

South School



Student & Parent Informational Booklet 2024-2025

Dr. James Groves, Principal

707 Linden Drive Jefferson City, Missouri 65109

(573) 659-3185

Disclaimer - To the extent this handbook conflicts with Board policy, Board policy prevails.

SOUTH SCHOOL VISION

Growing our Hearts and Our Minds!

SOUTH SCHOOL MISSION STATEMENT

S - Setting students up for success through positive, predictable classroom environments where students feel safe to take risks in their learning.

O - Outstanding instructional practices that are student-centered, data driven, and highly engaging.

U - Understanding and appreciating the differences that make each of us unique.

T - Transforming our school by working collaboratively with our families and communities.

H - Having high expectations for academic achievement and social emotional growth.

SOUTH SCHOOL PLEDGE

I pledge to be respectful, responsible, and safe. I am the only person who has the power to decide what I can be and do. I will accept the consequences for my decisions. I am in charge of my learning and behavior. I will do what is right for my family, my school, my community, and myself.

STUDENT MOTTO

"I Believe I Can Achieve!"

SCHOOL COLORS: Orange and Black

SCHOOL MASCOT: TJ the Tiger

WELCOME TO SOUTH SCHOOL!!!

SOUTH SCHOOL PHONE NUMBERS

Office (573) 659-3185

Office Fax (573) 632-3497

School Nurse (573) 659-3189

Counselor (573) 632-3901

Kitchen (573) 659-3187

Student Transportation of America – Bus (573) 402-1624

JCSD INFO Line (573) 635-5277

SCHOOL HOURS

School Office Hours 7:15 a.m. – 3:15 p.m.

School Hours for Students 7:45 a.m. – 2:45 p.m.

ARRIVAL PROCEDURES

When can my child be dropped off?

School doors open at 7:15 a.m. each day. There is no supervision provided for students until 7:15 a.m. There will be teacher supervision at the front doors each morning beginning at 7:15 for student drop-off. Students must stay in cars or on the bus until a teacher arrives.

What is the process for dropping my child off?

Parents will enter from Linden Drive and will turn left into the parking lot. They will proceed straight through the parking lot until they turn left onto the playground. Follow the traffic lines all the way around the playground and stop at the front corner of the building in a single line with other cars. Staff will signal to cars when they are to release students. Students should be trained to exit the cars on their own. Once parents have dropped off the student/s they will exit the playground and proceed through the circle drive to exit the property.

No parents should drop students off in the circle drive.

On the first day of school, we encourage parents to take pictures at home before the school day starts. Please always feel free to contact the office for any questions or concerns you may have.

7:45 or after - Parents should bring students into the office to sign them in. Students will get a tardy pass and be sent to class.

ATTENDANCE

Regular attendance is essential to a student's success in school. Attending school regularly helps children feel better about school and themselves. Good attendance will help children to do well in high school, college, and work. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. When a student misses instruction, it is very difficult to give them the same level of learning as if they were present. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The following circumstances are the only recognized excuses for school absence:

- ☐ personal illness
- ☐ medical appointment
- ☐ family illness
- ☐ a death in the family
- ☐ religious holiday

Excused absences are still considered absences and will be documented through our daily attendance report. Arriving late and being picked up early also count against a student's daily

attendance. PLEASE try to schedule all doctor's appointments, lessons, and extracurricular activities after school or on non-school days to preserve academic time for your child.

REPORTING ABSENCES

For the safety of your child, parents are required to notify the school office anytime a student must miss school for any length of time. If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian must call the school office at (573) 659-3185 by 9:00 a.m. If calling the school is not possible, the student should return to school with a parent/guardian or written notification from the parent/guardian, stating the reason for the absence and the days missed from school.

Attendance is monitored closely. When students have excessive absences, it is school policy for the principal to notify the parents/guardians by letter. All students' parents receive this letter regardless of the circumstances leading to the absences. The purpose of this letter is to keep parents informed about the total number of days a child has missed school and the effect these absences can have on a student's success at school. District policy stipulates that any student absent 20 consecutive calendar days (including weekends) shall be dropped from the roll. More information about our district's attendance policy is outlined below.

