



PAGE-JACKSON ELEMENTARY SCHOOL  
Paws for success begins with ME,  
RESPONSIBLE, RESPECTFUL, and SAFE  
I will BE!

### **Student Handbook 2018-2019**

Welcome to Page-Jackson Elementary School! We are very proud of our school. We take pride in our efforts to provide the highest quality education to our students. Our mission statement, goals and objectives ensure our continued quest for excellence and equality in education. We believe that we all work as a team, to empower your child to be their very best and will strive to excellence in all we do. We are excited to share the primary educational experience with you and your child.

The Page Jackson Staff

### **Our Credo**

PAWS for success begins with me,  
Safe, Responsible, and Respectful I will be!

## DAILY SCHOOL SCHEDULE

DOORS OPEN . . . 8:40  
BREAKFAST . . . 8:40  
CLASS BEGINS. . . 9:00  
1<sup>st</sup> LUNCH SHIFT- Kindergarten. . . 11:45-12:15  
2<sup>ND</sup> LUNCH SHIFT- First grade. . . 12:20-12:50  
3<sup>RD</sup> LUNCH SHIFT- Second grade . . . 12:50-1:00  
RECESS-Kindergarten-12:20-12:50  
RECESS- First grade-12:50-1:20  
RECESS-Second grade- 1:20-1:50  
CAR RIDERS DISMISSED . . . 3:40  
BUS DISMISSAL . . . 3:40  
ALPHA-BEST DAY CARE (dismissed to the gym) . . . 3:50

### **Student Expectations**

We believe in high expectations and that all students can succeed given individualized support for their learning and growing. At Page, we follow the PBIS model for student expectations. Our overall expectation for students is that they will be safe, responsible, and respectful in all aspects of their day. We also believe that we need to teach these expectations to each student, therefore we will spend time ensuring that all students understand our expectations. There are also school wide interventions when students have difficulty understanding and following school wide expectations as well as classroom expectations. Communication is key when providing such intervention therefore we will be communicating with you in a variety of ways to include, personal phone calls, notes home, and messages through such programs as class dojo.

Items not permitted at school: Your child is not to bring dangerous weapons, toys that look like weapons or distracting articles to school. No toys allowed. They can be lost or stolen and can create a distraction. The following items are not permitted at school: any type of trading cards (baseball, Pokémon, dragon ball z, etc.), video games, electronic devices, gum, matches, cigarette lighters, iPods, cell phones, ear buds, pocket knives, guns, toy guns or other, etc.

## Awards/Incentives

We have an awards assembly at the end of each nine-week period called Panda Praise awards. We celebrate those students chosen by their teacher who display the character traits and sunshine for that time period. We also give out awards for outstanding art, music, library and PE student at this assembly. During the school day students can earn panda paws coins to be used at the Panda shop at the end of the nine weeks. Students may earn these coins for good behavior, turning in homework, perfect attendance for the week, demonstrating a character trait, helping out a friend, being a good citizen, showing improvement in attendance or grades, etc. Any staff member can hand out the coins, so there's plenty of opportunity to earn the coins.

At the end of each month we calculate which homeroom class has had the best attendance for the month. Then that class will receive attendance bracelets for each student and the HUGE attendance trophy for the month. At the end of the nine weeks the students who receive perfect attendance will earn a certificate of attendance, and a perfect attendance pencil.

## Building Hours

Unless there is a scheduled event occurring at the school, the building is closed and secured at 4:15 p.m. for the evening. Students/parents do not have access to the building after 4:15 p.m. Students may be dropped off in the morning after 8:40 a.m. All car riders must be picked up at 3:40 pm.

## Outdoor Recess

Our students will be going outside if the temperature is 35 degrees or above. 35 degrees will be judged with the wind chill as a deciding factor for going outside. Safety will be our first concern, and teacher discretion may come into play. Please send your child dressed appropriately for the weather.

## Attendance

Your child's attendance is very important to his education. Studies have shown better grades are possible for students who do not miss school. Please be sure to stress this importance to your child. Also, **any time your child is absent from school a written excuse is required**. Any time your child is not in school an automated messenger will call to verify that they are not at school. A parent note will be accepted on the day that the student returns to school. If your child misses more than five days for illness, you will need a doctor's note for the absence to be excused. This process starts over at the beginning of each semester (Jan.). The note will be needed whether it is for the entire day or just an hour. The note must contain the absence reason, the child's full name, the date/dates for the absence, and the parent's signature. If your child misses more than five days in a row, then a doctor's excuse is required. If your child will be out for more than a day, please call the school in the morning before 10:00 am, to request homework to be picked up by you in the

afternoon, so that your child will not fall behind in his work. You may pick up the work after 2:30 pm.

Your child will also be marked **tardy if he/she arrives at 9:00AM** or later and if he/she leaves before dismissal at 3:40PM. After a student has three absences the parent will receive a letter from the county attendance office. If the student has five absences, the parent will receive a letter from the truancy office and the school. **Then after ten unexcused absences**, parents may be issued a court appearance for truancy. Also, after frequent tardies and absences we will call for a meeting/conference with our SAT (Student Assistance Team) Team. It is possible to be retained in the same grade for excessive absences. We will make every effort to help you get your child to school. We also have many incentives/prizes for good attendance. Thank you for cooperation in this matter.

