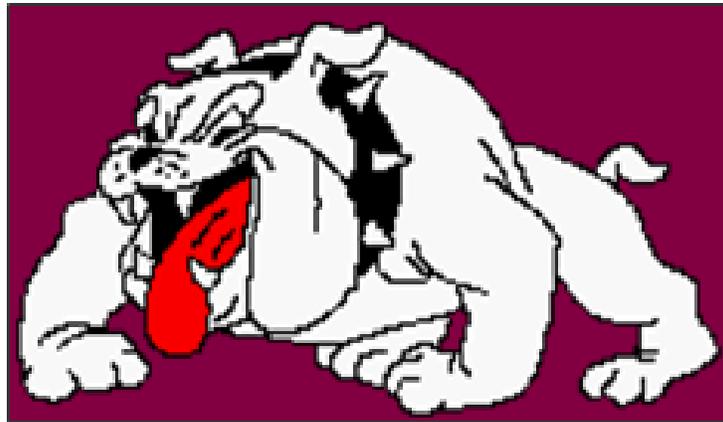


Jefferson Elementary

Student Handbook

2018-2019



301 W. Harrison St.
Jefferson, TX 75657
(903)665-2461, Opt. 5
www.jeffersonisd.org

PREFACE

To Students and Parents:

Welcome to school year 2018–2019! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Jefferson Elementary School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. Both students and parents should become familiar with the JISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found posted on the district's Web site at www.jeffersonisd.org.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practicable under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact the principal.

Dear Parents and Students,

Welcome to Jefferson Elementary School! At JES our mission is to provide high quality educational opportunities to every child, every day, to inspire them to become productive citizens. As a Jefferson Alumni, I truly believe in what our school system means to the community and realize how important it is to develop and empower our youth for their future and ours. Our school is a community made up of students, parents, teachers and administrators dedicated to the academic and social growth of all students. We also believe parents have a huge impact on children's success in school. On behalf of our faculty and staff, I invite you to become involved at JES. Please feel free to visit our school, volunteer in whatever capacity you are able, and become an active member of our school community. We look forward to working with you! Go Bulldogs!

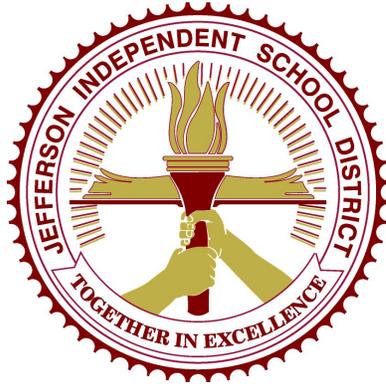
Respectfully,
Lindsey W. Whitaker
Principal

Dear Families, Parents and Friends,

Welcome Back, we missed you!!

I am truly honored to be returning for the 2018-19 school year to serve as Assistant Principal of Jefferson Elementary School. During the past school year, I had the opportunity to interact with students, parents, teachers, and community members on a daily basis. Building relationships with all stakeholders is deeply important to me and I will continue to work on improving these relationships to ensure our students are given every possible opportunity to learn both academically and socially. I look forward to continuing my work with Mrs. Whitaker, as well as the rest of our staff, in our efforts to do whatever it takes to advance the achievement of all students on our campus. Working together, I am confident that we will continue to provide our students with a truly rigorous and enriching school experience. Doing what is best for children is critically important, and this enables children to grow and excel in all areas. As excited as we are to see the students return, we appreciate our parental interactions as well. Please know that we have an open door policy, and welcome any opportunity to meet with you. We are looking forward to seeing you actively involved in our school community! Go Bulldogs!

Jennifer Hoskins
Assistant Principal



GRADING REPORT SCHEDULE 2018-19

PROGRESS REPORTS

September 11, 2018

October 2, 2018

November 7, 2018

December 4, 2018

February 5, 2019

February 26, 2019

April 16, 2019

May 7, 2019

REPORT CARDS

October 18, 2018

January 10, 2019

March 28, 2019

May 30, 2019

Jefferson ISD 2018-2019 School Calendar

Student days - 175

Teacher days - 187

JULY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nine Week Periods	
1st	42
2nd	42
3rd	47
4th	44

Days/Semester	
1st	84
2nd	91
Total	175

OCTOBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Comp Make Up Days

Work Day - Student Holiday

Staff Development - Student Holiday

August 6--New Teacher Orientation

October 15--Staff Development Day

January 7-8--Staff Development/Work Day

Holidays

September 3 - Labor Day

November 19-23 - Thanksgiving

December 20-January 4- Winter Break

January 21 - MLK Day

March 18-22 - Spring Break

April 19-Good Friday

May 27- Memorial Day

Testing

Report Cards

3 week Progress Reports

[] Beginning/End of Nine Weeks

Early Release

10/5 Homecoming at 12:00PM

11/16 at 12:00PM

12/19 at 12:00 PM

5/24 at 12:00

5/24 - Graduation 8:00 PM

5/28-5/29 - Bad Weather Day

JANUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Teachers would need to attend two days of PD in Summer OR complete 10 hours of Eduhero online coursework OR work Aug. 6 and 10.

JEFFERSON ELEMENTARY SCHOOL
ADMINISTRATIVE STAFF

Mrs. Lindsey Whitaker	Principal
Mrs. Jennifer Hoskins	Assistant Principal
Mrs. Linda Scott	Counselor
Mrs. Brandi Musick	Nurse
Mrs. Robin Whatley	Secretary
Mrs. Reba Ball	Receptionist
Mrs. Debi Allen	PEIMS

DISTRICT ADMINISTRATIVE STAFF

Mr. Rob Barnwell	Superintendent
Mrs. Lynn Phillips	Director of Curriculum/Instruction
Mr. Mike Wood	Business Manager
Mr. Clint Coyne	Director/Special Services/Special Programs
Mrs. Terry Moore	Director/Food Services
Mr. Jay Patrick	Director/Technology

BOARD OF TRUSTEES

Mr. Jason Bonner	President
Mr. Kent Thigpen	Vice-President
Mrs. Leah Cooper	Secretary
Mr. J. P. Abernathy	Member
Mr. Ned Fratangelo	Member
Mr. Bobby Langbartels	Member
Mr. Kevin Godfrey	Member

Jefferson Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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Visitors
Volunteers

Withdrawal from School
JISD School Health Services
Bacterial Meningitis-

Directory Information (FERPA)

The Jefferson Independent School District maintains general educational records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is the custodian of all records for the currently enrolled students at the assigned school and for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Contact information for the principals' offices are:

Jefferson Primary School

Principal: Mrs. Normel Gilliam
304 W. Broadway
Jefferson, TX 75657
Phone #: 903/665-2461
Ext. 3491

Jefferson Elementary School

Principal: Mrs. Lindsey Whitaker
301 West Harrison St.
Jefferson, TX 75657
Phone #: 903/665-2461
Ext. 3401

Jefferson Jr. High School

Principal: Dr. Tim Phy
411 East Harrison St.
Jefferson, TX 75657
Phone #: 903/665-2461
Ext. 3302

Jefferson High School

Principal: Mr. Michael Walker
#1 Bulldog Drive
Jefferson, TX 75657
Phone #: 903/665-2461
Ext. 3007

Contact information for the special services director is:

Jefferson Special Education

Director: Mr. Clint Coyne
411 East Harrison St.
Jefferson, TX 75657
Phone #: 903/665-2461
Ext. 7

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, most recent previous school attended, and other similar information.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Derechos Educativos de la Familia y Privacidad (FERPA)

Los Derechos Educativos de la Familia y Privacidad (FERPA) (20 USC § 1232g, 34 CFR Parte 99) es una ley federal que protege la privacidad de los expedientes educativos del estudiante. La ley se aplica a todas las escuelas que reciben fondos bajo un programa aplicable del Departamento de Educación de EE.UU.