TARDY POLICY

Students arriving after 7:45 a.m. are considered tardy and must report to the office for a pass. Parents must sign-in late students at the office.

Tardies affect attendance records.

Excessive tardies can lead to revoked special permission.

More information about our district's attendance policy is outlined below.

DISTRICT POLICY ABOUT ATTENDANCE

In accordance with Missouri State law, every parent or person having charge, control, or custody of a child between the ages of seven and seventeen years of age is responsible for keeping the child in school. Irregular school attendance is one of the most important causes of low grades and/or failure in school. Irregular school attendance can result in "educational neglect" being reported to the Division of Family Services. It can also serve as a reason for retaining a student. A student cannot make academic progress if they are not in school on a regular basis. Students who are tardy will fall under the same guidelines used for attendance. If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian is to call the elementary school office by 9:00 a.m. on the day of the absence. If the parent does not call school, the school secretary is required to phone parents regarding student absences.

First Offense: The Principal will notify parents/guardians of attendance concerns, in writing.
Subsequent Offenses: Second written notification of concern, principal/parent conference or written notification of case referral to a Family School Advocate. Note: If attendance concerns

persist after interventions by the Family School Advocate, then the Family School Advocate, the Principal, and the Assistant to the Superintendent of Elementary Education may refer the case to the Division of Family Services or the Juvenile Court.

Students arriving late to school are to report directly to the office with their parent/guardian stating the reason for the tardiness. The office will make the necessary arrangements to admit the student to class. Students who are habitually tardy will have the same consequences as students who are absent. If a student needs to leave early, the parent/guardian should come to the office and state the reason for dismissal. Students will not be dismissed to their parents from the classroom. The office personnel will locate the student and request the student meet the parent/guardian in the office. Students may not leave the building or school grounds before the close of school unless approval is granted from the office. Any student arriving late or leaving early must have their parent/guardian come into the office with photo ID and state the reason for the student being tardy/dismissed. It is the responsibility of the students to ask all teachers for make-up assignments. If absence is due to travel or a planned event, please contact the teacher prior to the absence.

AFTER SCHOOL CARE

Y-Care

Y-Care After School Program – Grades K-5

Y-Care offers a wide variety of fun, educational activities which are guaranteed to keep your school-age child entertained and learning! Y-Care is a state-licensed child care program that maintains a 16-1 child-staff ratio. Children will choose from a variety of activities including SPARK Physical Education, KIDZLIT, Club Boxes, and more! Afternoon meal is provided. Y-Care after school session hours are school dismissal until 5:30 p.m.

[Download Registration Form](#)

Register in person at the Knowles Welcome Center on Stadium Blvd.

Y-Care is not in session when school is dismissed for inclement weather.

Important Documents:

- [Parent Handbook](#)
- [Individualized Care Form](#)
- **Immunization Records and a Payment Method** must be provided before your application is processed.

Y-Care is offered at the following locations:

- Belair
- Cedar Hill
- Lawson
- Moreau Heights
- Thorpe Gordon (JCSD transports to Knowles Y)
- West
- North
- Pioneer Trail
- South (JCSD transports to Knowles Y)
- Blair Oaks

Please Note: Parents must give the school permission to release their children to Y-Care. The YMCA is not authorized to take a child from school into Y-Care without prior parental permission. Parents are responsible for providing the YMCA with a current copy of their child's immunization record.

For more information on the cost of available after school care programs or to sign your child up, please contact the YMCA at 573-761- 0716 or the Boys & Girls Club at 573-634-2582. The fee structures may vary depending on household income.

EARLY PICK-UP

If early dismissal is necessary, the parent needs to notify the office explaining the time and the reason for early dismissal. Parents needing to pick up their child early should come to the office and sign them out. At this time, the office personnel will call for the child to come to the office. Students returning later in the day should report to the office before returning to the classroom. Students may not leave the building or school grounds before the close of school unless approval is granted from the office. **Parents/guardians or any emergency contacts must be on the student's contact list or they will not be allowed to leave with the student. For the safety of our students, please have your photo I.D. available when you come to the office to pick up your student. Students will not be released without providing a photo I.D.** Students are to ask teachers for make-up assignments after an absence.

