

JEFFERSON TOWNSHIP PUBLIC SCHOOLS

PARENT/STUDENT INFORMATION GUIDE

ELLEN T. BRIGGS SCHOOL
Ms. Randi DeBrito, Principal

AND

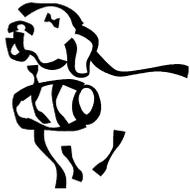
COZY LAKE ELEMENTARY SCHOOL
Dr. Timothy Plotts, Principal

GRADES Pre-K and K

2023-2024



**We are looking forward to seeing everyone in person on Wednesday,
September 6th, 2023!**



Animals

Animals/pets could present health concerns. If a teacher would like a particular animal/pet for a lesson or visit, the teacher will check with the nurse for allergies and seek permission from the principal. As such, please check with your child's teacher before sending any pets.

Arrivals

All students are expected to arrive at school on time. Adherence to these arrival times ensures maximum instruction and learning time. The times are as follows:

Regular Day Arrival Time

Cozy Lake	8:10-8:35 Arrival time. The start of the school day is 8:35 AM.
Briggs	8:15-8:35 Arrival time. The start of the school day is 8:35 AM.

All students arriving after the aforementioned times will be considered tardy. We encourage all students to ride the bus to school. However, any parent/guardian dropping off a child before school is asked to do so from 8:15 AM to 8:35 AM at Cozy Lake and 8:15 AM to 8:35 AM at Briggs.

Below please find our schedules for Delayed Openings:

Delayed Arrival Time

Cozy Lake	10:15 AM
Briggs	10:20 AM

Assemblies

We are very grateful to our PTA, the sponsor of most school assembly programs. Assemblies are scheduled to minimize academic conflicts. Assembly selection is based on academic and grade level appropriateness. Only some grade levels will attend every assembly.

Attendance

It is your responsibility to ensure your child attends school daily. When a child is absent, you should contact the school absentee telephone line. When your child returns to school, a note should be sent explaining the absence. If a child is absent and the school has not been contacted, you will receive an automated call from Instant Alert to confirm your child's absence. It is imperative that every child is accounted for daily. Please try to plan family vacations during scheduled school closings and doctor/dentist appointments outside of school hours. District policy states that students with 30 or more absences in a school year, regardless of reason, will be retained in the current grade level.



Birthdays

A child's birthday is a very special day, and we welcome its recognition. If you would like to celebrate this special day, you may share non-food items with the students in the class.

Building Use

Any organization wishing to use the building for an after-school activity must fill out the appropriate form, which may be found online at www.jefftwp.org, and then submit it to the building principal for approval. After central office approval, the principal will allocate facility resources in a manner that is equitable and consistent with other building needs.

Busing

Student bus seating assignments will be determined by the driver of each bus in accordance with the student's social, emotional and behavioral needs. Seating decisions will reflect the district's primary concern of student safety while being transported to and from school. Students should report any issues on the bus to the bus driver immediately, who will address the concern and write up a Bus Misconduct Report if warranted by the situation.



Class Parties

Class parties are planned and organized by class parents. School policy does not allow siblings to attend. Parents involved in party activities are asked to make childcare arrangements on party days.



Code of Conduct

Our schools reinforce the important community values of dependability, honesty, participation, respect, self-reliance, trust, tolerance, and responsibility. Every student has the right to:

- Be treated with respect and courtesy, as well as respect others
- Learn and be taught without disruption
- Learn in an organized school and classroom setting
- Attend school and each class every day
- Feel safe at their school.

In addition, we endorse the right of teachers to feel safe in their classrooms and to be able to teach without disruptions. There can be no doubt that the behavior of some students prevents teachers and others in their classes from getting the full benefit of our instructional programs.

Offenses involving weapons, drugs, and/or alcohol will be classified as Severe Misconduct and may result in student suspension and disciplinary action up to and including expulsion.

School Rules

- Children will respect others by not fighting, swearing, teasing, spitting, etc.
- Children will not chew gum in school or wear hats
- Children will follow the rules of the all-purpose room and play areas
- Children will be safe at all times and not run in school
- Children will not bring weapons or dangerous substances to school
- All other safety rules will prevail at all times



Consequences *(may occur based upon the severity of the event)*

- First offense - *time-out one day sent by homeroom teacher
- Second offense - time-out two days teacher contacts parent/guardian
- Third offense - time-out three days sent to principal
- Fourth offense - time-out five days conference with parent/guardian teacher & principal
- Fifth offense - suspension (letter to superintendent, parent/guardian & file)
- Sixth offense - suspension (conference with teacher, parent/guardian and principal before child returns to school)

**A time-out is a short-term in-school suspension.*

Offenses at the elementary level that fall into the Severe Misconduct (Grades 6-12) regulations may result in student suspension and disciplinary action up to and including expulsion.