FERPA les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos se transfieren al estudiante cuando él o ella llega a la edad de 18 años o asiste a una escuela más allá del nivel de escuela secundaria. Los estudiantes a quienes los derechos han sido transferidos son "estudiantes elegibles."

Los padres o estudiantes elegibles tienen el derecho de inspeccionar y revisar los registros educativos del estudiante mantenidos por la escuela. Las escuelas no están obligadas a proporcionar copias de los registros a menos que, por razones como la gran distancia, sea imposible para los padres o los estudiantes elegibles revisar los registros. Las escuelas pueden cobrar una cuota por las copias.

- Los padres o estudiantes elegibles tienen el derecho de solicitar que la escuela corrija los registros que ellos creen que son inexactos o engañosos. Si la escuela decide no corregir el expediente, los padres o el estudiante entonces tienen derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente, los padres o el estudiante elegible tienen el derecho de poner una declaración en el expediente que presenta su punto de vista sobre la información impugnada.

- Por lo general, las escuelas deben tener permiso por escrito de los padres o el estudiante elegible para poder revelar cualquier dato del expediente académico del estudiante. Sin embargo, FERPA permite a las escuelas divulgar esos registros, sin consentimiento, a las siguientes partes o bajo las siguientes condiciones (34 CFR § 99.31):

- Funcionarios de la escuela o con interés educativo legítimo;
- Otras escuelas a las que un estudiante se transfiere;
- Oficiales específicos para fines de auditoría o evaluación;
- Las partes apropiadas en relación con la ayuda financiera a un estudiante;
- Organizaciones conduciendo ciertos estudios para o en nombre de la escuela;
- Organizaciones de acreditación;
- Para cumplir con una orden judicial o citación legal;
- Oficiales apropiados en casos de emergencias de salud y seguridad, y/o del Estado y las autoridades locales, dentro de un sistema de justicia de menores, de conformidad con la ley estatal específica.

Las escuelas pueden divulgar, sin consentimiento, datos del "directorio", como el nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, honores y premios, y fechas de asistencia. Sin embargo, las escuelas deben informar a los padres y a los estudiantes elegibles sobre la información del directorio y permitir a los padres y a los estudiantes elegibles de un período razonable de tiempo para solicitar que la escuela no revele la información del directorio acerca de ellos. Las escuelas deben notificar a los padres y estudiantes elegibles anualmente de sus derechos bajo FERPA. Los medios actuales de comunicación (carta especial, la inclusión en un boletín de PTA, manual del estudiante, o artículo de periódico) se deja a la discreción de cada escuela. Para obtener información adicional, puede llamar al 1-800-USA-LEARN (1-800-872-5327) (voz). Las personas que usan TDD pueden llamar al 1-800-437-0833.

También usted puede contactarnos en la siguiente dirección:

Family Policy Compliance Office
Departamento de Educación de EE.UU.
400 Maryland Avenue, SW
Washington, DC 20202-8520

Awards Criteria

End-of-Year Awards: All student awards will be printed on a personalized plaque.

ABBIT Award: An ABBIT (A's and B's Because I Try) Award is given when a student makes **A's and/or A's and B's four (4) nine weeks reporting period with a conduct grade of E or S.** (Receives a ribbon and pencil)

Attendance Awards:

- Perfect Attendance all year will receive a trophy or bicycle

Student of the Month:

- Drawn from nominations by faculty and staff of JES exemplified by the character traits Trustworthiness, Respect, Caring, Citizenship, Responsibility, and Fairness as stated in the JES School Motto. Each grade level is represented.
- Recognition: Photo on bulletin board in main hall, photo in the Jefferson Jimplecute Newspaper, Lunch with principal(Cake and Ice-cream), and Student of the month medallion.

Student of the Year:

- Drawn from the students that were identified as students of the month throughout the year. The student of the year selection is critiqued by the grade level teacher(s), principal and counselor for behavior concerns/referrals.
- Recognition: End of year Awards program and acknowledgement on personalized plaque

ALTERNATIVE EDUCATION PROGRAM (AEP)

AEP is an alternative program on the Middle School campus designed to allow a student who might otherwise be suspended, placed on home-based instruction, or expelled to remain in a controlled academic environment. While assigned to AEP, the student is isolated from the remainder of the student body as well as other students in the program. He/She is not allowed to participate in or attend any school or extracurricular activities.

DAEP

1st DAEP Placement

- During the assignment-cannot practice, cannot compete
- After the assignment is served-can practice, but cannot compete
- If the placement is *discretionary* the student is out of the activity for the semester. Once the student is out of the activity for the semester he/she will be on probation to maintain membership in the activity for the following semester.
- If the placement is *mandatory* the student is out of the activities for the school year.

2nd DAEP Placement & Beyond

- The student is out of all sponsored activities for the school year.

Note: Unless the Elementary student participates in UIL or Choir, practice and/or competition is in reference to the Jr. High and High School.

A student may be placed in the AEP program for a minimum of five (5) school days to a maximum of full school year. A student's release from the AEP program is determined by his/her conduct, cooperation, work and study habits, and conformity with AEP rules. During the time in the AEP program, the student receives his/her regular class assignments and is expected to complete all work.

Only the campus principal has the authority to assign a student to AEP. Entrance to the AEP program must be accompanied by a parent conference. A subsequent parent conference is required with the campus principal to determine the student's readiness to resume normal classes.

ASBESTOS MANAGEMENT PLAN

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the district's administrative office. If you have any questions, or would like to examine the district's plan in more detail, please contact Maintenance/Transportation Director, Mr. Jack Smith, at 903-665-2461 ext. 3416.

ASSEMBLIES

Students should be on their best behavior at all times during assemblies. Students should be courteous, kind, and cooperative. Students will enter and exit in a quiet, orderly manner. Attendance at assemblies is compulsory for all students. All reports of misconduct during assemblies will be turned in to the principal's office.

ATTENDANCE

Failure to Comply with Compulsory Attendance School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

Note: Students missing excessive days (10 or more) are subject to retention based on failure to master grade level objectives.

When a student must be absent from school, he/she must bring a note, signed by the parent, that describes the reason for the absence within 3 days or the absence will be unexcused. If a student has to leave school early to go to the doctor/dentist, bring a note from the doctor/dentist the next day. A student who is tardy because of a doctor/dentist appointment or leaves early for a doctor/dentist appointment **will not be counted absent if a note is received from the doctor/dentist the next day.**

Legal excuses for absence from school include: personal illness, illness in the family, quarantine in the home, death of a relative, observance of a religious holiday.

Students must attend school **90 percent of the time** in order to receive credit. For elementary students, this will amount to **165 days that students must be in attendance** in order to be promoted to the next grade level. A student who attends fewer than 90 percent of the days may be referred to the attendance committee. An Attendance Review Committee will review attendance records of students with an excessive number of absences. Attendance rules may be waived at the discretion of the Committee.

A student absent for any reason should promptly make up missed assignments. A student must complete make-up work within the time allotted by the teacher. Because class time is important, doctor's appointments should be scheduled at times when the student will not miss instructional time.

A student who becomes ill during the day should, with a staff member permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents.

BARKS SYSTEM

To better reward positive behaviors occurring in the classroom, JES will use the BARKS System. The BARKS System is used to provide additional positive reinforcements for correct behavior choices. Teachers may use any of the choices on the menu at their discretion according to student preference.

Below are examples of when a student may receive a BARK, but are not limited to these.