STUDENT DISMISSAL PROCEDURES

Dismissal is a procedural process and will need to be followed to ensure the safety of all of our students. Please help us out by following the procedures and guidelines set forth. In order for the process to work effectively, efficiently, and fairly, we need everyone to do their part to comply. Thank you!

Students will be sent home as the parent indicated on the transportation form during registration. This is for the safety of our students. **If you need to change the way your child goes home, you must notify the office by 2:00 p.m. that day in writing or by a phone call. Students will not be sent home an alternate way without written or verbal permission from the parent to the office staff. Transportation changes will not be accepted after 2:00 pm. Once the dismissal process begins at 2:25 p.m., we will not interrupt the flow. After 2:25 pm, no students can be dismissed early from the office until after the dismissal process is complete.** If you want to pick up your child early from school, you must do so before 2:25 p.m. Thank you for your patience and understanding as we work to make sure all of our students make it home safely.

To ensure your child's safety, we do not dismiss students to anyone who is **not** listed on the census form completed at registration (student contact list). It is important to keep the school office personnel informed of changes that need to be updated in the student's file. Students must not leave the school building or grounds before the close of school unless prior approval is granted from the office. In order for a student to participate in an after-school activity, it is required that the student be present at school for a minimum of four hours on the day of the activity.

CAR RIDERS

Drivers are asked to form two lines in the parking lot near the cemetery, "The Car Rider Pickup Line." Cars should move as far forward as possible before stopping, following the directions of the assigned school supervisor. This allows for more cars to be in the "loading line". There is NO passing allowed. Students are to get in their cars only when their car is in the "loading zone".

Please make sure you have your car rider tags visible in the front windshield when you come to pick up your child(ren). If you do not have your car rider tag, you will be asked to park, come inside, pick up a car rider tag if needed, and wait until the dismissal process is complete to pick up your child. For the safety of everyone involved, students will not be called out of class to be picked up from the car rider line as this may create confusion for both students and staff members. Thank you for your patience and understanding as we work to make sure all of our students make it home safely. Thank you!

At 3:00 p.m. any car riders who have not been picked up on time will be brought to the office, and parents will be contacted to pick them up. It is expected that students will have departed from school grounds by 3:00 p.m. Students that are not picked up by 3:00 p.m. will need a parent or guardian to come into the building to sign out. The principal will contact the parents of any students who are repeatedly late being picked up from school.

WALKERS

Walkers will walk down the hill with South staff members. Parents/adults meeting students for walking will need to be there by 2:45. Parents/adults are required to meet staff at the bottom of the hill to pick up kindergarten and first grade students. **Cars are not allowed to park on Linden Drive.** Cars parked on Linden during dismissal will be ticketed. **If you are in a car, please go through the car rider line.**

BUS RIDERS

At approximately 2:40, students will be dismissed to buses for the ride home. For safety purposes, if you want your child to be a car rider or walker instead of a bus rider, please call the office by 2:00 p.m., and we will let the teacher and student know in advance. Attempting to retrieve a student off the bus at the last minute is confusing to the child, the bus driver, and often the staff supervising the buses.

BUS REGULATIONS

In order to provide a safe and efficient school transportation program for all students, the following rules shall be observed. These rules are posted on all buses:

- o Follow driver's instructions the first time without arguing or talking back
- o No eating/drinking; drugs/alcohol; obscene language/lewd comments to others; loud noise; throwing objects (inside or outside of bus); fighting/horseplay; loitering; and/or vandalism
- o Vandalism resulting in monetary expense will be invoiced to the parents/guardians for restitution
- o Must remain seated in assigned seat, facing forward, at all times with hands and feet out of the aisle

Consequences for violations of bus safety rules:

- o Verbal warning
- o Assigned seat
- o Written conduct report (bus ticket)

o 1st bus ticket – school official visits with student about misbehavior and gives verbal warning. Notification of this bus ticket will be sent to parents/guardians. Next ticket could result in time off the bus.

o 2nd bus ticket – within 3 months or first offense deemed serious by school officials - student can be denied bus transportation for 5 days up to a semester.

o 3rd bus ticket – within 3 months of the second offense – student can be denied bus transportation for 10 days up to a maximum of the remainder of the school year.