If you plan a trip and will miss school for several days, please contact the school office to discuss the Educational Leave Policy. You will need to obtain the Educational Leave Form and fill it out **prior** to the trip, so your student's absence can be excused.

We reward our students for perfect attendance at the end of the year. Please note that perfect attendance means just that. **Coming late and leaving early will make your child ineligible for perfect attendance.**

### **Dismissal Procedures**

Children who will be dismissed as car riders need to have written notification from the parents. The note must state the child's full name, the date, who will be picking up the child, the parent's signature and a phone number where you can be contacted. **If you want your child to ride a different bus home or get off at a different stop, please send a written note for us to fax to the bus garage for approval.** Phone calls to the school office will not be accepted. Changes in your child's evening arrangements must be made by sending a note to ensure that every child gets to their destination after school. We are unable to verify a guardian's identity over the telephone. The note should state the child's full name, the new stop and bus number, the reason for the change, your signature, and a phone number where you can be contacted. **All notes have to be to the bus garage by 12:00 PM, so the notes can be verified and approved.** If the bus garage can't reach you to verify the change, **it will be denied.**

Students are not allowed to leave with anyone unless that individual is on the student's emergency form, or unless there is a written note indicating the change. You will be called if we cannot verify who is trying to pick up your child. You may update the list of persons authorized to pick up your child at any time. If there is a custodial court order or specific person is not allowed to pick up your child, please let us know and provide a copy of the court order. We will be happy to make a copy for your child's records here at school. Every effort will be made to ensure that only the proper person(s) will be allowed to pick up your child. During school hours, if you must pick up your child please report to the office. Your child will be called to the office to meet you. At the end of the school day, students can be picked up in the pickup and drop off lane beginning at 3:40 pm. As you look at the school, the lane is on the right hand side of the building/gym side. Please follow the flow of traffic. The cars travel the outside lane down the parked row of cars, make a U-turn at the back of the building and stop at the sidewalk. We will put your child in your car. You will not need to get out of the car. Please have your child's car seat on the passenger-side. Please stay in the line of traffic instead of taking off as soon as you have your

child/children. **Do not pass other cars.** This is for your child's safety. Thanks for your help in keeping our children safe.

The school issues **paper crayon tags** to our parents each year who are approved drivers. The crayons have the student's name on it. Please place the crayon in your car window each day when picking up your child. You may have as many as you need for your number of drivers. We encourage you to put your child on the bus and avoid the line of traffic each day. The school will note who is being picked up the first week of school, then makes, and gives out crayons to those parents/guardians. After the first week of school, please call or write a note to request a crayon for your car. We will be happy to see that it gets to you.

### **Volunteer Guidelines**

Page-Jackson Elementary welcomes parent volunteers. There are a variety of opportunities for volunteers including our P.A.S.S. Program, Read Aloud Program, and classroom volunteers and field trip chaperones. Below are a few guidelines:

1. Establish contact with the teacher.
2. Fill out the volunteer form and get approved as soon as possible
3. Set up a designated time to volunteer with your child's teacher.
4. Sign in at the office in the "Raptor system" and obtain a badge.
5. We request that you refrain from discussing your child's progress or problems while you are working in the school.
6. Please keep all information confidential.
7. Please become familiar with school and classroom policies.
8. Please avoid disciplining children.
9. All volunteers must be approved by the Jefferson County Board of Education. This includes going on a field trip.

### **Cafeteria**

All students may eat breakfast and/or lunch in the cafeteria. Meals will be charged each day and a bill sent home at the end of each month. The bill will be mailed from the school board office with payment to be returned there, too. Menus are provided to students each month by request or will be on the school's website. If you may qualify for free/reduced meals, please fill out an on-line application for this service. You must fill out a new application for this service each year. Although outside food is allowed in the cafeteria or at school we encourage your child to eat a school lunch or pack a healthy lunch. Students with allergies will be given special consideration when sitting in the cafeteria. Please make sure your teacher is aware of the allergy and that we have a doctor note regarding the allergy. If you would like to stop by for lunch, please call and let us know *before 10:00 am*. This will allow us to have appropriate seating and the proper amount of food available for all. If you will be buying school lunch, please know that we do not keep cash in the office to make change. You must bring the exact amount for an adult lunch. Should you have any questions regarding Page-Jackson's meal service, please contact Mrs. Best, Cafeteria Manager, at 725-9020.

## **School and Classroom Activities/Parties**

All special non-instructional classroom activities/parties will be limited to 30 minutes. Each classroom teacher/parent volunteer is responsible for making the activity arrangements. **Providing food for classroom activities will need to be approved by the classroom teacher based on allergies in the classroom.** This will allow us to better monitor students with food allergies. Due to liability, siblings/children not enrolled in our school may not participate in school-sponsored activities during school hours.

