

JEFFERSON PRIMARY SCHOOL

A cartoon illustration of a yellow tiger with black spots, wearing a blue backpack, standing upright and waving with its right paw.

STUDENT AND PARENT HANDBOOK

2017 - 2018

Message from Our Principal

Dear Jefferson Parents and Guardians,

It is with great pleasure that I welcome you to the Jefferson Primary School. I am honored to serve the Huntington community as Principal at Jefferson Primary School. Throughout the past several years, I have spent much time getting to know the students, families, teachers, and staff that make our school an amazing place to teach and learn. I'm fortunate to work alongside so many talented educators whom always put the needs of the children ahead of their own. The parents and guardians of Jefferson students never cease to amaze me with their undying dedication and creativity that make our building come alive.

At Jefferson Primary School, we believe in providing high-quality curriculum and instruction in a safe, supportive and nurturing learning environment. Our school is constantly evolving and working on ways to make improvements in the best interest of our students. I look forward to getting to know each one of your children and your family members this school year. Please do not hesitate to contact me if you have any questions, concerns or feedback.

I look forward to a wonderful school year!

Sincerely,

Valerie Capitulo-Saide

Principal

General School Information

Jefferson Primary School
253 Oakwood Road
Huntington, NY 11743
(631) 673-2070
Fax: (631) 425-6257
School Hours: 9:20 am – 3:40 pm

Important Telephone Numbers

Attendance/Nurses Office:	673-2141
Psychologist:	425-4756
Social Worker:	425-4758
Transportation Office:	673-2032

Web Sites

Huntington Union Free School District: <http://www.hufsd.edu>
Jefferson Primary School: http://www.hufsd.edu/schools/jefferson/jef_index.html

Jefferson Primary School's Mission Statement

At Jefferson Primary School, we emphasize safety, responsibility and respect. We can be safe, responsible and respectful when we live The Jefferson Pledge.

The Jefferson Pledge

I am a Jefferson Jaguar.

I am Responsible. I am Respectful. I am Safe.

I believe in myself and in my ability to do my best.

I like challenges and I learn from my mistakes.

I can learn. I will learn! I will succeed because I am a Jefferson Jaguar!

Attendance/Absence

Attendance is essential for successful learning. However, students should not come to school if they are sick. The school nurse will provide care to a student who becomes sick in school. The nurse's function is not to diagnose children who come to school sick. So please use good judgement when sending your child to school. Additionally please remember to keep your emergency card updated so that you can be contacted in case of an emergency.

If your child is going to be absent, please call 673-2141 in the morning to leave a message regarding the absence. Students must bring an absence note to school on the day that they return. Absences will be recorded as either legal or illegal.

Health Services

The Health office at Jefferson is open for first aid, immediate treatment for all members of the school. It is staffed by a full-time Registered Nurse that conducts vision, hearing and health screenings throughout the school year and keeps a cumulative health record of each student. The nurse can also administer any medically necessary medication or treatment to a student while in school with the appropriate order from a doctor. Students must be fever-free, have not vomited or had diarrhea for 24 hours before sending them back to school. If your child has a diagnosis of flu, strep, pink eye, etc., please call the nurse. If you have any questions or concerns you can contact Nurse Ilona at 673-2141.

Cafeteria

Our cafeteria serves breakfast and lunch daily. Meal tickets can be purchased by check (made out to Huntington School Lunch Fund) or you can open a Nutrikids account for your child by going to the website www.myschoolbucks.com. Depositing money into your child's account through the website allows you to check on your child's balance.

In the event that your child has a severe peanut allergy, we will have a peanut free table in the student cafeteria. Please be sure to notify the school nurse.

Arrival and Dismissal Procedures

The school doors open at 9:05 am. