

LAWSON

Elementary School

Procedures & Expectations Manual



2021-2022

Clarence Lawson Elementary School
1105 Fairgrounds Road
Jefferson City, MO 65109
(573) 659-3175

Dr. Patricia Tavenner
Principal
patricia.tavenner@jcschools.us

Mrs. Renee Albert
Administrative Intern
Renee.albert@jcschools.us

Clarence Lawson Elementary School

1105 Fairgrounds Road
Jefferson City, MO 65109
(573) 659-3175 Office
(573) 632-3487 Fax

School Colors: Black & Gold

Mascot: Lion

Dear Lawson Families:

This manual has been prepared to familiarize parents and students with the procedures followed at Lawson Elementary School and to supplement the district student handbook. We believe education can be accomplished best through a positive, mutual partnership between home and school. We look forward to a worthwhile relationship which will benefit your child.

This manual will answer many of your questions and help you understand programs and procedures of Lawson Elementary School. We expect you to discuss the contents of this document with your child and make sure he or she understands the contents.

If you ever have any questions or concerns, please contact the school. We are looking forward to working together to ensure that your child receives the best education possible.

Sincerely,

**Dr. Patricia Tavenner
Principal**

**Mrs. Renee Albert
Administrative Intern**

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Mission Statement

Our mission is to create a safe and respectful environment where all students are engaged in academic and social learning to achieve their maximum potential.

School Beliefs

We believe that children learn best and attain the highest levels of achievement:

- in a safe and nurturing environment that promotes respect for self and others and enhances self-esteem, worth, dignity and self-discipline;
- when their curiosity is stimulated, and they are challenged to explore, discover and develop risk-taking and problem solving skills;
- when engaged in purposeful learning activities that take into account their individual needs, interests and learning styles;
- when provided with instruction and support appropriate to their needs; in an exciting, creative and stimulating child-centered environment that produces enthusiastic, lifelong learners;
- when students, families, teachers and the community form strong, active partnerships and hold high expectations of success;
- in the enriched environment that results when there is exposure to and acceptance of diversity;
- and when they demonstrate a strong, consistent effort and a commitment to their own learning.

Lawson Elementary Staff

2021-2022

Principal

Dr. Patricia Tavenner

Administrative Intern

Renee Albert

Office Staff

Sheryl Persicke - Secretary
Jordan Fisher - Secretary

School Nurse

Lonia Gubbels

Counselor / SEL Specialist

Katie Alls
Emma Dixon

Classroom Teachers

Kindergarten

Karla Hoxworth
Chelsey Tomlinson
Casey Womack
Anna Young

First Grade

Megan Goetz
Shelley Newman
Jennifer Uptergrove
Michelle Wilson

Second Grade

Julie Baker
Fariba Meysami
Tara Schnieders
Darice Voss

Third Grade

Monica Carr
Hannah Dorge
Katrina Dudenhoeffler

Fourth Grade

Emily Ahlers
Erin LaFlamme
Madison Plunkett
Amanda Schreiber

Fifth Grade

Amy Adams
Jennifer Faherty
Gina Hankins
Anneliese Smith

RISE

Rebekah Backes
Jon Hammond
Lauren Register

Special Services Staff

Rebecca Mims - Behavior Interventionist Para
Katie Spear - BCBA
Kendra Toman - Psychological Examiner
Sharon Fennewald - Reading Specialist
Brandi Schwartz - Reading Interventionist
Elizabeth James - Speech-Language
Sarah Thomas - Speech-Language
Natalie Mendez - ELL Teacher
Mona Scott - Part-time ELL Aide
Melissa Rizner - Instructional Coach
Yvette Joyce - Art Education
Melody Starnes - Music Education
Andrew Terpstra - Physical Education
Chris Lueckenoff - Adaptive Physical Education
Dawn Webster - Special Education
Bibbie Mundwiller - Special Education
Sarah McDonald - Media Specialist

Paraprofessionals

Jennifer Bond	Laura McCurley
Lindsey Bowden	Larry Miller
Shaunice Brown	Fraley Morris
Brandi Cabrales	Amy Ruiz
Moriah Farmer	Katie Stossmeister
Anchana Heng	Alyssa Struempfler
Catherine Herzing	Tatia Taylor
Sharon Hubbuch	Shelly Williams

Occupational Therapy/Physical Therapy

Melanie Cook - OT
Stephanie Glenn - OT
Hillary Rosendale - OT
Sara Koenigsfeld - OT
Katie Lock - OT
Kendall Love - OT
Kelly Markway - OT
Johanna McKim - OT
Elizabeth Rackers - OT
Kara Wilbers - OT
Hannah Libbert - PT
M. Jackie Steuber - PT
Michelle Volkart - PT
Kaitlyn Long - PT Asst.

Cafeteria Staff

Janie Bratcher - Cafeteria Manager
Denise Peck - Cashier
Christine Goodin - Cook
Vickey Scott - Cook / Hostess

Custodial Staff

Andrew Shoults
Will Simmons
Greg Rodgers

IMPORTANT INFORMATION

SCHOOL HOURS

Students may arrive at school no earlier than **7:15 a.m.** The latest students may stay after dismissal is 3:00 p.m. unless they are in Y-Care. Supervision for students arriving after 7:15 a.m. will be in the student's individual classroom. The official school day begins at 7:45 a.m. Any student reporting to school at 7:45 a.m. or after must be signed in at the office for a pass and will be counted as tardy. **If you change the way your child goes home for the day, we require all changes be made with the Lawson office no later than 2:00 p.m.**

ATTENDANCE

Monthly Incentives: Monthly attendance incentives will be given to all students for exemplary attendance during the current month.

Absences/Tardies: When a student is not in attendance at school, they are missing important instructional time. In order to ensure the best education possible for all students, we ask that parents/guardians play a vital role in their child's success by helping them to be here. At Lawson Elementary, the secretary, classroom teacher, counselor, principal and family school advocate also play a role by sending letters and making phone calls to remind parents/guardians of attendance concerns as we want to see all children experience success in school.

ABSENCES

Regular attendance in school is vital to your child's success in school. However, when your child is absent, please take the following steps:

1. Parent or legal guardian should phone the school and inform the office of the absence before 8:45 a.m. on the day of the absence.
2. If your child rides a school bus and you have sufficient time, please notify First Student, 634-7645, that your child will not be riding the bus.
3. Ask the school office about make-up assignments by 8:45 a.m. Each student is responsible for seeing that make-up work is completed. Make-up work can be picked up in the school office after 1:45 p.m. or sent home with a sibling. We will not send make-up work home with neighbors or friends.
4. If an absence is due to work, travel, or some other reason besides illness, you should contact the school office prior to the absence.

IF YOUR CHILD IS ILL

If your child is ill, and cannot attend school, follow the directions above. Students should **NOT** be sent to school if they have a fever or contagious illness. Students **MUST** be symptom free for 24 hours if they have had vomiting or diarrhea. Students who have had a **FEVER MUST** be fever free for **24 hours without the use of fever reducing medications** before returning to school **if accompanied by a doctor's note with a diagnosis** not related to a respiratory illness, influenza or COVID-19 (such as pink eye, strep throat, ear infection, etc.). Students **MUST** be fever free for **72 hours without the use of fever reducing medications** before returning to school **if not accompanied by a doctor's note for a diagnosis**. Fever reducing medications include Tylenol, Acetaminophen, Motrin, Ibuprofen, etc.

If your child becomes sick at school, you will be contacted immediately and asked to come and take your child home. Please be sure to have current phone numbers on file with the office.

BEFORE-SCHOOL PROCEDURES

Car rider drop off is from 7:15 a.m. until 7:45 a.m. on the side of our building. During this time, parents will not be able to park and walk their students into the building due to COVID-19 protocol. Please use the car rider drop off line. The gate to the Lion Way Road off of Patriot Drive will open at 7:14 a.m. The only exception to this is for parents of RISE students who have a separate entrance. RISE parents will park in a front parking lot space and walk their students to the staff member meeting each student. For students arriving late, 7:45 a.m. and after, parents must come into the front vestibule and sign in their students. See Page 15 for additional Drop-Off information.

Please note: Do not park in front of the building during morning drop off. This area is reserved for buses only.

AFTER-SCHOOL PROCEDURES

If a student is to leave school by means other than their regular arrangement, it is necessary to call the office **before 2:00 p.m.** or send a dated, written note. This is important so teachers will know definitely whether to put the student on his or her regular bus or to keep them at school to be picked up. Without a call or note, the student will follow their normal procedure.