- Helping a fellow student in need
- Following directions when others are not
- Being respectful to adults and other students
- Assisting an adult in need

BARK s	Reward
1	Menu Choice
2	Menu Choice
3	Menu Choice
4	Campus Shout Out/ BARK Board
5	Menu Choice
6	Menu Choice
7	Principal Menu Choice
8	Menu Choice
9	Menu Choice
10	Principal Menu Choice

BITE SYSTEM

To better address minor classroom behavior infractions, JES will use the BITE System. The BITE System is used as a way to deal with classroom issues that have not yet become discipline referrals for the student. Parents will be notified by the classroom teacher where the infraction occurred that resulted in their child receiving a BITE. Students will not serve the consequence until parent notification has occurred.

- Below are examples of when a student might receive a BITE, but they are not limited to these.
- Classroom disruption
- Being disrespectful to a teacher
- Refusal to work

BITEs	Consequence
1	1 day LD
2	2 days LD
3	3 days LD
4	1 day ISS
5	2 days LD
6	3 days LD
7	2 days ISS
8	3 days LD
9	3 days ISS
10+	admin discretion

LD = Lunch Detention

ISS = In School Suspension

BOYS AND GIRLS CLUB

The Boys and Girls Club offers enrichment services for students here in Jefferson. There is a minimal cost for the program on a monthly basis. Classes begin immediately after the school day on Monday through Friday. All students engaged in the program must be picked up by 5:45 p.m. daily. You may contact Mrs. S. Feltner at (903) 665-2461 opt.5 for more details.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. Parents/guardians are welcome to eat with his/her child in the cafeteria. [For more information, see policy CO.] Breakfast and lunch is free for all students at JES. A good, hot, well-balanced meal is served each day. The menu is sent home with the students each month, and posted online. If you have any questions concerning the cafeteria services, please contact Terry Moore, Food Services Director, at 665-2461, Option 8.

CHANGE OF ADDRESS

When changes are made after enrollment, such as residence, mailing address, name or telephone number, **please report the changes to the school office** so that records may be corrected and brought up-to-date (665-2461, Option 5). A Student Change of Address form is also available in the office for your use. This information is needed for emergency purposes. You may also log on to TXGradebook/Parent Connect and update your information as needed.

CLASS CELEBRATIONS

Class celebrations will be scheduled throughout the year at various times. Classes may select one day a month to celebrate birthdays; however, this will be done at the teacher's discretion. Students may participate at the parent's/guardian's discretion; however, none are mandatory.

CLOSED CAMPUS

The campuses of Jefferson Independent School District will operate on the Closed Campus Concept. No student is authorized to leave the campus or to be in the parking area at any time unless he/she has permission from the principal or teacher.

No student may leave the school grounds without permission from the principal. A written or telephone request by the parent/guardian should be submitted to the office when requesting a student to leave school for any reason. All students leaving the school grounds should have permission to leave and must be signed in and out at the office.

Any student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Impetigo	Rubella (German Measles), including congenital
Campylobacteriosis	Infectious mononucleosis	Salmonellosis including typhoid fever
Chicken pox (varicella)	Influenza	Scabies
Common cold with fever	Measles (Rubeola)	Shigellosis
Fifth disease (Erythema Infectiosum)	Meningitis, Bacterial	Streptococcal disease, invasive (group A or B)
Gastroenteritis, Viral	Mumps	Tuberculosis, Pulmonary
Giardiasis	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)
Head Lice (Pediculosis)	Ringworm of the scalp	
Hepatitis A (acute)		

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

CONCERNS AND COMPLAINTS - STUDENT OR PARENT

Student or parent complaints or concerns can usually be resolved by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. In general, you or your child should first discuss the complaint with the teacher, assistant principal, and then campus principal. If unresolved, a written complaint and a request for a conference should be sent to the superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy-even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Meet standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Jefferson Independent School District rules and discipline will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day or while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

Cell Phones, Tablets and Other Electronic Devices and Games

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student may pick up the confiscated device from the principal's office.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices. Principal has final discretion on cell phone discrepancies.

1st offense - Warning (PARENT CONTACTED)

2nd offense - Cell phone taken up and given back at end of day (PARENT CONTACTED)

3rd offense - Cell phone taken up and given back to parent. (PARENT CONTACTED)

4th offense - Cell phone taken up and given back to parent. (Cell Phone not allowed on campus)

CORPORAL PUNISHMENT

Corporal punishment is permitted in order to preserve an effective educational environment that is free from disruption. Corporal punishment will be reasonable and moderate and will not be administered maliciously or for the purpose of revenge. Such factors as the size, age, physical, mental, and emotional condition of the student will be considered before administering any corporal punishment.

A disciplinary record will be maintained. It will contain the name of the student, the type of misconduct, previous disciplinary actions, the type of punishment administered, the name of the person administering the punishment, the names of the witnesses present, and date and time of the punishment. Disciplinary records will be made available to parents if requested.

Corporal punishment will be administered only in accordance with the following guidelines:

- The reason for corporal punishment will be discussed.
- Corporal punishment may be administered by the principal, assistant principal or designee.
- The instrument to be used in administering corporal punishment will be approved by the principal, or designee.
- When corporal punishment is administered, it will be done in the presence of one other district professional employee and will take place in a designated place out of view of other students.
- The parent has given written permission for corporal punishment to be administered.

Please return the form included in the forms packet.

COUNSELING

Students may talk to the school counselor concerning academic or personal concerns. Counselors are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with the counselor should request a visit with the counselor. A conference should be scheduled with the counselor in advance. All students who come to the counselor's office must have a pass from the teacher.

CREDIT BY EXAM WITHOUT PRIOR INSTRUCTION

Since the passage of Senate Bill 1, Section 28.023, school districts are required to offer three (3) testing days twice a year for the administration of examinations for acceleration to all students who wish to earn credit without prior instruction. If you wish for your student, grades K – 4 to participate, your child's teacher or campus administrator must recommend your child to qualify for participation.

Jefferson ISD will offer the Credit by Exam tests from an Education Service Center for Grades K-12. Contact the school counselor for exam dates.

The Education Service Center has strict testing requirements and guidelines that must be followed by all participants. A battery of four (4) exams (math, reading/language arts, science, and social studies) is available for grades 1-4. The complete battery of tests must be taken. A grade of 90% has to be acquired for the student to be accelerated to the next grade level.

DIRECTORY INFORMATION

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it. However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the forms packet.]

DISCIPLINE

All students are expected to assume the responsibility of self-discipline and to demonstrate respect and consideration for fellow students and staff. Proper discipline is vital to a productive school environment. Students are expected to develop self-control, self-discipline, and efficiency. More detailed information can be found in the Student Code of Conduct.

DRESS AND GROOMING - General Guidelines

The District’s dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. The Administration reserves the right to deem a student’s attire inappropriate or distracting. Students and parents may determine a student’s personal dress and grooming standards, provided they comply with the following:

- **If students wear leggings of any sort they must have a shirt on that comes to mid to lower thigh area.**
- **Full-fitting knee-length shorts and walking shorts are permitted. Length of shorts and skirts must be deemed appropriate by the principal. Cut-offs, plastics, bikers, running shorts, Lycra and sliders are prohibited.**
- **Short skirts and mini skirts are not permitted.**
- **Pants/shorts with writing across the buttocks area are not permitted.**
- **Students shall not wear clothing which is revealing such as spaghetti strap tops, sheer blouses, mesh shirts, tube tops, halter tops, bare midriffs, or crop-tops. Clothing must not be a distraction to teachers and other students.**
- **Clothing which displays writing or pictures aimed at communicating pornographic ideas, obscene gestures/language, or use of drugs, tobacco or alcoholic beverages, or gang activities are prohibited.**
- **Hair must be clean, neatly combed, and out of the eyes.**
- **Shades/sunglasses are not to be worn by students inside the building. Sunglasses or dark glasses are not allowed unless the student provides a prescription. Unauthorized glasses will be taken up and returned to the student’s parent.**
- **Hats/caps, do-rags, and hair stockings are not to be worn.**
- **Any type of ring or stud worn in the nose, eyebrow, chin, tongue, or naval is prohibited. Body piercing is prohibited.**
- **Students can wear stud earring but no hoops or dangles. Studs are limited to two (2) per ear.**
- **Sagging garments are not permitted. Belts must be worn to keep pants from sagging. (Twist ties can and may be used to keep pants from sagging.)**
- **Footwear must be worn at all times. Shoes should be comfortable and appropriate for P.E. and recess as students exercise and run each day. The ideal shoe for safety would be tennis shoes. House shoes, slides, or flip-flops are not permitted on the Elementary campus. All shoes must have a back.**

Parents of young children are asked to make sure children can handle such closure devices as buttons, zippers, and snaps so that restroom trips are easier. The ideal type of pants and shorts for younger children are those that have elastic waists so that children do not have to worry about the buttons, etc.

