when driving to and from school? (Appendix #2)

-Safety is our first concern! Please read and follow the Traffic Plan to ensure each student's safety.

-If you need to park and enter the school, you may do so by parking in the west parking lot and walking through the front doors.

### What are **Early Dismissal Days?** (School Calendar)

-One day, each month, the district schools dismiss 2 hours early to provide professional development for teachers. See the district school calendar for those dates.

-Half day dismissals occur a few times within the year. See the district school calendar for specific dates.

### Are there **Extracurricular Sports/Activities** available for my child?

-Basketball for Boys/Girls: All 5th-6th students who wish to participate will be assigned to an intramural squad. Practices focus on basic skills and games are scheduled between each squad.

-Cheerleading: Students in 5th-6th grade who would like to learn the fundamentals of cheerleading will be assigned to a squad. They perform during the boys' basketball season.

-Volleyball - Students in grades 4-6 have the opportunity to learn basic skills of volleyball and to participate in intramural games.

-Band : Students in 5th-6th grades who would like to learn to play a musical instrument will have the opportunity to do so. Sectionals and full band practices meet during the day. Concerts are planned for different times during the year.

-Chorus: Students in 5th-6th grades may participate in Chorus which meets during the school

day. Opportunities for Show Choir are available as well.

-Student Council: Representatives, as well as alternates, are elected by students from each classroom. Meetings are held before or after school.

-Service Learning: Students are chosen within each class to participate in representing their class for service opportunities.

### What do I need to do to allow my child to go on **Field Trips**? (Jefferson Handbook)

-Written consent is needed from parents for child to attend.

-The P.T.A (Parent-Teacher Association) suggests a \$2.00 donation per student for each field trip to cover busing costs, etc.

### How do I pick up **Homework** if my child is ill? (Jefferson Handbook)

-Requests for daily homework must be made by 10:00 A.M. on the day a child be absent.

-Homework can be picked up in the office after school 3:05-4:00.

### Will my child have a **Locker**? (Jefferson Handbook)

-Students in 6th grade have lockers and those in 4<sup>th</sup> and 5<sup>th</sup> place their belongings on a coat rack that is outside the classroom.

-Key locks are preferred for 6th grade. Teachers suggest an extra key be provided to them in the event of a lost key.

### What are the **Lunchroom Procedures**? (Jefferson Handbook )

-Students can pay for lunch with cash or pre-pay. When pre-paying, students are asked to bring money/checks from home and turn it in to the cafeteria before school starts in the morning.

Students can then access their "account" each day by punching in their assigned numbers when they go through the lunch line.

-Lunch room cashiers will alert the students as to when their "accounts" need more money. You will also be sent a notice when the account reaches \$5.00 or less.

-Free and reduced lunches are available to those students who are eligible.

-A sheet listing prices for all lunch items is included in this packet.

### My child is on **Medication**. How is that handled at school? (Jefferson Handbook)

-See handbook for specific procedures to be followed for any medication administered here at school.

### What are **Reward Parties**?

-These are planned each quarter for those students who choose to follow the school rules and accumulate no discipline referrals or who have not been suspended from school. Parties may include outings to Fox Ridge State Park, the bowling alley, movie theater, etc.

### Does my child need special clothing for **P.E.**?

-Your child will need tennis shoes for physical education. Classes may be held outside as weather dictates. Appropriate clothing should be worn for outside classes.

### Are **Parties** held in classrooms for holidays, birthdays, etc.?

- Students are given the opportunity to be on committees in each classroom to help plan the class parties for holidays/events such as Halloween, Christmas, and Valentine's Day. They decide on snacks, activities, etc.
- Birthday celebrations should be arranged with each classroom teacher.
- See previous section regarding Birthday/Holiday Treats.

### How do I find out about **School Closings**?

- There are several radio stations/TV stations that will list this information (see your district calendar).
- An automated phone system will be activated to notify you as well. This system will call the home phone.
- If school is canceled, no planned school events will be held that day or evening (i.e. basketball games, etc.)

### What **School Supplies** does my student need to bring? (Appendix #4)

- School supply lists for each grade level are included in the Appendix of this packet as well as on-line (district website).

### How do I **Sign My Child Out** of school during the day? (Jefferson Handbook )

- Please sign the log sheet in the office when picking up your child during the day. If returning the same day, the student must be signed back in.
- A note from home is needed if the student is going to lunch with someone else's parents.

### How do I apply for **Student Waiver Fees**? (Jefferson Handbook)

- Students may receive a waiver of fees if eligible. Check the handbook for more specific information.

### Are there **Volunteer Opportunities for Parents** available? (Appendix #5)

- Academic Support: Parents are encouraged to help with academic needs in classrooms and with special programs.
- Chili Supper: Jefferson's annual February Fund-Raiser requires many people to make it a success. Feel free to volunteer when the call for help goes out!
- Media Center: Parents are always needed to help with tasks in the media center. Our media specialist would be happy to hear from you!
- PTA: The Parent Teacher Association is an excellent organization that is always looking for volunteers. (See Appendix #6)

After-School Support Program: Our tutorial program is a great way to assist students. Snacks are also needed! Please contact the office for more information.