Dismissal will begin at 2:38 p.m. Bus students will be dismissed directly to the buses and will be picked up in front of the school. Walkers will exit through the front lobby doors after checking out. Students being picked up by car from school will be dismissed through the back playground doors. If you pick your child up from school, please drive through the side driveway to the back playground and park in a double circle, as directed by those on duty. The gate to the Lion Way Road off of Patriot Drive will open at 2:40 p.m. Please remain in your vehicle and your child will be brought to you. See page 16 for additional Pick-Up information.

Please note: Do not park in front of the building at dismissal. This area is reserved for buses only.

KIDACCOUNT

KIDaccount is an attendance/dismissal management system that streamlines our Pick-Up and Drop-Off processes. All students that are car riders will be assigned a KIDaccount card. The authorized person that picks up the student must have the student's assigned card, as well as their photo ID. Staff will then verify that they are authorized for pickup before releasing the student. Those that do not have their KIDaccount card will not be allowed to Pick-Up through the car ride line, they must come through the school's front doors and check in with the Secretary. Changes to your student's authorized pickup person list must be made in the office. Changes take 24 hours to reflect in the system. Parents may request additional KIDaccount cards to provide to all authorized pickup persons. The first two cards will be free of charge, all additional and replacement cards will be \$2.00 each.

POSSESSIONS FROM HOME

We ask that students NOT bring toys, stuffed animals, games, cards, radios, videos, electronics, balls, sports gloves, etc., from home. The staff can, during a pre-arranged special event, coordinate the only exception to this rule. Your child's teacher will notify you if they want your child to bring any of the above to school.

BIRTHDAYS

We love to recognize our students on their special day. We do request that you **NOT** send cakes or large round cookies because they tend to make a mess and/or cannot be cut into equal-sized pieces. Send paper plates and napkins when appropriate. **A day's notice is requested** so the teacher can arrange to set aside time to hand out the goodies. **Due to food allergies and the possibility of food-borne illness, we will not be able to accept home-baked goods/treats.**

Balloons, flowers, presents, etc., are not allowed. Students cannot take these items on the bus and they

LOST AND FOUND

All items brought to school, including coats and jackets, should be clearly marked with the student's first and last name. Articles found will be placed in the lost and found outside the cafeteria and may be claimed upon identification. Please label student's backpacks on the inside for their safety.

MONEY

Students bringing lunch money, field trip money, or activity money need to bring it to school in a sealed envelope clearly marked with the student's name. Please send correct amount only as cash is not kept on hand at school. All other money needs to be kept at home for safekeeping. If a student brings money to school for any other reason, the school office will place the money in an envelope marked with the child's name and amount of money and keep it in the office until dismissal.

FOOTWEAR SAFETY

We encourage students to wear tennis shoes at school so they may safely participate in activities throughout the year and especially on days when students have physical education (P.E) class.

SAFETY PATROL

This is a service given to Lawson Elementary by our 5th grade students nominated in their 4th grade year. The qualifications include, but are not limited to, the following:

- Good representative of District Character Traits, including being a good role model.
- No more than 8 days absent from school. This includes any on-duty or off-duty days for the Safety Patrol member, whether it was covered by a substitute or not and whether it was an unexcused or excused absence.
- Maintain A, B or C grades in all subject areas.
- Turn in all work on time.

These qualifications must be maintained throughout the 5th grade year for any Safety Patrol student representative.

SCHOOL INSURANCE

Parents may purchase accident insurance for their children. Parents are responsible for health and accident insurance for their children. The school does not provide insurance coverage.

VISITORS

(PLEASE NOTE: This has been suspended for the time being during the COVID-19 pandemic.)

For the safety of all, we require all visitors/parents to enter school through the front entrance, check in with the office, and wear a visitor's badge while on school property. If you need to speak with your child, please advise the office and they will call the student to the office. If you need to speak with a staff member, please call to make an appointment with them. Teachers are not available during class time to conference with a parent. Please contact your child's teacher through e-mail, note, or phone call to arrange a conference time.

VOLUNTEERS

(PLEASE NOTE: This has been suspended for the time being during the COVID-19 pandemic.)

Any person wishing to volunteer in a classroom will be required to complete an annual "Volunteer Affirmation Form" and pay \$15.00 for a background check prior to volunteering.

SCHOOL MEALS

Students may bring their lunch to school or purchase a nutritious school lunch. Breakfast is also available at all schools. The costs of the school meals for elementary students are listed below:

\$1.10 per regular breakfast \$2.75 per regular lunch \$.40 per milk

All students will receive FREE Breakfast & Lunch during the 2021-2022 school year, however; all parents are encouraged to complete a Free/Reduced lunch form to maintain our Title I services. These forms can be picked up in the office, or found on Jefferson City School District's website.