Students will be allowed to call home and ask a parent/guardian to bring them appropriate attire. If the parent cannot or will not bring the student appropriate clothes or shoes, those items will be provided for him/her to wear for the day.

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Students, teachers, and other district employees shall participate in the regularly held drills of emergency procedures. During the procedures, students are expected to obey the teacher's instructions. They should leave the building according to the posted fire drill map, exit and reenter the building quickly and quietly.

DRUGS/ALCOHOL/TOBACCO USE

Jefferson Elementary is a Drug Free Campus. The district's policies, the Student Code of Conduct, and the Discipline Management Plan provide a range of disciplinary sanctions for alcohol and drug-related offenses. Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, tobacco, or alcohol in or on school property, including school buses, may be suspended for up to three school days or expelled for a period of time ranging from seven school days to the end of the school year. In addition, appropriate law enforcement officials may be notified.

USE OR POSSESSION OF DRUGS/ALCOHOL OR TOBACCO IS NOT ACCEPTABLE.

EMERGENCY CLOSING OF SCHOOL/DISMISSAL OF STUDENTS FOR SEVERE WEATHER CONDITIONS

In the event of severe or inclement weather, Jefferson ISD may have to dismiss or cancel school. The following radio and television stations will be notified:

RADIO

KJTX (FM: 104.5) Jefferson
KMHT (FM 103.9) Marshall

TV

KTBS (Channel 3) Shreveport
KTAL (Channel 6) Shreveport
KSLA (Channel 12) Shreveport

FIELD TRIPS

Each grade level may take at least one field trip during the year to enrich students' experiences and learning. Parents are encouraged to attend and serve as chaperones. Parents are welcome to attend field trips but must drive their own vehicles to the destination. Students should ride the bus to the destination. If a child is to ride with parents, the child must be checked out of school. Parents must sign students out with his or her teacher if the student is going to ride home with a parent. (Teachers will carry a school sign-out sheet with them on the field trip. Parents must show their drivers' license to be recorded on the sign-out sheet.) Students may not ride home with friends. All school rules and the Student Code of Conduct apply during field trips. Exclusion of a student participating in a field trip is at the discretion of the principal and/or teacher(s).

GRADING SCALE

The Jefferson Elementary School grading system for the 2018-19 school year is based on the most efficient way to produce fair, academic results for all students. Weights are based on a student's ability to master and retain objectives taught on a daily and nine weeks basis. The scale consists of the following:

- 40% - Test
- 50% - Classwork
- 10% - Homework

Report card grades will be based on the combined composite score calculated from each above mentioned area. Also, students will be required to have two grades per week and at least 3 test grades per nine weeks reporting period, which may include the Common Based Assessment Score which will be administered at the end of each nine weeks.

- Numerical scores will be issued for Language Arts, Mathematics, Science, Social Studies, Reading, Music, P.E., and Art.
 - 90- 100 A
 - 80-89 B
 - 75-79 C
 - 70-74 D
 - 50-69 F
- **Conduct Grades will be recorded using the following:**
 - E - Excellent
 - S - Satisfactory
 - N - Needs Improvement
 - U - Unsatisfactory

G/T PROGRAM

*In compliance with the Texas State Plan for the Education of Gifted/Talented, Jefferson ISD is providing information on student identification for the gifted and talented program. **Jefferson ISD defines gifted as any child or youth in grades K-12 who performs at, or shows the potential for performing at, a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who Excels in one or more specific academic fields: math, science, language arts, and/or social Studies.***

Students shall be identified as gifted/talented in accordance with a written policy that includes:

1. Teachers, counselors, parents, or other interested persons may nominate students who perform or show potential for performing at remarkably high levels of accomplishments for the gifted and talented program. Nominations will be taken October 1, 2018 through November 2, 2018. Screening of the nominated students will take place between November 5, 2018 – January 25, 2019.
2. In order to be placed in the gifted and talented program, a student must receive a "+" on three of the following:
 - Score 90% or better on the COGat (IQ)

- Score 90% or better on any sub-test (language arts, math, science, or social studies) of the Iowa Test of Basic Skills.
 - Score at least 63 out of 70 on the Parent Inventory of Personal Characteristics
 - Score at least 40 out of 45 on the Teacher Inventory of Personal Characteristics
 - Score at least 4 out of 5 on a Portfolio (portfolio can include arts & crafts, poems or stories that the child has written, samples of school work, etc - anything that shows the student's creativeness or exceptional ability)
3. A selection committee shall evaluate each nominated student according to the above criteria and shall select those students who receive a "+" on three of the five.
 4. Gifted and talented students who wish to not participate in the program for a school year may request in writing for a furlough.
 5. The selection committee will evaluate transfer students.
 6. Parents may appeal decisions of the selection committee by contacting the G/T Coordinator at 665-2461, Option 8.

G/T instruction will be provided by a certified teacher. This instruction will be either by the classroom teacher or other certified instructor. If at any time a G/T student is failing, they will forfeit the opportunity to participate in G/T instruction and/or activities until they can bring all of their grades up to passing.

HONOR ROLL

Students making all A's will make the Distinguished Honor Roll ('A' Honor Roll).

ABBIT - (A's and B's Because I Try) Students making no grade below a B on their report card will make the ABBIT Society. This can be a combination of A's and B's. Students must have a conduct grade of an E or S.

A - B HONOR ROLL - Students making no grade below a B, a combination of A's and B's, or B's only will make the A - B Honor Roll.

IN SCHOOL SUSPENSION

In school suspension is a behavior reduction technique with which a student is removed from his/her classroom and required to work in an environment with a minimum of privileges. It is a less-restrictive alternative to sending students home, and it permits better supervision-somewhat like a detention hall.

ISS Student Expectations

Goal of ISS: To return student to the regular educational setting with a better understanding of the consequences of his/her action(s) / behavior(s) and a willingness to comply with student code of conduct.

Therefore the student will:

- Comply with all directives from any adult immediately and in a positive manner
- Students will work quietly on their assignments
- If student has questions they will ask in a quiet and respectful manner

ISS

- While serving in ISS the student can practice, but not compete
- If I get out of ISS today can I...practice? Yes. Compete? Yes.

- During 1st and 2nd assignment to ISS the student can practice, but not compete.

Excessive ISS Placements

- Excessive was defined as 3 assignments to ISS per semester.
- On the third assignment to ISS the student is out of the sponsored school activity for the semester. The student will be allowed to practice but not compete.

Note: Unless the Elementary student participates in UIL or Choir, practice and/or competition is in reference to the Jr. High and High School.

INTERVENTION

Jefferson Elementary provides in-school assistance for students identified, through assessment, as struggling in Reading and/or Math. This assistance is provided in an effort to strengthen their skills in these core subject areas.

LIBRARY SERVICES

The library is a place to read and study. Students are encouraged to use the library as much as possible. When a student needs to go to the library, he/she must have a pass to be admitted to the library (unless escorted by a teacher). If a student displays unacceptable behavior in the library, the sending teacher will handle the discipline.

