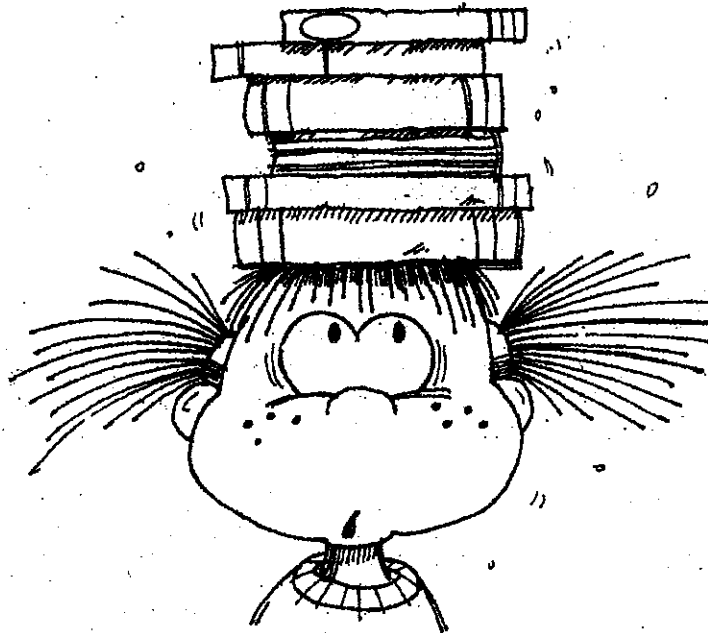


# Jeffers Elementary School

“Accepting the Challenge of Excellence”



## **Mission Statement**

Revised 4/11/01

“The staff at Jeffers Elementary School believes that all students can learn. In partnership with parents and the community, we will guide students in becoming responsible, productive citizens.”

**Admission and Prerequisites**

Your child must be five (5) years of age on or before DECEMBER 1<sup>st</sup> of the year that he/she is starting school. At registration, you will need a valid birth certificate, up-to-date immunization record, proof of residence, proof of legal guardianship, recent IEP for Special Education, and School of Choice must have prior approval from the superintendent's office. Your cooperation is needed in seeing to it that your child has had or is in the process of obtaining all the state required immunizations prior to the first day of school.

**Supplies**

Paper and textbooks are furnished. Gym shoes, with your child's name on both shoes, should be provided on gym days to prevent accidents on the special floor.

**School Pictures**

School pictures will be taken twice each year at school and will be available for purchase. Watch for brochures during the mid-fall and spring months.

**Promotions**

Promotion depends upon achievement, social, emotional, physical, and mental growth. Each promotion or retention is based on the individual student's growth and development. Parents will be consulted before retention takes place. Placements for the next year will be finalized in June class lists will be posted on school doors in mid August.

**Lost and Found**

By the end of each marking period a mountain of mittens, scarves, jackets, boots, etc. are left at the school. Any articles not picked up then are given to one of the various charitable organizations in the area. All items that are found are turned into the office. Have your child check during their recess with the secretary if something is lost.

**Requests for Teachers**

Parent requests for teachers for the next year must be made in writing by the end of the first week in May of each school year. Request forms are available in the school office. Parent requests are not a guarantee of special placements but will be considered by the staff.

**Visitors**

For the safety of your children, all visitors are required to report to the school office upon entering the building to receive a hall pass, if needed.

**Student School Visitation**

Bringing student guests to the classroom is prohibited. If guests come in from out of town, they are welcome to join the pupil for the lunch hour if permission is granted by the office beforehand.

**Interruptions**

School time should be devoted to instructional purposes. We try to avoid interruptions unless absolutely necessary. Parents are welcome to contact teachers after dismissal or make an appointment to see them at a later date. Any important messages will be delivered to a student through the school office. Items for students should be labeled and left at the office.

**Homework**

The school and the home have the common objective of helping the child to make the greatest development possible. Children who find the work difficult or who have been absent need the encouragement which parents are able to offer through the provision of good conditions for necessary study time. Parents who request homework for their absent child should make the request when calling in the absence in the morning. Homework may be picked up in the late afternoon or at the end of the school day.

**Assigned Homework**

The school will make every attempt to give an explanation of what is to be done in order that the child may work independently. Parents have the opportunity of sharing in the educational process through the supervision of such homework.

**Insurance**

Pupil insurance is available for all elementary pupils at low cost. Information will be distributed in September by your child's teacher.

**Parent's Organization**

We have a very active Parent's Organization that works together for the best interests of our children. Our meetings will be scheduled for the 2<sup>nd</sup> Tuesday evening of the month for our parents' convenience. Times and dates will be published in the Jeffers Journal. All parents are welcome and encouraged to attend.