Checks for school lunches should be made payable to Jefferson City Public Schools. You may put any amount on your child's account. If you have questions regarding the status of your child's lunch account, please call the cashier at 659-3177 between the hours of 7:00 a.m. and 10:00 a.m. Free and reduced school lunches are also available to qualifying individuals. Those forms may be picked up at registration or in the office at any time during the school year.

EATING LUNCH WITH STUDENTS

(PLEASE NOTE: This has been suspended for the time being during the COVID-19 pandemic.)

We appreciate and welcome parents, guardians, and grandparents coming to eat lunch at Lawson with their students. You will need to contact the cafeteria at 659-3177 no later than 8:00 a.m. that morning to order lunch. Adult price is \$3.50 for lunch. You are also welcome to bring food from McDonald's, etc., for your child only, but we will have you and your student eat in the office "dining area" so as not to cause problems with the other students in the cafeteria.

TELEPHONE POLICY

Students will be discouraged from using the telephone at school. Forgotten homework, books, field trip permission slips, or permission to go home with a friend are NOT reasons to use the school phone. Teachers and office personnel will use their own judgment to determine when it is appropriate to let a student use the phone.

Cell phones are expensive items and it is strongly recommended they NOT be brought to school. Use during the school day is prohibited and should not be seen or heard. Parents should contact the principal if there are extraordinary circumstances.

MEDIA CENTER

(PLEASE NOTE: During the COVID-19 pandemic, procedures are in place to provide safety which makes open check-out look different for our students to limit exposure to a fewer number of students.)

The Media Center:

- Supports the curriculum by providing appropriate age interest level materials for reading, information and research in both print and electronic formats.
- Encourages independent, student-centered use.
- Maintains an environment of resource-based teaching/learning.
- Facilitates participation in a variety of multimedia activities.

The Media Center is open during each school day, and students may go when they are scheduled or when they have their teacher's permission. The media center has an automated circulation system and online catalog. Checkout periods are for two weeks.

Students in Kindergarten and 1st grade may check out one book at a time, and students in 2nd through 5th grade may have two books at a time. Exceptions are made for research and classroom activities using Media Center resources. Students must return their overdue books before checking out additional books. The

FIELD TRIPS

(PLEASE NOTE: COVID-19 Safety protocols; such as social distancing, handwashing, etc. will be in place. See Bus Regulations for First Student protocols.)

Throughout the year many classes will take field trips. Permission slips must be signed and on file for any student to leave school property for school sponsored activities. Students will not be allowed to make phone calls for forgotten permission slips. The teacher and/or principal will decide when it is appropriate to keep a student from going on the field trip (due to late work, discipline problems, etc.).

Teachers will make the decision of asking parents to assist in monitoring students on these planned trips. There is a certain number of people who may travel on the school bus; therefore, a limited number of chaperones will be allowed to travel with the group of students and teachers. Since watching elementary-age children is a full-time job, it is important that preschool-age children of the chaperone not be brought along on these trips.

Parents may follow the bus to and from a field trip; however, in order to attend/participate in a school event during instructional time, students are required to ride the school bus to and from the event.

BUS REGULATIONS

(PLEASE NOTE: During the COVID-19 pandemic, students are required to wear a mask on the bus as well as on the way to and from the bus.)

Students who come to school on the bus should return home on the bus, unless they have a note from the parents. Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being revoked. Only regularly scheduled bus students are to ride the school bus. Students cannot ride a bus other than the bus they are assigned. Students needing to ride a different bus must bring a note from their parent/guardian and have it approved by the school office.

For most offenses, bus tickets are issued to any student who displays inappropriate behavior on the bus. The first ticket will result in a conference with the principal and a verbal warning. The issuance of a second ticket may result in suspension of bus privileges for five days up to a complete semester. The issuance of a third ticket may result in suspension of bus privileges for ten days up to the remainder of the school year. Depending on the nature of the incident, suspension from the bus can occur.