It is the intent of the school district to maintain a safe environment on the school bus for the benefit of the students, the motoring public, and the driver. The driver must focus his/her attention on safe driving with minimum distractions created by the students being transported. To this end, video cameras will be used to aid drivers in monitoring student behavior on the bus.

***Principals may skip steps depending upon severity or repetition of violations.**

BUS RIDER DROP-OFF POLICY/PROCEDURES for JC SCHOOLS STUDENTS UTILIZING STUDENT TRANSPORTATION OF AMERICA.

Per Student Transportation of America 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:

- o During the regular school year (August-May): Kindergarten and 1st grade students
- o During summer school (June): incoming Kindergarten, 1st grade and 2nd grade students
- o Students attending Early Childhood Special Education classrooms at Southwest Early Childhood Center

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:

- o A parent or guardian
- o A sibling (3rd grade or older)

Student Transportation of America 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 Student Transportation of America 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 Student Transportation of America.

LEAVING WITH OTHER PARENTS

If you wish for your child to leave school with someone other than yourself, you are required to call the office or write a note stating the name(s) of the person(s) who will come for your child. That person is required to provide identification, sign your child out in the office, and the office personnel will call your child to the office.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather conditions, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless there is a significant safety risk. Every practical means is used to notify parents of an impending cancellation. The school district will send out messages to all parents and employees in the case of a school cancellation.

CHANGE OF ADDRESS OR PHONE NUMBER

It is very important that every student maintain an up-to-date address and telephone number recorded at the school office. Notify the school immediately if you have a change of address, cell-phone number, or work telephone number during the school year.

CUSTODY OF CHILDREN

If there is a situation in your family in which a child is not allowed to go home with a particular parent or individual, please notify the school office immediately and provide legal documentation. Please note that a parent must have legal custody of a child and court papers before he/she can deny the other parent equal access to the child. Custody papers must be kept on file at the school.

BREAKFAST/LUNCH

Breakfast and Lunch are free to all South School students. Breakfast is served from 7:15 a.m. to 7:45 a.m. Lunch is served from 10:40 a.m. to 1:15 p.m. Food items should not be sent to school in glass containers. For safety reasons, no sharing of food is allowed.

RECESS

Students may or may not have outdoor recess daily depending on the weather. The teacher and or other school personnel will make the decision. Decisions to have outside recess during the cold weather depend upon the temperature and the wind chill factor - both must be above 20 degrees. Always dress your child for outside recess. All students with medical documented excuses will be allowed to remain in the building during scheduled outside breaks. Each day the child is to stay inside for a medical reason requires a note from the parent/guardian.

TEACHER PLAN TIMES

Please contact teachers during their plan time. The plan times are listed below:

Kindergarten Teachers: 12:45-1:35

1st Grade Teachers: 1:35-2:25

2nd Grade Teachers: 10:25-11:15

3rd Grade Teachers: 9:25-10:15

4th Grade Teachers: 11:15-12:05

5th Grade Teachers: 8:35-9:25

PARENT TEACHER CONFERENCES

We encourage ALL parents to participate in parent-teacher conferences this year. This provides a valuable opportunity for you and your child's teacher to discuss your child's progress in school and learn more about him/her from you. More details will be released at a later date.

SCHOOL AND HOME COMMUNICATION

We pride ourselves on consistent and frequent communication with each student's parent concerning his/her progress. Parents form a vital link in the growth of our students, and we urge them to contact the school whenever concerns arise to obtain information about their child's progress. Conferencing between parents and/or students with teachers provides an opportunity upon which we may devise a plan for ultimate success.