MOMENT OF SILENCE

Each morning Jefferson Elementary School will have a moment of silence as mandated by the state. Students have a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

NURSE'S OFFICE AND MEDICATION

A full-time school nurse is employed for the elementary campus to provide basic first aid for emergencies and to conduct screening programs in such areas as vision, hearing, communicable disease, scoliosis, etc. The nurse's office is available to students who are ill. A nurse's pass from the teacher is necessary to be permitted to see the nurse. If a student is required to take any prescription or nonprescription medication at school, he/she must bring it in the labeled container in which it was dispensed along with an order from a physician. Each student will be responsible for coming to the nurse's office to take his/her medication at the proper time. As per JISD Board policy, no Tylenol, etc. may be administered without written orders from a physician.

Immunization:

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Service (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox) **and meningococcal**. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parents if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

PARENT DROP-OFF AND PICKUP

For your child's safety, the following procedures for parent drop-off and pickup of students will be followed. Hopefully, the minor inconvenience experienced in loss of time will not outweigh the safety provided the students.

Drop-off time begins at 7:30 a.m. and school dismissal is at 3:25 p.m. School personnel will assist the students in exiting and boarding their vehicles.

- **DROP-OFF AREA - All car riders** will be **dropped off at the east entrance (on Tuttle Street)**. Students are not to be dropped off at the front office unless accompanied by a parent after 8 am. School personnel will assist students in exiting their vehicles. **Drop-off time begins at 7:30 a.m.** Students are not allowed in the building before 7:30 a.m. as there is no adult supervision before that time. Students who are dropped off before 7:30 a.m. will have to wait outside without supervision until doors are opened at 7:30 a.m. unless extenuating circumstances are apparent.
- **PICKUP AREA - All car riders will** be **picked up at the east entrance (Tuttle Street)**. Two lines are provided for picking up students. Vehicles are not to pass other vehicles while in line. As a parent's car pulls up, school personnel will assist the students in boarding. Students will be loaded two to four cars at a time. Students will be called down as you approach the pick-up area. On bad weather days students will be dismissed from the front entrance.

Drop-off and pickup for bus students will be on MLK. If you decide at the last minute to get your child off the bus, you must go to the office to sign the student out. **School staff will not allow students to leave campus with an adult unless a valid ID is shown and the name of the person is listed on the AGR form.**

- **EARLY DISMISSALS - Students who are being picked up early must be signed out at the office.** Parents/Guardians picking up students before dismissal time must go to the **main entrance (Harrison Street)** to sign students out and wait for students to be called down. **NO STUDENTS WILL BE RELEASED FROM THE FRONT ENTRANCE WITHOUT A PARENT PRESENT IN THE OFFICE.** Students are not allowed to leave the campus unless they are signed out by their parent or guardian. **Persons other than the parent/legal guardian must provide proof that they have permission to pick up the student.** We discourage this practice unless absolutely necessary because

students will miss instruction that will need to be made up. **Therefore, please limit the number of times that your child must be picked up early.**

- **CHANGE OF DESTINATION/TRANSPORTATION** - Elementary students who are to go to a place other than his/her usual destination must have a note from the parent/guardian giving permission. **The note should include the date, child's full name, teacher's name, and a parent contact number.** If a parent needs to change the child's transportation or destination, he/she may call the Elementary Campus office (665-2461, Option 5) with specific instructions. **It is very important that these changes be made as soon as possible – preferably, before 2:00 p.m.** Notes must be written and delivered to the child's teacher before dismissal time; otherwise, the child will be required to go to the normal destination. **Destination changes made after 2:00 p.m. run the risk of your child not getting the information.**

PARENTS' INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Reviewing the information in the student handbook and Student Code of Conduct with your child and returning the acknowledgement form. A parent with questions is encouraged to contact the principal.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, **including special programs**, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-665-2461, Option 5 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time.
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Reviewing your child's student records when needed. A parent may review: 1. attendance records, 2. test scores, 3. grades, 4. disciplinary records, 5. counseling records, 6. psychological records, 7. applications for admission, 8. health and immunization information, 9. other medical records, 10. teacher and counselor evaluations, 11. reports of behavioral patterns, and 12. state assessment instruments that have been administered to your child.
- Temporarily removing the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- Granting or denying any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety; (2) relates to

classroom instruction or a curricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.

- Becoming a school volunteer. For further information, contact counselor Linda Scott at 665-2461 opt 5.
- Participating in campus parent organizations. Jefferson Elementary has an active Parent-Teacher Association (PTA).
- Offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Principal, Lindsey Whitaker.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.
- Attending Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. The Board of Trustees meets regularly on the second Tuesday of the month at the Administration Building at 1600 MLK Dr. in Jefferson. Meetings begin at 6:00 p.m.

As a parent, you also have a right to request information regarding the qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

PEST MANAGEMENT PLAN

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or want to be notified prior to pesticide application inside their child's school assignment area may contact Jack Smith at 903-665-2461.

PHYSICAL ACTIVITY FOR STUDENTS IN ELEMENTARY

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

PROGRESS REPORTS

Written reports of your child's grades or performance and absences in each class or subject are issued to you at least once every six weeks.

At the end of the first three weeks of a grading period, you will be given written notice of your child's performance if his/her grade is below 70 or borderline. If your child receives a grade lower than 70 in any class or subject during a grading period, please request a conference with the teacher of that class or subject.

PROMOTION AND RETENTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, **the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.** To earn credit in a course, a student must receive a minimum of 70 based on course-level or grade-level standards.

REPORTING PERIODS

1st Nine Weeks	August 15, 2018 – October 12, 2018
2nd Nine Weeks	October 16, 2018 – December 19, 2018
3rd Nine Weeks	January 9, 2019 – March 15, 2019
4th Nine Weeks	March 25, 2019 – May 24, 2019

Final report cards will be given to students on the last day of school.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention requires general education to monitor and measure a student's response to an individualized intervention in the general education classroom. What traditionally had been limited to the special education classroom is now major factor in the general education classroom, as evidenced by IDEA 2004. The goal of RtI is to improve academic outcomes for all students by intervening early when any student shows signs that he or she is struggling.

The RtI process requires the use of documented progress monitoring as a means to determine the efficiency of an intervention provided by general education and to determine when and if an intervention should continue, be modified or stopped, and another intervention implemented. Intervention teams are set up on each JISD campus to discuss, support, and view data on students so that the curriculum is success driven for every student. Documentation of progress monitoring on individual interventions must be done before a student is referred to other special need programs. Information on RtI and how it is set up on each JISD campus can be accessed by contacting the principal of the campus.

SAFETY - ACCIDENT PREVENTION

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules and expectations for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Parents can assist by keeping emergency care information up-to-date (name of doctor, emergency phone numbers, allergies to medications, etc.) and by teaching their children safety rules. Please contact the school nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

The district is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the Elementary School secretary's office.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

SPECIAL EDUCATION SERVICES

Student Handbook Statement: English

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Lisa Robinson
Phone Number: 903-665-2461 opt. 7

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Tami Whittington
Phone Number: 903-665-2461 opt. 7

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Jefferson ISD does not discriminate on the basis of race, religion, color national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Rashell Phillips, Director of Curriculum/Instruction, 1600 Martin Luther King Drive, Jefferson, TX 75657, (903) 665-2461 ext. 3504.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Rashell Phillips, Director of Curriculum/Instruction, 1600 Martin Luther King Drive, Jefferson, TX 75657, (903)-665-2461 ext 3504.
- All other concerns regarding discrimination: See the superintendent Rob Barnwell, 1600 Martin Luther King Drive, Jefferson, TX 75657, (903)-665-2461 ext 3504.