In regards to birthday parties for your child, you may only pass out invitations within the school environment if you are inviting EVERY child in the class. If you are only inviting a select few, you will need to make arrangements to pass out invitations outside of the school environment. We cannot provide telephone numbers or addresses for any child. No birthday parties will be permitted at school. We will celebrate all students' birthdays by announcing their names on the morning announcements and handing out a pencil, and sticker.

Some teachers will provide a snack time. During this time, you will be asked to provide a snack for your child only. Snack time is up to each individual classroom teacher.

## **Allergies in the school**

We have several students and staff with allergies. They include such allergies as to peanuts, other foods, dogs, bees, etc. Please make sure you are aware of the allergies in your child's classroom, so that you do not make a dangerous situation for the other child. We cannot tell you not to pack a peanut butter and jelly sandwich, but please let the teacher know that this is your child's preferred lunch, so that they don't sit your child with the child that has an allergy to peanuts. Many of these children have an epi-pen on hand for emergency reactions. Thank you for your cooperation on this matter. If your child has an allergy or other medical concern, please make sure the classroom teacher and school nurse are aware and that an epi-pen is available at school.

## **Dress Code for Students, Staff and Visitors**

### **Shirts must be worn in such a manner as to:**

- Cover the entire back and midriff area at all times
- No see through clothing
- Fit modestly so that chest area, sides/ribs, and undergarments are covered at all times
- Cover spaghetti straps or tank tops with a button up shirt, sweater or blouse
- Muscle shirts/tank tops must have a shirt over them or under them

### **Shorts, skirts, skirts, and dresses must be worn in such a manner as to:**

- Cover the mid-thigh when sitting down and be at least long enough to meet the student's longest finger when the student is standing with arms down at their sides
- Fit in a manner that keeps undergarments from being exposed when sitting, standing or bending over
- Slits must conform to the above
- Pants/trousers that are too loose and drag on the ground are not appropriate and may constitute as a safety hazard for the student who wears them
- Clothing that depicts or promotes tobacco, alcohol, drugs pornography, violence, weapons, profane language, or cult/gang related activity is unacceptable
- All parents, visitors, staff, and volunteers are asked to follow the dress code too.

**Shoes:**

- If your child wears flip-flops or sandals to school, please send a pair of sneakers and socks so that he or she may change shoes for physical education, music class, and recess.
- No shoes with wheels on the soles

**Decisions to approve or disapprove clothing items will be based on the goal of providing a safe and orderly environment for the education of all students. The school administrators reserve the right to approve or disapprove any clothing item not addressed in this policy. We will call the parents of the students whose clothing does not meet the dress code to bring in the proper clothing.**

### **Conferences**

Parents are encouraged to communicate with their child's teacher on a regular basis. However, in order to ensure maximum instructional time, teachers are unavailable for telephone calls during the school day. If you would like to request a conference with your child's teacher, please call the office and leave a message for the teacher. Your call will be returned as soon as possible. Appointments for conferences will be arranged at a convenient time for both the parents and the teacher.

### **Dismissal In Case of Emergencies**

Any time school is dismissed for an emergency (i.e. inclement weather, local or national emergency); please listen to your radio for information. **Do not call the school.** The Board of Education makes the decision regarding delayed openings and early dismissals. An automated message will be sent to your phone regarding any emergencies. **Plan ahead! Make sure your child knows where to go and what to do if school is dismissed early.** For this purpose, a form will be sent home that requires an emergency phone number for each child, which will allow us to reach you when your child is at school. The following local radio/TV stations will be supplied with information regarding early school dismissals, delayed openings, etc.:

1550 AM, 98.3 FM, 740 AM, 105.5 FM, 92.5 FM, 1440 AM, 97.5 FM, 96.7 FM, 102.5 FM, 90.5 FM, WJLA-TV, Channel 9 TV, Cable channel 12, Channel 7, and Channel 19-JCS TV.

### **Nurse**

A school nurse will be available every day. Only medications with proper doctor authorization will be given at school. If your child is on a daily medication it will require a doctor authorization form. If the prescription requires only 3 doses each day, then it should be given at home. If your child has a temperature of **100 degrees** or more **do not send** them to school or **they will be sent home.** They need to be **fever free** for **24 hours** without the help of medication, before returning to school. This will help us stop the spread of contagious illnesses. Please contact the nurse, Suzy Joran, if you have medical concerns or information that will assist the school in meeting your child's needs.

Contact us:

Phone: 304-728-9212

Fax: 304-725-2968

Mrs. Nicole Shaffer, Principal  
[nshaffer@k12.wv.us](mailto:nshaffer@k12.wv.us)

Ms. Julie Vaccaro, Secretary  
[jvaccaro@k12.wv.us](mailto:jvaccaro@k12.wv.us)

Mrs. Suzy Joran, Nurse  
[bjoran@k12.wv.us](mailto:bjoran@k12.wv.us)

Ms. Joyce Sager, Attendance/Office Clerk  
[jsager@k12.wv.us](mailto:jsager@k12.wv.us)

Check us out on the web:  
<http://boe.jeff.k12.wv.us/Domain/12>