Classroom newsletters, letters from the principal, our school's website, the school marquee, and the School Messenger System which sends out phone messages, emails, and text messages about upcoming events and information are ways information is shared with the parents and the community.

The district-wide School Messenger phone service will also provide timely information/reminders via phone call and/or text messages to your phone. This phone service will also allow the school district to inform all patrons of emergencies or information which needs to be disseminated in a timely manner.

DAILY COMMUNICATION

It is vitally important that parents are knowledgeable about the daily happenings at their child's school. All students are given an orange daily T.I.G.E.R. (Today I've Got Everything Ready) take home folder. Teachers will use the folder as a communication tool with parents. Important notes and classwork will come home in this folder. Please check your child's folder daily, and return it with any comments. We are teaching responsibility and organizational skills as we help students use these folders daily.

Replacement folders will be given to students for \$1.00.

REPORT CARDS AND MIDTERMS

Please note: Every effort is made to communicate the progress of each student in regards to their academic and social growth. This year Jefferson City School District has fully implemented what is called Standards-Based Grading. In previous years this was used by our lower primary grades. However, this year it has been adopted for K-5.

In this report card you will find specific learning objectives listed for each subject. Your student will be marked as one of three categories for each learning objective:

Category	Meaning
Not Meeting Standard (N)	Not independently proficient with the skill
Partially Meets Standard (P)	Partially independent and accurate OR Independent and partially accurate with the skill
Meets Standard (M)	Independently proficient with the skill

If you have any questions about your child's grade report, please contact your child's teacher, who will be more than happy to help you understand this new format and grading system.

Parents can view their child's academic progress using Parent Portal at any time during the school year. Sign up in the office for a Parent Portal account.

PROMOTION & RETENTION

Decisions regarding promotion and retention are made by the school principal, with input from the appropriate team of teachers, parent/guardian and based on a student's performance, maturity, and academic progress over the entire school year. When the performance of any K-5 student is below grade/curriculum expectations, the teacher and/or grade level team must, with the knowledge and appropriate participation of parents, develop strategies to improve the student's achievement.

GIFTED PROGRAM: EXPLORATION, ENRICHMENT, & RESEARCH (EER)

The EER program is offered to students in grades 3-5. This program is a multi-disciplinary curriculum stressing high levels of thinking, problem solving, and questioning. Elementary students qualifying for the EER program attend classes at the Southwest Early Childhood Center one day a week. In order to qualify for the program, a student must score above a certain criteria on an individual cognitive (IQ) test. The Otis Lennon test is given as a screening instrument to all 2nd grade students in the spring. Students qualifying on this test are then administered an Individual Stanford Binet Ability Test. If the criteria are met, the student qualifies for the program.

CLASSROOM PARTIES

We will have three scheduled room parties throughout the year. They are:

- ☐ Fall Celebration
- ☐ Winter Celebration
- ☐ Valentine Celebration

More information will be sent home closer to the date of each of these parties.

BIRTHDAY & PERSONAL PARTY INVITATIONS

Invitations to birthday and personal parties **MAY NOT** be given out at school or on school grounds to a few select individuals. If **ALL** students in the classroom are being invited, then it will be permitted. We do not want to cause hurt feelings with students that may be potentially left out of the invite.

Please do not request personal information from the office regarding the names, addresses, or phone numbers of other students or parents in the school.

CLASSROOM BIRTHDAY TREATS

Students may bring store bought, individually wrapped treats inside a closed and sealed container to share with their classmates on their birthdays. They may also bring in store bought cookies or cupcakes in a sealed container with the ingredients listed on the label. Please consult your child's teacher regarding the number of treats and the best time to schedule the treats. Please do not send drinks or items that have to be cut and served. Birthdays are recognized daily during announcements.

At South Elementary School, we recognize students on their birthdays in different ways. Student birthdays are announced over the intercom in the morning, they receive a pencil and bookmark from the office, and they may be allowed to choose a short, special activity for their classroom to participate in as part of their celebration. Sending in birthday treats from home is not a requirement. However, if you choose to do so, please follow these Student Allergy Prevention and Response Policy Guidelines adopted by JCPS to create an organized system for preventing allergic reactions. Thank you!