Students' Desks

Students' desks and cubbies are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and cubbies. Searches of desks and cubbies may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or cubbie.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees, including:

- Costs for materials for a class project that the student will keep.
- Admission fees to extracurricular activities (field trips).
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student (class T-shirts, graduation caps, etc.)
- Fees for lost, damaged, or overdue library books.
- Fees for lost or damaged textbooks.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such waiver may be made to the campus principal.

STUDENT HOLIDAYS

Labor Day
Thanksgiving

September 3, 2018
November 19– 23, 2018

Winter Break
Student Holiday
Spring Break
Good Friday
Memorial Day

December 20, 2018 – January 9, 2019
January 21, 2019
March 18 - 22, 2019
April 19, 2019
May 27, 2019

TARDINESS

Instruction begins in the classroom at 7:55 a.m. daily. Therefore, your child should report to campus at least by 7:50 a.m. If your child arrives at school after 7:55 a.m., you must escort them into the building and fill out a Tardy Slip. All students will have two “free” tardies per semester. Student tardy count will start over each nine-weeks. Students will be assigned Bites (see BARKS AND BITES SYSTEM) for unexcused tardies. Once a student has 3 counted tardies, they will be assigned lunch detention. Tardy counts for Bites will restart every 6 weeks.

Students who are tardy repeatedly throughout the school year may be required to attend Saturday School to make up excessive tardies. If students are not here by 9:00, they are counted absent.

TELEPHONE USE

School telephones are for school business only. Personal calls should not be made during the school day. Students will be granted permission to use the telephone only in cases of utmost urgency and importance. No student shall be called from class for a phone call unless it is deemed an emergency by the principal. Office personnel will deliver necessary messages to the student's teacher. Students must learn to plan ahead and be responsible for their school materials and transportation needs. Try to make arrangements with your child before he/she leaves home in the morning.

TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take the State of Texas Assessment of Academic Readiness (STAAR):

Reading and Mathematics: Grades 3 and 4

Writing: Grade 4

Test results will be reported to students and parents.

Certain students, such as students with disabilities and students with limited English proficiency, are eligible for exemptions, accommodations, or a deferment. **Due to testing security during tests, visitors will not be permitted past the front office area on these days.** For more information, see the principal, counselor, or special education director.

Students in first grade, second grade, and third grade will be given the TPRI (Texas Primary Reading Inventory) at the beginning, middle, and end of the school year. Students who do not score well on the inventory at the beginning of the year will be placed in an accelerated reading instruction program.

TEXTBOOKS

Textbooks are distributed to students for their use during the school year. Textbooks are to be kept clean, covered, and labeled with the student's name. Students receiving a damaged textbook should report it to the teacher. Books should be handled with reasonable care. **Students are responsible for the books assigned to them and must pay for lost or damaged books.** When books are lost or misplaced, the issuing teacher should be notified. The teacher will request a book fine letter from the office with the student's name and cost of the book. This letter is given to the student to take home. **Payment for lost or damaged textbooks should**

be sent to the office in a timely manner. If a lost or misplaced book is found, please return it to the office. The book fines will then be reimbursed to the parents. Periodic book checks will be held throughout the year. **If a student has unpaid book fees, no new books will be issued and the report cards will be held until all fines are paid in full.**

TRANSPORTATION

JISD School Buses provide transportation for students who live outside of the city limits. Students who ride the buses are expected to abide by the rules governing student conduct aboard buses. Riding the school bus is a privilege and any student found to be in violation of the bus regulations may lose this privilege. Suspension and/or termination of bus riding privileges shall be determined by the principal and/or transportation director.

The following rules shall apply to student conduct on school transportation (including extracurricular activities):

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand on the bus while the bus is moving.
4. Passengers shall keep books, band instrument cases, feet and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus or its equipment.
6. Passengers shall not extend head, hand, arms, or legs out of the window, nor hold any object out of the window or throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco, alcohol, or drugs or be in possession of same.
8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

Bus or Other Vehicle Safety

Students are subject to the above standards when they are on school transportation. Any student who violates these standards of conduct while on school transportation may be denied transportation services and will be disciplined. When a student violates the rules of conduct on school transportation, parents will be notified and the student will be disciplined as established in the Student Code of Conduct.

STUDENT CODE OF CONDUCT - BUS POLICY

Students may be removed from the bus and denied bus privileges at any time if the principal determines it is necessary.

CAMPUS ADMINISTRATORS WILL USE DISCRETION ON ALL REPORTS. PLEASE REMEMBER THAT A STUDENT MAY BE REMOVED FROM THE BUS ON THE FIRST REPORT IF THE INFRACTION IS OF A SERIOUS NATURE!

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended – both this year and in the coming years – littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior on buses. Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS

Parents and other visitors are welcome to visit district schools. **All visitors must first report to the school office to sign in and receive a visitor's badge.** Visits to individual classrooms during instructional time shall be permitted only with the principal's approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All visitors are expected to leave promptly when their business is completed. Pupils from other schools or younger siblings will not be permitted to visit during instruction.

VOLUNTEERS

Parents and community members are encouraged to volunteer on the elementary campus. Teachers utilize volunteers for tutoring, reading to children and listening to children read, arts and crafts projects, chaperones, etc. Volunteers must complete an application (available in the elementary office) and pass a background check. The volunteer coordinator for the elementary campus is Linda Scott, Counselor.

WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school only by a parent or legal guardian. The school requests advanced notice from the parent/guardian so that records and documents may be prepared. A withdrawal form must be signed by the parent/guardian. On the student's last day, the withdrawal form must be presented to the teacher for book clearance; to the librarian to assure a clear library record; to the cafeteria to assure there is no credit or debit balance; and finally to the principal. A copy of the signed withdrawal form will be given to the student and a copy placed in the student's permanent record.

JEFFERSON INDEPENDENT SCHOOL DISTRICT ***SCHOOL HEALTH SERVICES***

Information for parents:

Children will be sent to the school nurse in case of illness or an accident. You, or the person you name, will be notified if the child must be sent home. It will be your responsibility to get medical attention unless the emergency is so great the child must be taken immediately from school. Then you will be notified as soon as possible. The emergency room will not give emergency care without the parent or guardian's presence or permission.

For the protection of all the students the following rules have been established and will be followed at all times. A child will be sent home with:

1. Fever of 100 degrees

2. Suspected contagious disease
3. Vomiting
4. Diarrhea
5. Wheezing or difficulty breathing

If your child has any of the above symptoms in the morning before coming to school, please keep him/her at home. A child with a chill or rash should be kept at home for observation. We have limited facilities for putting your child to bed at school and this can only be done until arrangements can be made for him/her to go home. A child cannot be sent or taken home to be left alone.

No treatment or medication will be given at school unless ordered specifically by a physician. Emergency first aid (from outstanding orders by a local physician) will be administered to cuts, scratches and minor playground accidents.

Please do not send medication to school by your child. If it is prescribed by a physician and must be given during school hours, you may pick up a form in the nurse's office to be completed before the medication can be administered.

If your child has asthma, he or she must have an inhaler or other prescribed medication on campus.

During this year your child's height and weight will be checked if in Elementary or Jr. High School. Vision and hearing testing will be done in grades K-1-3-5-7 and 9. You will be notified if your child has a problem.

BACTERIAL MENINGITIS

What is meningitis?

Meningitis is an inflammation of the membranes that cover the brain and spinal cord. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ depending on the cause. Viral meningitis is generally less severe and clears up without specific treatment. But bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disabilities. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people. Before the 1990s, *Haemophilus influenzae* type b (Hib) was the leading cause of bacterial meningitis. Hib vaccine is now given to all children as part of their routine immunizations. This vaccine has reduced the number of cases of Hib infection and the number of related meningitis cases. Today, *Streptococcus pneumoniae* and *Neisseria meningitidis* are the leading causes of bacterial meningitis.