**Recess Milk and Hot Lunches**

Students taking hot lunch will be issued a hot lunch account card. Money is deposited to this card on a weekly or monthly basis. Each day the student presents the card at lunch, money will be drawn from this account for payment of lunch. Students taking a cold lunch may purchase milk during lunch by paying cash at the register.

Young 5's, Kindergarten, first and second grade students receive recess milk each day. Recess milk money will be collected for a block of time. Notices will be sent home with your child in reference to the milk block.

**After School Activities**

A variety of after school activities will be provided. Information will be sent home in the Jeffers Journal, about each activity and students may register for the one(s) of their choice. Parents are responsible for students' transportation. After school activities are usually over at approximately 4:30-4:45PM. Please be PROMPT when picking up your children.

**Parties**

The staff at Jeffers Elementary School will decide on the number of school parties we will have during the school year. Information will be published in the Jeffers Journal. Parents are NOT to send invitations for private parties through the school classrooms, unless the entire classroom is invited. Too many times there are hurt feelings because someone is not invited.

**School Requires Notes from Parents and Guardians:**

1. To ride another bus to someone's home or business
2. In case of excessive tardiness
3. In requests for special dismissals during school hours for dental appointments, medical appointments, etc.
4. For all educational excursions
5. To leave school in the company of someone other than the parent or guardian. Teachers have been instructed not to excuse any child without a written request from parent or guardian or to permit any child to go from the school premises with an unidentified person.

**Medication**

Before we can give medication to a student, we must have a Medication Release Form on file in the office. All medication must come to school in the pharmaceutical container in which it was dispensed. Students may not keep any over the counter medication or inhalers in their book bag or desk. We ask that parents provide any over the counter medication for their child, *which will be kept in the school office.*

**Guidelines for Distributing Medication to Students**

If any pupil must receive (be administered) medication prescribed by his/her physician during school hours, it shall be the practice of this school to provide adequate control and supervision of the administration of the medication. Parents may also administer medication at the school office. A file on all school medication distribution shall be maintained within the building.

**Substitute Teachers**

A certified substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

**Student Records**

If you would like to check your child's cumulative records, you may call and let us know when you plan to come in. We will have them available in the office.

**Phone Calls**

Classroom telephones will be used only with teacher permission during school hours. These calls should be for emergency use only.

**Volunteers**

We encourage you to become part of our learning environment by volunteering to help at Jeffers Elementary School

**Playground Equipment****Climbers**

1. Do not walk upright on top of climbers
2. Do not grab or hang on other people
3. Do not jump from climbers

**Swings**

1. Only one person in each swing
2. Swing properly (not sideways or twisting)

**Slides**

1. Go down sitting upright
2. Only one person at the top at a time
3. No walking up the slide

**Apparatus**

1. Do not run or play games on it
2. Do not jump off it

**Playground Supervision**

School staff will supervise the playground during the morning, noon, and afternoon recesses. The playground is NOT supervised before and after school.

**Playground Rules**

1. Follow directions the first time they are given
2. Play in assigned areas
3. Use good language and respect each other
4. Do nothing that could hurt yourself or others physically and emotionally
5. Use the playground safely
6. Obey and respect the recess and noon hour supervisors
7. Take good care of yourself, other people, and the playground equipment
8. Walk to and from recess
9. Respect other people's property
10. No contact sports allowed
11. No gum, candy, or food of any kind on the playground

**Emergency School Closing**

*We urge parents to discuss the possibility of this matter with their children.*

Arrangements have been made to notify the general public by radio whenever schools are to be closed because of severe weather conditions. The announcements will be broadcast intermittently over radio stations WGHN(1370 AM) and (92.1FM), WZND, WQQW, WKBZ< WMUS< WKJR< WEEM< WOOD< AND WOTV. Channels 8 and 13 will carry closings broadcasting from 7:00AM throughout the morning. You may also call Jeffers Elementary School at 846-5503 ext. 3 for closing information.

**Emergency School Closing continued:** In an extremely unusual situation where a very severe storm, tornado situation, or other emergency develops after the students reach school; announcements will be broadcast by radio and TV. In these situations the school would not be able to notify you that your child was being sent home.

**Students are expected to know where they are to go if they are sent home from school early and their parents are not home.**

### **Attendance**

*Please call in each day your child is ill.* You may leave a message regarding attendance by calling 846-5503 ext. 1. Jeffers answering machine is available 24 hours a day.

**Parents will be called if attendance is not reported by 9:00AM. (12:30PM for Y5'S and K students.)**

It is extremely important that a pupil be present each day school is in session, unless ill. Apart from matters of law and physical well being, attendance has great importance because it affects the attitude of children toward education. Any action, which implies that one may take or leave school according to convenience, may lead children to look upon education with casualness.

Regular attendance is also necessary for normal progress in schoolwork.

### **Communicable Diseases**

Please call the school office if your child contracts a disease that can easily spread (strep, chickenpox, pink eye, etc.).