- ☐ All treats brought to school must be pre-packaged and individually wrapped with the list of ingredients on the individual package.
- ☐ No energy drinks are allowed at school.
- ☐ All treats must be prearranged with the classroom teacher. Please notify the classroom teacher at least one day prior to bringing treats. The treats will need to be dropped off in the office. The office will make sure the treats are delivered to the classroom so as not to disrupt instruction time. The treats will be passed out at the teacher's discretion. Birthday parties do not occur during the school day!
- ☐ We discourage balloons and flowers being delivered to students at school.

PARENT TEACHER ASSOCIATION (PTA)

PTA Objectives

South School's PTA is dedicated to enriching students' education and young lives through curriculum enhancements and events for families. In order to embrace the challenges of the future, South School PTA must help ensure each child in our diverse community has an inviting, safe, and challenging learning environment that will develop self-discipline, confidence, and respect for self and others. We know that when parents are involved at school, children go farther and the schools they attend are enhanced. The PTA works in partnership with teachers and educational staff, along with enthusiastic volunteers for raising funds to support our school projects. A major benefit of PTA fundraising is creating opportunities for student activities at free or reduced cost in hopes of lessening the financial burden to families. Overall, when parents, school staff, students and the community work together, our students win.

PTA Events and Meetings

Parents and teachers are encouraged to become active members of the South Elementary School PTA. Your membership affords you the opportunity to learn about the education, health, and well-being of children, and to have a voice in addressing these issues through a national network. Please join us!

POSITIVE BEHAVIOR INTERVENTION SUPPORTS

PBIS is a school wide approach to discipline, and a process for creating safer and more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school wide, and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm for an exceptional learning experience.

We have adopted a unified set of school expectations. These statements define our expectations for behavior in our school. You will see these rules posted throughout the school, and your child will be learning them during his or her first days at school. Our unified school expectations, found in every classroom and non-classroom setting in the school, are as follows:

- ☑ Be Safe!
- ☑ Be Respectful!
- ☑ Be Responsible!

STUDENT BEHAVIOR & DISCIPLINE

We want to create and maintain an environment that supports students in becoming safe, respectful, and responsible learners. We will work hard to teach, model, and practice with students the outlined expectations, routines, and procedures that help foster a predictable environment. We will strive to hold students accountable by positively reinforcing the outlined

expectations, routines, and procedures and by building strong, positive relationships across the building.

We want a strong partnership with you to help with student behavior. We definitely want to do our part to make your child successful, but when we contact you with an issue, we really want to know that you are going to support our concerns and work with us to find a positive solution. It is so important to the development of the child for school and home to work together!

Potential consequences include, but are limited to: student conference, student practicing correct behavior/expectations, completing a reflection/think sheet, loss of privileges, loss of recess time, lunch detention, after school detention, restitution, In School Suspension, Out of School Suspension, community service, and/or referrals to the juvenile office and/or children's division.

BULLYING

Bullying is defined by state law as intimidation, unwanted aggressive behavior, or harassment that is REPETITIVE or is substantially likely to be repeated and causes a reasonable student to fear for his/her physical safety or disrupts the orderly operation of school. Students/parents are asked to report instances to a teacher or staff member immediately.

PROHIBITED OBJECTS

Due to the disruptive nature and financial responsibility of recreational objects, such as toys, CD players, radios, iPads, computer games, stuffed animals, action figures, baseball or trading cards, etc., we require that students please leave these items at home. Students choosing not to follow this request may be subject to the following:

- ☐ Parent or guardian notified.
- ☐ Object kept in the office until the end of the day and then sent home with the student.
- ☐ Object remains in the principal's office until a parent/guardian claims the object.
- ☐ Object remains in the office until a conference occurs with the parent/guardian.
- ☐ Object remains in the office until the end of the school year.