What are the signs and symptoms of meningitis?

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In newborns and small infants, the classic symptoms of fever, headache, and neck stiffness may be absent or difficult to detect. Infants with meningitis may appear slow or inactive, have vomiting, be irritable, or be feeding poorly. As the disease progresses, patients of any age may have seizures.

Bacterial Meningitis Questions

How is bacterial meningitis diagnosed?

Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. The spinal fluid is obtained by performing a spinal tap, in which a needle is inserted into an area in the lower back where fluid in the spinal canal can be collected. Identification of the type of bacteria responsible is important for selection of correct antibiotics.

Can bacterial meningitis be treated?

Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease.

BACTERIAL MENINGITIS

Is bacterial meningitis contagious?

Yes, some forms of bacterial meningitis are contagious. The bacteria can mainly be spread from person to person through the exchange of respiratory and throat secretions. This can occur through coughing, kissing, and sneezing. Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu. Also, the bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

However, sometimes the bacteria that cause meningitis have spread to other people who have had close or prolonged contact with a patient with meningitis caused by *Neisseria meningitidis* (also called meningococcal meningitis) or Hib. People in the same household or daycare center, or anyone with direct contact with a patient's oral secretions (such as a boyfriend or girlfriend) would be considered at increased risk of getting the infection. People who qualify as close contacts of a person with meningitis caused by *N. meningitidis* should receive antibiotics to prevent them from getting the disease. This is known as prophylaxis. Prophylaxis for household contacts of someone with Hib disease is only recommended if there is 1 household contact younger than 48 months who has not been fully immunized against Hib or an immunocompromised child (a child with a weakened immune system) of any age is in the household. The entire household, regardless of age, should receive prophylaxis in these cases.

Are there vaccines against bacterial meningitis?

Yes, there are vaccines against Hib, against some serogroups of *N. meningitidis* and many types of *Streptococcus pneumoniae*. The vaccines are safe and highly effective.

FOR MORE INFORMATION

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us

Preguntas generales sobre la meningitis

¿Qué es la meningitis?

La meningitis es una inflamación de las membranas que recubren el cerebro y la médula espinal. Algunas veces se le conoce como meningitis espinal. Por lo general, la meningitis es causada por una infección viral o bacteriana. Es importante saber si la meningitis es causada por un virus o una bacteria, pues la gravedad de la enfermedad y el tratamiento

dependen de la causa. La meningitis viral suele ser menos grave y se cura sin un tratamiento específico. Pero la meningitis bacteriana puede ser muy grave y producir daño cerebral, pérdida de la audición o discapacidades del aprendizaje. En el caso de la meningitis bacteriana, también es importante saber qué tipo de bacteria la está causando, ya que los antibióticos previenen la transmisión de algunos tipos de meningitis a otras

personas y su posible infección. Antes de la década de 1990, la bacteria *Haemophilus influenzae* tipo b (Hib) era la causa principal de la meningitis bacteriana. La vacuna contra la Hib ahora se administra a todos los niños como parte de sus vacunaciones de rutina. Esta vacuna ha reducido el número de casos de infección por Hib (información en inglés) y el número de casos relacionados de meningitis. En la actualidad, las bacterias *Streptococcus pneumoniae* y *Neisseria meningitidis* son la causa principal de la meningitis bacteriana.

¿Cuáles son los signos y síntomas de la meningitis?

Los síntomas comunes de la meningitis en cualquier persona mayor de 2 años de edad son fiebre alta, dolor de cabeza y rigidez del cuello. Estos síntomas pueden aparecer en unas cuantas horas o después de 1 a 2 días. Pueden manifestarse otros síntomas como náuseas, vómito, sensibilidad a la luz brillante, confusión y somnolencia. En los recién nacidos y los bebés pequeños, los síntomas clásicos de fiebre, dolor de cabeza y rigidez del cuello pueden estar ausentes o ser difíciles de detectar. Los bebés con meningitis pueden verse muy quietos o estar poco despiertos, vomitar, llorar mucho o comer mal. Conforme avanza la enfermedad, es posible que los pacientes de cualquier edad experimenten convulsiones.

Preguntas sobre la meningitis bacteriana

¿Cómo se diagnostica la meningitis bacteriana?

R: El diagnóstico y el tratamiento temprano son muy importantes. Si un paciente presenta los síntomas de la enfermedad, debe ver a un médico de inmediato. Para diagnosticar la enfermedad, por lo general se cultivan bacterias tomadas de una muestra de líquido cefalorraquídeo. Este líquido se obtiene a través de una punción lumbar, que consiste en insertar una aguja en la parte baja de la espalda, donde es más fácil alcanzar el conducto vertebral para tomar la muestra. Es importante identificar el tipo de bacterias que causan la enfermedad para seleccionar los antibióticos adecuados.

¿Puede tratarse la meningitis bacteriana?

La meningitis bacteriana puede tratarse con varios antibióticos eficaces. Sin embargo, es importante que el tratamiento comience en etapas tempranas de la enfermedad. El tratamiento con antibióticos adecuados para los tipos más comunes de meningitis bacteriana puede reducir a menos de 15% el riesgo de muerte por esta enfermedad, pero este riesgo es mayor en los ancianos.

¿Es contagiosa la meningitis bacteriana?

Sí, algunas formas de meningitis bacteriana son contagiosas. La bacteria puede transmitirse principalmente de persona a persona a través del intercambio de secreciones respiratorias y de la garganta. Esto puede ocurrir a través de la tos, los besos y los estornudos. Afortunadamente, ninguna de las bacterias que causan meningitis es tan contagiosa como los virus que producen el resfriado

común o la influenza (gripe). Además, estas bacterias no se transmiten por contacto ocasional o por solo respirar el aire donde ha estado una persona con meningitis.

Sin embargo, hay ocasiones en que las bacterias que causan la meningitis se han transmitido a otras personas que han tenido contacto cercano o prolongado con un paciente con meningitis causada por *Neisseria meningitidis* (también conocida como meningitis meningocócica) o Hib. Se considera

que todas las personas que viven en una misma casa o que asisten a una guardería, o cualquiera que tenga contacto directo con las secreciones orales de un paciente (por ejemplo, un novio o una novia) están expuestas a un riesgo mayor de contraer la infección. Las personas cercanas a una persona con una meningitis causada por *N. meningitidis* deben recibir antibióticos para prevenir que contraigan la enfermedad. Esto se llama profilaxis. La profilaxis para las personas que viven en la misma casa de un paciente con la enfermedad por Hib solo se recomienda si entre estas personas hay un niño menor de 48 meses de edad que no ha recibido todas las dosis de la vacuna contra la Hib o si en la casa hay un niño de cualquier edad que tenga un sistema inmunodeprimido (con el sistema inmunitario debilitado). En estos casos, todos los miembros del hogar, sin importar la edad, deben recibir profilaxis.

¿Existen vacunas contra la meningitis bacteriana?

Sí, existen vacunas contra la Hib, contra algunos serogrupos de *N. meningitidis* y contra muchos tipos de *Streptococcus pneumoniae*. Estas vacunas son seguras y muy eficaces.

El Comité Asesor de Prácticas de Inmunización (ACIP, por sus siglas en inglés) recomienda la vacunación de rutina de todas las personas de 11 a 18 años de edad con 1 dosis de MCV4, la vacuna antimeningocócica conjugada conocida como Menactra®, lo antes posible. La ACIP recomienda la vacuna rutinaria de los preadolescentes de 11 y 12 años durante la consulta médica de rutina que se les realice al cumplir esas edades. Esta es la mejor oportunidad para que los adolescentes reciban la MCV4. Además, dado que hay un aumento de casos de enfermedad meningocócica durante la adolescencia, los proveedores de atención médica deben aplicar la vacuna MCV4 a los preadolescentes y adolescentes de 11 a 18 años de edad que no la hayan recibido en cuanto tengan oportunidad de ir al médico.