Every effort is made to keep communicable diseases out of school to protect your child and others. It is advisable to keep your child at home when any of the following symptoms appear: fever 99 degree or above). Running nose, headache, swollen glands, diarrhea, sore throat, coughing, upset stomach, earache, pain, rash and chills.

When a parent has reason to suspect that a youngster is not well, the child should be kept at home.

### **Punctuality**

Punctuality is very important and is the responsibility of the parents. We believe the child should establish the habit of reporting on time. Children who are ready to start the day promptly have an attitude, which helps to insure success. Students need to be at school on time and at the elementary grades, is the responsibility of the parents. If your child does not take the bus to school and you choose to transport him/her to school, the student needs to be dropped off **on time**. School starts at 8:35AM. Students who come late to school on a regular basis will be reported to the OAISD truant officer.

### **Good Attendance/Punctuality Awards**

Although perfect attendance for a school year is quite an accomplishment, we know that children do get ill and should not be in school when they are not feeling well. Because of this, we emphasize and reward "good attendance and punctuality". Students who have perfect attendance for a marking period will receive an attendance prize. Three or more tardies during a marking period equal ½ day absence.

### **Student Entrances**

In the interest of resolving pushing, shoving and great crowding at certain doors, we require the following procedure when entering the elementary building in the morning and at noon

**Beginning at 8:35AM** third and fourth graders will line up and exit at the **South Central** entrance of the upper elementary wing. First and second graders will enter and exit at the **Southwest** entrance of the lower elementary wing. Kindergarten and Young 5's will enter at the **Kindergarten Classroom Entrances**. Parents dropping off or picking up their child will use the circular entrance way off of 144<sup>th</sup> Avenue.

### **Recesses**

All students will have a 15-minute recess in either the AM or PM and a 15-20 minute recess during their lunch period.

Recess time is an extremely important physical and emotional break in the day of elementary students. If there are extenuating circumstances that at the time necessitate indoor recess for your child, please write a note each day. Otherwise, we will use our discretion regarding a verbal request from a child. Under normal conditions a child well enough to be sent to school should be able to go out at recess time.

During the winter months the temperature is checked daily, and on an extremely cold or otherwise inclement day, indoor recess is always the policy.

### **Lunchroom Behavior Rules**

1. All students are required to attend the lunchroom and eat lunch.
2. The adult supervisors are the authority in the lunchroom.
3. Students will be excused from the lunchroom when they raise their hands.
4. Follow directions.
5. Once seated at a table, remain seated until dismissed by a supervisor.
6. Eat food properly (no throwing, littering, etc.).
7. Talk in a normal voice (no screaming or yelling).
8. Behave properly in line and at the table (keep hands and feet to yourself).
9. When the lunchroom gets too noisy, the lights will be dimmed. Until it gets absolutely quiet no one will be served or dismissed.
10. 3<sup>rd</sup> and 4<sup>th</sup> grade students will be given the opportunity to volunteer in the hot lunchroom. Students will assist with: serving food, washing tables, cleaning and recycling of food trays, and disposal of trash. All students wear an apron, plastic gloves, hair net and will be given lunch, at no cost to them.

### **Student Dress**

It is important that parents take the time to check their children's attire before sending them off to school.

The standards of dress and grooming upheld at our elementary schools are those that are considered socially acceptable and are largely the responsibility of the students and parents.

#### **The following guidelines have been established:**

1. Students should strive for reasonable cleanliness of person, so as not to be offensive to any other person.
2. Clothing and grooming considered distracting, indecent, or inappropriate for the classroom will not be allowed. This would include, but not be limited to, cut-offs, beachwear, extremely short clothing, or clothing full of holes.

### **"The Jeffers Journal"**

The school newsletter containing items of interest to students and parents will be distributed each Friday throughout the school year. All school announcements will be featured in this weekly newsletter. You may also access the Jeffers Journal on the SLPS website.

### **Bicycles, Skates, Skateboards, Shoes with Wheels**

Bicycles may be ridden to school provided they are parked in the rack and not ridden until 3:35PM. Bike riding, roller-skating, skateboarding and shoes with inserted wheels are not allowed in/on school grounds. Students who ride bicycles to school should wear helmets and use the bike path.

**The following are not permitted at school:** weapons of any kind, firecrackers, noisemakers, hard baseballs, water guns, and toys. The school provides play equipment for students. Toys need to remain at home. The school is not responsible for lost or stolen toys. Students are not to buy, sell, or trade any material objects such as toys, stamps, candy, etc. to other students in the school building or on school ground. The exception to this would be school-sponsored activities or class activities that have been sanctioned by the principal.

Gameboys, CD players, cell phones, pagers and other personal electronic equipment are not to be brought to school without permission of the principal or teacher.

Students are responsible for any damage or destruction of school property.

### **Valuables**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff cannot be responsible for valuables, which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the main office.