**** If students choose to bring these objects to school and they get lost, broken, or stolen, South School will take no responsibility.***

WEAPONS, ALCOHOL, & DRUGS

No weapons are allowed on school property. Our campus is a weapon free, alcohol free, and drug free zone. No persons on school property are permitted with these items. This includes the parking lot.

SOUTH PARENT/GUARDIAN CODE OF CONDUCT

The purpose of this code of conduct is to provide the expectations around the conduct of all parents, guardians, and visitors connected to our school. We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However, we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, please contact your child's

teacher who will be available to go through the issue with you and hopefully resolve it. Where issues remain unresolved, please contact the school principal. Behavior that will not be tolerated:

- ☒ Disruptive behavior that interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises
- ☒ Using loud or offensive language
- ☒ Threatening a member of staff, visitor, fellow parent/guardian or child in any way
- ☒ Damaging or destroying school property
- ☒ Sending abusive or threatening emails/texts/voicemail/phone messages or other written communications to anyone within the school community
- ☒ The use of physical, verbal, or written aggression towards another adult or child, this includes physical punishment of your own child on school premises
- ☒ Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child

Should any of the above occur on school premises or in connection with school, the school may feel it is necessary to take action by contacting the appropriate authorities. It is important for parents and guardians to make sure any persons picking up their child(ren) are aware of this policy. Thank you for abiding by this code in our school. Together we create a positive and uplifting learning environment for all of our student community!

LIBRARY/MEDIA CENTER

Books may be checked out for one week and renewed for another week, if necessary. Lost and/or damaged books shall be the financial responsibility of the student. Fines will follow students through the JCSD.

SCHOOL COUNSELOR

Students are encouraged to become familiar with the counselor. Students and parents/guardians are also encouraged to take advantage of counseling opportunities to discuss grades and testing information for educational planning, parent educational programs, or to discuss other topics of interest or concern. To make an appointment, call or report to the office.

TECHNOLOGY

Students are required to use all technology within the parameters of district technology usage policy. Students are to use technology under the guidance of the classroom teacher and the procedures put in place by his/her teacher.

STUDENT CELL PHONES

It is strongly recommended that students and parents carefully weigh the choice of whether or not to bring personal cell phones to school. They can be disruptive to the learning environment, create discipline problems, and be damaged, lost, or stolen. Parents are reminded that in case of an emergency, the main office is the appropriate point of contact to ensure that your child is

quickly reached and assisted. If students do bring cell phones to school, they will need to be turned off during the school day and stored in their backpacks or assigned lockers. Students who bring cell phones or other devices to school are responsible for the safety and security of those devices. Headphones or ear buds will need to be stored securely and should not be worn during school unless the teacher has approved an activity that requires listening on chrome books or school provided media. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school. Cell phones will not be used during any part of the school day, therefore, should not be visible during the school day. If a student does not follow the cell phone procedures the phone will be held in the office for a parent to pick up.

Music players, cameras, and other electronic devices should not be brought to school.

HATS & HOODS

Students are NOT to wear or bring hats (ball caps, etc.) to school, unless there is a medical reason. Coat hoods, jacket hoods, and sweatshirt hoods need to be down while inside the building.

LOST & FOUND

Clothing, tote bags, and other student belongings should be clearly marked with your child's first and last name. Articles found in and around the school will be hung on the lost and found hooks in the hallway that is directly behind the stage. Items not picked up after a month will be donated to local charitable organizations.

MEDICINE

Medicine needs to be delivered by the parent/guardian to the school nurse. All medications (prescribed and over-the-counter) must be presented to the school nurse in the original container. Prescribed medication must be labeled with your child's name, doctor's name, date, dose, and time of administration. In addition, medication must be accompanied by a signed consent form from the parent.

MONEY

When sending money to school with your child, please place the money in an envelope with the amount and your child's name. Please instruct your child to give the envelope to the teacher.

ANIMALS

Animals are not allowed on district property, including district transportation, except in accordance with law and policy. Students may bring pictures of their pets to school but not the actual pet.