Los estudiantes de primer año de universidad que viven en dormitorios tienen un riesgo mayor de contraer la enfermedad meningocócica y deben recibir la vacuna MCV4 antes de comenzar las clases en la universidad, si no han sido vacunados anteriormente. El riesgo de enfermedad meningocócica en los estudiantes que no son del primer año de universidad es similar al de la población en general del mismo grupo de edad (18 a 24 años). Sin embargo, dado que las vacunas son seguras y producen inmunidad, se pueden administrar a los estudiantes universitarios que no estén en el primer año y que quieran reducir su riesgo de contraer la enfermedad meningocócica. También se recomienda la vacunación de rutina en ciertas personas que tienen un riesgo mayor de contraer la enfermedad meningocócica. Es preferible administrar la vacuna MCV4 a las personas de 2 a 55 años de edad; sin embargo, el uso de la MPSV4, la vacuna antimeningocócica polisacárida conocida como Menomune®, se recomienda para los adultos mayores de 55 años.

[Más información sobre la vacuna antimeningocócica y sobre quiénes deben recibirla.](#)
(información en inglés)

Además existen vacunas contra la meningitis *S. pneumoniae* (también conocida como meningitis neumocócica), que previenen a su vez otras formas de infección por *S. pneumoniae*. Se recomienda la administración de la vacuna antineumocócica polisacárida (PPV23) a todas las personas

mayores de 65 años de edad o personas jóvenes de por lo menos 2 años de edad que padezcan de ciertas afecciones crónicas. Existe otra vacuna (la vacuna antineumocócica conjugada o PCV13) que resulta eficaz para prevenir infecciones neumocócicas en los bebés y que se recomienda administrar de rutina a todos los niños menores de 2 años de edad.

Jefferson Independent School District

FAMILY INVOLVEMENT POLICY

Jefferson ISD provides Title I services to all students in the district. Therefore, the district is responsible to develop, distribute and annually revise written parent involvement policies. This will take place at the campus level and will be incorporated into each Campus Improvement Plan. The Parent Involvement Policy will be incorporated into the District Improvement Plan and will address requirements and regulations set forth in Public Law [P.L. 107110, Section 1118]. The categories listed below discuss mandated requirements.

1. Statement of Purpose - Jefferson Independent School District is committed to student achievement by “working together in excellence to provide effective opportunities that promote success for all” as our mission statement. We will provide quality educational experiences for every student. Jefferson administrators and staff will work collaboratively with parents and the community to achieve our goal. Everyone benefits when school and home work together to promote high achievement for all students. Neither the home nor the school can do the job alone. Parents play an extremely important role as the child’s first teacher. Parent and family support for their children and for the school is critical to student success at each developmental age. In addition, Board Policy GE Legal states: The Board shall cooperate in the establishment of ongoing operations of at least one parent-teacher organization at each school in the district to promote parental involvement in school activities. Texas Educ. Code 26.001(e)

The Texas Essential Knowledge and Skills (TEKS) are available online at www.tea.state.tx.us. The **TEKS** identify the content that students will be expected to learn at each grade level. The district recognizes some students may need additional assistance and support in order to achieve success. Jefferson ISD will use every resource available to help our students succeed at their individual level. We encourage family and parent involvement at every level of the Title I program. Our vision is “***to create a district where student achievement is first priority***”.

2. Family Involvement- Jefferson ISD will host family and community meetings each year with one meeting in the fall and another session held in the spring. Information will be distributed concerning the Title I program. Participants in our Family Involvement meetings will be given information about Title I Guidelines and be given opportunities to share input at all levels of the Title 1 involvement program. Copies of the District Family Involvement Policy will be distributed and discussed. Parents are given an opportunity to offer suggestions for revisions and update the policy as needed. In addition to those district meetings the following meetings are also included in this policy:

- A. Open House for each campus**
- B. Meet the Teacher for each campus**
- C. Superintendent Chat sessions as scheduled**
- D. Parents are included on district and campus improvement committees**
- E. Parents are included on the health advisory committee**

3. School Family Compacts – Each individual campus must have a compact that has been developed by family, parents and school representatives. Each school has an individualized compact that describes the responsibilities of how the school, parents and family members can help improve student achievement. The compact will address ways to help students experience academic success. School Family Compacts also address the school’s responsibility to provide high quality curriculum and instruction in a supportive environment. Each compact describes ways that parents and family members can support student learning including, but not limited to, monitoring attendance, helping with homework and volunteering in the students’ classroom. The compact will also address student responsibilities and may vary by grade level. Communication is an important component addressed in each campus compact.

4. Family Involvement Program Based on Community Needs – Jefferson ISD assesses the needs of parents, families and students through formal surveys sent home annually. Title I surveys request specific information to better serve the needs of students. Workshops and programs are made available to meet the needs of parents and students.

5. Parents and family members are notified about upcoming opportunities through the district calendar, special program notices or campus specific advertisement. Family members or parents may call the central office, visit with campus personnel or log onto the district web site at www.jeffersonisd.org for additional information about participation.

6. Staff and Family Communication- Communication with parents and family members will include newsletters, notes in student report cards, telephone calls, parent teacher conferences and the Parent Academy Program which will be scheduled four times per school year. Student folders are sent home daily with pertinent information. Parents are encouraged to take the initiative in calling their child’s teacher when a concern arises. Each campus is eager to develop ways to improve home / school communication opportunities. Family input is vital in strengthening our communication strand.

7. Evaluation -There is an annual evaluation of the content and effectiveness of the Title I Family Involvement Program. Parent and family input is encouraged and solicited. The evaluation assesses the extent of family involvement and seeks to determine what barriers, if any, may exist regarding family participation. Jefferson ISD will review and revise its Family Involvement Policy annually. The policy is coordinated with Title programs, family members, teachers and administrators. The Board of Education, Superintendent of Schools, administrators, faculty and staff recognize the importance of family involvement and seek to work collaboratively in order to provide the best educational experiences possible for every student.

Dear Parents/Guardians:

Please fill out the next three (3) forms and return to your child's teacher or main office.

For all purposes: Jefferson ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records

Parent: Please circle one of the choices below:

I, parent of _____ (student's name),

(do give) (do not give) the district permission to use the information in this list in response to a request.

Parent signature _____ Date _____

**JEFFERSON ISD SPEECH THERAPY
SCREENING/CONSENT FORM**

Dear Parent/Guardian:

The Jefferson ISD School System's Special Education Speech Therapy Department offers free of charge, screening for possible speech problems upon special request made by the classroom teachers to the Campus Intervention Team (CIT).

Signed consent will allow screening, at school, for the entire period a student is enrolled in Jefferson ISD. Consent may be rescinded in writing at any time.

I understand that if this consent is not signed, the student named below will not be screened.

Please fill out the information below:

____ **YES, the speech pathologist or speech assistant has my permission to screen for speech related problems if needed.**

____ **NO, the speech pathologist or speech assistant does not have my permission to screen for speech related problems if needed.**

Student Name _____

Parent/Guardian Signature _____

Date _____

Acknowledgment of Electronic Distribution of Student Handbook

My child and I have been offered the option to receive a paper copy of or to electronically access at www.jeffersonisd.org the Jefferson Elementary Student Handbook and the Student Code of Conduct for 2018–2019.

I have chosen to:

- Receive a paper copy of the Student Handbook and the Student Code of Conduct.
- Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Code of Conduct, I should direct those questions to the principal at 903-665-2461 opt. 5.

Printed name of student:

Signature of student:

Signature of parent:

Date:

Please return this and all forms to the school. Thank you!