Inappropriate behavior on the bus includes, but is not limited to the following:

1. Not following the directions of the bus driver
2. Moving around or out of seat while the bus is moving
3. Sticking hands, feet, or head out the window
4. Throwing objects
5. Unusually loud talking or laughing
6. Tampering with bus equipment
7. Smoking
8. Scuffling or fighting
9. Obscene language
10. Littering on the bus
11. Vandalism of bus property

In the case of vandalizing a bus, a student will be suspended from the bus. In all cases, students will not be allowed to ride the bus until arrangements are made for full restitution.

REPORT CARDS

Report cards are sent home four times a year. At the end of the first quarter, the report card will be given to the parent at Parent/Teacher Conferences.

EARLY PICK UP

Only those persons listed on a student's enrollment information will be allowed to pick a student up from school during school hours. Please send a note if there is a change for a particular day. The office will request photo identification for all persons picking up a student. We will not release a student to an older sibling unless they are listed or a note is sent. While this may be inconvenient, please understand it is a precautionary measure taken with your child's safety in mind. Those picking up a student will be asked to wait in the vestibule after signing them out.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are a great time to obtain a better understanding of the student and are very helpful to both the teacher and the parent. Parent/Teacher Conferences are held twice every school year. The first conference is held in the fall at the end of the first quarter. The second conference is held during February and is student led. Please check your school calendar for the dates of these conferences. Teachers will send home notes with your conference time. Please respond to these notes promptly to allow the teacher time to set up their conference schedule. These are the only two scheduled conferences. If you have concerns about your child's progress, we strongly encourage you to set up a private conference with your child's teacher. Teachers, of course, may request other conferences throughout the year if the need arises. Open parent/teacher communication is one of the keys to a successful education for your child.

PHYSICAL EDUCATION/RECESS

We believe active participation in PE and recess is beneficial to all children. In addition PE is required for all students by the State. If you request to modify PE or recess for your student (i.e.: stay inside for any reason), the request must be made in writing. If requesting modification of PE/recess for more than one week, a doctor's order/note will be required.

If a student has a doctor's order/note for modification of PE, in most cases this will also mean exclusion from recess. This will be at the discretion of the school nurse, with consultation with student's doctor if necessary.

We ask that all students wear tennis shoes on their designated PE days.

DISCIPLINE

Discipline is teaching children to adopt an internal code of ethics that will guide them throughout their lives. The goal of discipline is to help children become self-disciplined persons with inner control. All personnel responsible for the care and supervision of students will hold the students accountable for any disorderly conduct or infractions of school rules or discipline.

Lawson School has implemented a proactive systems approach to school-wide discipline called Positive Behavior Supports. It is responsive to current social and educational challenges students face today. The plan focuses on prevention and instruction – behaviors are taught. Implementation is school-wide in specific settings, classrooms and at the individual student level. The chart on the following page outlines the plan.

HALLWAY EXPECTATIONS

- Walk in single file.
- Stay to the right.
- No talking.
- Keep hands, feet and other objects off of others, walls and student work.

These rules are very simple. In addition to the above, we also expect students to have:

- Hats and hoods off in the building.
- Respect for all students and staff.

All staff members will reinforce these rules.

CAFETERIA EXPECTATIONS

- Use quiet voices.
- Follow the directions of the cafeteria staff.
- Respect and be courteous of cafeteria staff.
- Use good manners.
- Put food trays away neatly.
- Walk.
- Respect all students and staff.

Please note: Kindergarten students begin each school year, from August through December, with the main choice on the menu for lunch. In January, peanut butter/jelly sandwiches are added as a second choice to their menu.

PLAYGROUND EXPECTATIONS

Staff members provide playground supervision. The playground supervisor has the authority to take away playground privileges if the rules are not followed. Failure to follow rules for playground equipment area may result in the loss of playground privileges. The school will provide all playground equipment (students should not bring sports gloves, toys, cards, balls, etc. from home). Students go outside for recess when the temperature is 20 degrees and above, when the temperature is 100 degrees and above (temperature or heat index), teachers and staff will provide shortened time outside and/or more frequent water breaks. Parents are requested to encourage children to wear clothing appropriate for the weather and activities that take place at school. Tennis shoes are recommended.