Classroom rules and consequences will be determined by each individual teacher within the general framework of the Pre-K-5 Code of Conduct and posted in the classroom. Children will understand the rules and follow them. The consequences will be clear and fair.

Students will be sent to the Principal only after all classroom consequences have been exhausted and the teacher has contacted the parent. In the case of fighting or other serious offense, children will be sent to the Principal.

These regulations shall be interpreted as far as possible to be consistent with all other regulations governing discipline. In the event of a conflict, these regulations shall control.

5512 Harassment, Intimidation, and Bullying (HIB)

[Click Here For HIB Policy](#)

5530 Substance Abuse

[Click Here for Substance Abuse Policy](#)

5600 Pupil Discipline

[Click Here For Pupil Discipline Policy](#)

5610 Suspension

[Click Here For Suspension Policy](#)

5611 Removal of Pupils from Regular Education Program for Weapons/Firearms Violations

[Click Here For Firearms Offenses Violations](#)

5620 Expulsion

[Click Here For Expulsion Policy](#)

8600- TRANSPORTATION (M)

[Click Here For Transportation Policy](#)

******Further clarification on each of the policies cited may be obtained at www.jefftwp.org in the Board of Education Policy #'s: 5512 HIB, 5530 Substance Abuse, 5600 Pupil Discipline, 5610 Suspension, 5611 Removal of Pupils from Regular Education Program for Weapons/Firearms Violations, 5620 Expulsion.**

Dismissal

Students are NOT permitted to switch buses for any reason. For students involved in a regularly scheduled long-term after-school activity, one clearly worded note from you will be sufficient. Parents wishing to pick up their children must sign them out in the office. All students are expected to remain at school the entire day. Very important information and directions are given regularly at the end of the day. Children may be signed out earlier, however, in the event of an emergency.

Below please find our schedules for early dismissals:

	<u>Pre-K, K Early Dismissal</u>	<u>PreK-12 Early Dismissal</u>
Cozy Lake	1:05 PM	1:20PM
Briggs	1:10 PM	1:25PM

Dress Code

Your child's dress should not create a distraction or otherwise disrupt the educational program at school. Students must not wear clothing that presents a health or safety



hazard to the individual or other students. Please ensure that your child avoids wearing clothing that drags on the floor. Hats are not permitted unless it is Spirit Day. It is strongly encouraged that students wear sneakers on physical education days, and on the two days per week, students at Cozy Lake participate in the Walk/Jog program for recess.

Emergency Operations

During the school year, the students will be engaged in several emergency practice procedures, including, but not limited to, the following: fire drills, re-entry drills, and lockdown practices. A re-entry drill will afford the students the opportunity to practice entering the building from the playground area in case of an outside emergency. A lock down will provide students and staff with an opportunity to practice minimizing their presence while securing themselves within the confines of a classroom or specific locations within the building. **Please note:** In the event of a lockdown, strict adherence to cooperative behavior on the part of the students will be expected and enforced by staff members. Students will not be allowed to make phone calls via cell phones. In addition, parents/guardians will not be permitted to pick up their children during a lockdown until the Jefferson Township Police Department has issued a “non-threat” announcement to the school administration. Compliance with this procedure will be strictly enforced.

Field Trips

Off-site visits are valuable extensions of the instructional program. They enhance the curriculum and are covered by our required attendance policy. Your child’s teacher will provide you with the guidelines for becoming a field trip chaperone at Back to School Night. Bus seating is limited, however, and we may not be able to fill every parent's request to attend. Please do not attempt to follow the bus and attend on your own, as this will compromise the plan for supervision developed to ensure field trip safety and effectiveness.

Grading System

The grading scale through Realtime is as follows:



For Pre-K and K

4	Proficient
3	Progressing
2	Emerging
1	Support Needed
√	Requires additional development
N/A	Not assessed this marking period

Your child’s classroom teacher will advise you of any special grading procedures used in the classroom, such as weighted assignments and tests.

Homework

Homework is an important part of your child’s education. It should be a properly planned part of the curriculum, extending, reinforcing, and practicing the learning



experiences of the school day professionally introduced and previously taught by the classroom teacher. Assignments can be daily or long-term projects. The Board of Education sets the elementary homework guidelines as follows:

Kindergarten 30 minutes per night

If your child is experiencing difficulty with the homework or the amount of homework assigned, please notify your child's classroom teacher via the assignment planner or other appropriate means.