**Buses**

Pupils, who, by their boisterous actions on the bus create unsafe driving conditions for the rest of the children, will be removed. We will not endanger a busload of children by ignoring an unruly rider.

**Since it is the driver's responsibility to ensure a safe ride for every child, he or she may act accordingly in the instance of misbehavior. The bus driver is authorized to assign seats if necessary.**

**Bus Rules for Students Riding School Buses.**

1. The bus driver is in charge at all times, and must be obeyed.
  2. Stay seated at all times, except when loading and unloading. After boarding the bus, take the last unfilled seat toward the back of the bus. When seats are assigned, you must ride in your assigned seat.
  3. Windows are for ventilation and visibility only. Your arms and head must never be extended, even partially, out a window. Shouting or throwing items out of windows is prohibited.
  4. There should be no eating on the bus and students are responsible for keeping litter off the seats and floor.
  5. Use a normal tone of voice for conversing.
  6. Sitting backwards in a seat, pushing, shoving, slapping, throwing any item, and fighting are prohibited. Any activity that endangers others or distracts the driver's attention from driving the bus, is strictly prohibited.
  7. Respect the rights of other riders.
  8. Report to the driver any instances of vandalism.
  9. Board and leave the bus only at the regular assigned stop.
  10. Only cross the road in front of the bus and at a distance of 10 feet from the front of the bus, after a signal from the bus driver.
  11. Wait only at designated bus stops and at a safe distance back from the road.
  12. Ride only the assigned bus.
  13. Be on time at the bus stop. Due to tight bus schedules, the bus driver cannot wait for you.
  14. The general rules of School conduct are in force while riding the bus.
  15. A child may not ride a different bus or get off at a different stop than his/her own, unless he/she has a note from a parent/guardian and a bus pass from the school.
- IT IS RECOMMENDED THAT ALL STUDENTS TAKE THE BUS TO AND FROM SCHOOL, NO MATTER HOW CLOSE THEY LIVE TO SCHOOL. LEONARD ROAD IS HEAVILY TRAVELED AT A HIGH SPEED.**

16.

**Rights of Student**

Every student has a right to be in a school environment that is safe, conducive to learning, and in which he or she feels respected and protected.

**Teasing/Bullying/Violence in School**

Is any mean word, look, sign, or act that hurts a person's body, feelings, or things. Injury or discomfort is based on how it is received, regardless of the intent

**Code of Conduct**

*As a Jeffers student, I will:*

Outside the building:

1. Leave bicycle in the rack and lock it
2. Wait on playground for bells
3. Don't litter
4. No fighting

In the building:

1. Show respect for private and public property
2. Show respect for your fellow students
3. Use wastebaskets in rooms and restroom
4. No running or horseplay
5. No loud talking

In the classroom:

1. Be courteous and make our building a pleasant place to work and learn.
2. Be considerate of other pupils; listen to their ideas; help them to be good citizens.
3. Take pride in your work; it shows what you think about yourself.

**We Believe:**

*No one is entitled to be violent in any form. No form of violence will be tolerated in school, at school activities or by anyone at this school.*

**School Address**

Jeffers Elementary School  
14429 Leonard Road  
Spring Lake, MI 49456  
School Telephone....846-5503 Ext. 4200

***Reminder:*** Please call in your child's absence each day. This policy is for safety to be sure we know where all students are.

## **Spring Lake Public Schools Exit Outcomes**

### **Effective Communicators who:**

- Possess interpersonal and teamwork skills that ensure success in social and family settings.
- Exhibit proficiency in the language skills of reading, writing, listening, and speaking.

### **Future Oriented Thinkers who:**

- Effectively utilize and apply technology.
- Locate, manage, and use informational and technological resources.

### **Responsible Citizens who:**

- Respect and accept the multicultural nature of our global society.
- Practice responsible decision-making in regard to social, economic, environmental, and political issues.
- Contribute their time and energy to the stability of the family and the welfare of the community.
- Exercise personal and social responsibility in dealing with issues and leisure time activities.

### **Problem Solvers who:**

- Have the ability to recognize and define a problem, identify possible strategies, implement and complete a plan of action, assess their progress, and adjust their actions accordingly.
- Critically and creatively apply high level thinking skills in independent, collaborative situations.

### **Self-Directed Learners who:**

- Have acquired skills essential to achieve success in future employment or educational settings.
- Create positive visions for themselves and their future and set priorities and achievable goals.

### **Creative Individuals who:**

- Participate in arts or engage in original expression.

### **Nondiscrimination Policy**

Spring Lake Public Schools does not discriminate on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. The following office has been designated to handle inquires regarding the nondiscrimination policies:

*Spring Lake Public Schools  
Director of Curriculum and Operations  
345 Hammond Street  
Spring Lake, MI 49456  
(616) 847-7919*