Guidelines for the playground:

- Walk quietly to and from the playground.
- Always use good sportsmanship.
- Respect playground equipment.
- Use appropriate language -- vulgar, obscene language will not be tolerated.
- Obey the playground supervisor -- rudeness and disobedience will not be tolerated.
- No hard physical contact will be allowed including fighting, tackle football, jumping on others, kicking, or "piling on".
- Do not throw rocks, gravel or wood chips.
- Students may walk, sit, climb, slide or hang on the equipment.
- No standing on the monkey bars.
- Use swings appropriately by sitting -- no standing, twisting or jumping off.
- Stay out of swing area if not using a swing.
- One person per swing and students swinging may not join hands or feet.
- Line up or return to class promptly when the whistle blows.
- No dangerous objects allowed.
- Stay on the play area.
- Do not enter the building without the permission of a playground supervisor.
- Play area includes the field and inside the railroad ties -- behind the fence and beyond the railroad ties and field areas are off limits.
- Return playground equipment to the proper place when recess is over.
- Respect all students and staff.

CONSEQUENCES

Failure to meet these expectations will result in a consequence that is fitting of the misbehavior. The staff members or principal will determine the appropriate consequence when an expectation is not met. For playground expectations, the supervisor has the right to take away playground privileges for up to three (3) days if the rules are not followed. Fighting or hard physical contact, rock throwing, rudeness or disobedience toward the supervisor or the use of abusive/profane language would likely result in detention or suspension.

Lawson Elementary Schoolwide Expectations

Expectation	All Settings	Classroom	Hallway	Bathroom	Playground	Cafeteria	Assembly	Dismissal	Bus
Safe	<ul style="list-style-type: none"> Keep hands, feet and other objects to yourself. Walk 	<ul style="list-style-type: none"> Push chair in. Keep feet under desk. Keep things in proper place. 	<ul style="list-style-type: none"> Keep eyes, nose and toes forward. Use the second tile. Stay in your spot. Keep up with your class. 	<ul style="list-style-type: none"> Wash hands. Keep soap and water in sink. 	<ul style="list-style-type: none"> Slide and swing on pockets. All woodchips, rocks, and other objects on the ground. 	<ul style="list-style-type: none"> Stay seated until dismissed. Clean up your spills. 	<ul style="list-style-type: none"> Sit on your pockets. Walk to your spot. 	<ul style="list-style-type: none"> Sit on your pockets. Face forward. 	<ul style="list-style-type: none"> Remain seated on pockets. Face forward. Get on and off at the correct stop.
Respectful	<ul style="list-style-type: none"> Use kind words to teachers and peers. 	<ul style="list-style-type: none"> Wait your turn to talk. Listen to speaker. Clean work area. Accept help. 	<ul style="list-style-type: none"> Quietly walk. Tuck your hands at your side. 	<ul style="list-style-type: none"> Respect school property. Wait your turn. Voices off. Put all trash in the trash can. Flush. 	<ul style="list-style-type: none"> Come in and out of the building peacefully. Take turns. Wait patiently. Collect and return all equipment. 	<ul style="list-style-type: none"> Use quiet voice while eating. Clean up after yourself. Voices off in line. 	<ul style="list-style-type: none"> Eyes front. Voices off. Clap appropriately. Enter and exit peacefully. 	<ul style="list-style-type: none"> Whisper voices. Move quickly when called to leave. 	<ul style="list-style-type: none"> Use a quiet voice. Listen to the bus driver.
Learner	<ul style="list-style-type: none"> Follow directions. Listen to adults. 	<ul style="list-style-type: none"> Raise your hand before talking. Have materials ready for the day. Participate in class. Ask for help. 	<ul style="list-style-type: none"> Be considerate of classes who are learning. 	<ul style="list-style-type: none"> Rejoin your class quickly. 	<ul style="list-style-type: none"> Solve problems peacefully. Line up when whistle blows. 	<ul style="list-style-type: none"> Listen to the speakers. 	<ul style="list-style-type: none"> Listen to the speakers. 	<ul style="list-style-type: none"> Listen to the speakers. 	<ul style="list-style-type: none"> Listen to the speakers.

Universal Signal to get quiet-GIVE ME 5 ----- Hold up hand with five fingers.



- 1- Eyes on speaker
- 2- Quiet
- 3- Be Still
- 4- Hands free (put things down)
- 5- Listen

CHARACTER EDUCATION

Please see the following “Lions Club” page for details.

HOMEWORK PHILOSOPHY

The following guidelines are intended to direct homework practices at Lawson Elementary. Teachers may assign homework for many reasons including:

- To offer additional practice opportunities.
- To reinforce classroom instruction.
- To extend and enrich learning experiences, with the different needs of students in mind.
- To review exercises for test preparation.
- To make up work not completed in class or missed while absent.