Please note that homework requested to accommodate family vacations will be limited in scope and may be modified or altered at the discretion of your child's teacher.

Intervention and Referral Services (I&RS)

The Intervention and Referral Services Committee (I&RS) exists to assist students experiencing academic or social difficulties. The committee generally includes the principal, the school nurse, a Child Study Team member, the Student Counselor, and the child's teacher. If the Intervention and Referral Services committee meets regarding your child, you will be provided with a written copy of any plan developed on your child's behalf and may request to meet with the I&RS to present questions, concerns, or information you may have.



Meals/Snacks

Students may get breakfast in school on all days. As the children arrive at school, they may stop at the kitchen and select breakfast. Children eat breakfast during homeroom and must have breakfast completed before the start of class.

Children in pre-k and kindergarten have 30 minutes to eat lunch and a scheduled 30-minute recess each day. Select preschool students who stay full day will also attend lunch during the kindergarten session. There are no facilities for heating student lunches brought from home. There is no recess on days when a delayed opening or early dismissal occurs. However, there is a lunch period scheduled. The lunch menu is sent home at the beginning of each month. The lunch and breakfast menus are also available on the district website. Children may purchase their lunch, milk, or snack at school or bring lunch from home.

All students may also bring a small snack for refreshment during lessons. Snacks should be healthy and able to be consumed in approximately 10 minutes. There will not be a formal snack period.

Parking

Parking is not permitted in the fire lanes or other non-designated spaces. Please check the yellow painted curbs indicating NO PARKING and follow all signs designating parking areas. Parking is very limited. Students should ride the buses whenever possible. At Cozy Lake and Milton, an area near the building will be designated as a student drop-off zone. At Briggs School parents can park in the Star of the Sea Church parking lot and walk their children across the street to the school. Please use caution at all times, as this will ensure the safety of our children.



Parent Teacher Association (PTA)

The PTA is very supportive of our schools. Parents are a welcome resource for our schools, and the PTA's dedication has a tremendous impact on our children. All parents are encouraged to become an active part of this vital organization. It is amazing the accomplishments the PTA achieves each and every year.

Pyramid of Intervention

Students who are not progressing sufficiently in an academic setting may need additional supports to core instruction. In addition, frequent progress monitoring will provide data to determine changes in the delivery of interventions. The application of research-based strategies will result in specific interventions for students.

A Pyramid of Intervention is a formalized plan for developing strategies to assist students who need additional support. It is a multi-level approach and an organized system for monitoring appropriate interventions based on data.

Realtime

Realtime is the student database system utilized by the district. A unique login and password is generated for every student, although families can link siblings together so that only one login is required for each family. Students report cards, progress reports, attendance, and lunch account information are accessed through Realtime. Any changes or updates to telephone numbers, emergency contact information, etc., must be done by parents in Realtime. It is IMPERATIVE that you keep all emergency contact information up to date in this system. All required paperwork and important documentation is located on the Parent Portal portion of Realtime as well. Parents and guardians should get into the habit of checking the Parent Portal at least weekly.

Recess

Students have physical education as a part of recess three times a week. This fulfills the state-mandated requirement for physical education and health instruction. Students' other recess days are free and unstructured. No contact sports are allowed. Please ensure your child brings appropriate outdoor clothing to school. This includes hats and gloves in the winter and closed-back shoes in the spring.



Smoking

State law prohibits smoking at any time on school property.

Snow/Emergency Closing

The Superintendent of Schools will determine school closings. The Jefferson Township School website will post the information as well as announcements on TV and radio stations. Calls, emails and texts will be sent through our Blackboard Connect alert system. Information for this system is taken from Realtime, so it is extremely important that Realtime is kept up to date.



Toys/Electronics/Games

Toys are not permitted at school or on school buses including during field trip events. This includes valuable electronic equipment such as cell phones, I-Pods, DS Players, and E-Pets as well as trading cards, etc. These items can get broken or lost. They also create classroom distractions. Remember that the school assumes no responsibility for any such item that is lost, stolen, sold, traded or damaged.

Transfers

Please notify the main office as soon as possible if you plan to move. Health records and transfer cards must be prepared and sent to your child's new school. Student records are mailed directly to the new school district upon their request.

Visitor Sign In

All parents, guardians, and other visitors must register in the office when entering the building. This sign-in process helps to ensure the safety of all our children. Visitor/volunteer badges will be issued for the duration of your visit. Please return the badges when you exit the building. Please respect teachers' professional time and note that unscheduled visits to your child's classroom disrupt important preparations for the day's lessons. Any items that need to be delivered to your child's classroom should be dropped off at the office. Office personnel will deliver these items to the classroom.