Special Education:

Students with an Individual Educational Plan (IEP) should be assigned homework in strict accordance with such plans. All homework is part of the negotiated plan, and as such varies with each plan. Students who are involved in these programs in association with another class are expected to perform the homework requirements of that class with modifications noted in the individual plan.

**Please read carefully the JEFFERSON CITY SCHOOL DISTRICT HANDBOOK
found on the Lawson Elementary website.**



Lions Club

Lions Club is a group that works to promote good character traits of all students at Clarence Lawson Elementary School.

Lions Club members will participate in a quarterly activity with the principal and staff to celebrate their good character traits!

QUALIFICATIONS

- ◆ Students must have zero office referrals for the quarter.
- ◆ Students must have an A, B, or C in all subject areas for the quarter.
- ◆ Students must have less than 4 minors for the quarter.

Note:

We recognize students on IEPs and look at progress toward goals when considering students who meet the above qualifications.

BUS RIDER DROP-OFF POLICY / PROCEDURES
for
JC SCHOOLS STUDENTS UTILIZING FIRST STUDENT TRANSPORTATION

Per First Transportation Policy, drop-off for young school bus riders requires that an authorized individual be present to receive the student when he/she disembarks the bus.

Young school bus riders are defined as:

- During the regular school year (August—May): Kindergarten and 1st Grade students
- During summer school (June): incoming Kindergarten, 1st grade and 2nd Grade students

Additionally, some students have an Individualized Education Plan (IEP) which requires an authorized individual to be present when the student disembarks the bus.

Authorized individuals include:

- A parent or guardian
- A sibling (3rd Grade or older)

First Student school bus drivers are asked to verify the identity of the authorized individual at the bus stop, if that person is unknown to the driver. Bus drivers are instructed to contact First Student dispatch before allowing a student to disembark if the driver is unsure of the student's age and/or the individual at the bus stop.

If families are not able to meet this requirement, parents/guardians should contact First Student Transportation at 573-634-7645.

See page 7 for more information on First Student policies and procedures.

DROPPING OFF AND PICKING UP STUDENTS

Traffic Information

All pick up and drop off will occur in the back and on the side of the building.

A.M. —

- Students **may not** be dropped off at the side of the building before 7:15 a.m.

To ensure the safety of all students, we ask everyone to follow these simple guidelines:

- Drop off on the side of the building will be single lane.
- **Stay in your vehicle to support COVID-19 protocol.** Please give goodbye hugs and kisses at home before leaving for school.
- Due to the need to scan each student's temperature upon entering the building, **students should stay in their vehicle until Lawson staff indicate they may exit.**
- **Drive up to the "pull up to here" sign before stopping.**
- Follow the vehicle in front of you. **No passing or going around vehicles in front of you, please.**
- Upon arrival, have your child(ren) ready to exit your vehicle when indicated by Lawson staff. Please have planners, school papers, permission forms, etc., signed before leaving for school.
- Please be respectful of others waiting behind you. Many have to be at work by a certain time, so we ask that you pull out of the drive as soon as your child(ren) has exited your vehicle.

P.M. —

- All students who are car riders will be dismissed by staff through the back playground doors. **Keep in mind that both driveways are NO PARKING ZONES; DO NOT park in the driveways.** If you need to come into the building after picking up your child, please pull to the front parking lot, park, and enter the front doors.
- Upon entering the gate follow the map provided for pick-up on the playground.
- The vehicles will make two circles and will go back out the playground they entered. **There will be only 2 lanes.**
- Lawson Staff will bring students to their vehicles.
- Parents picking up students at dismissal should not get out of their vehicle. Please stay in your vehicle and your student will be brought out to you. This way we are able to keep traffic moving and not block other vehicles.
- If you do not have your KIDaccount cards when picking up your child(ren), please **do not** pull into the car line. You will need to park in the front parking lot and come into the office. **After buses have been dismissed,** we will call your child(ren) to the office for you. Picking up your child(ren) in the office is NOT a daily option. Replacement KIDaccount cards are available for \$2.00 each.
- Please see the next two pages for maps showing morning drop off and dismissal pick up driving directions.
- If you have questions, please feel free to call the Lawson office at 659-3175.

PLEASE DRIVE SLOWLY & CAREFULLY

5 mph is the speed limit on school grounds around Lawson. Thank you for driving slowly for the safety of all staff, students and parents.
20 mph is the speed limit in school zones.



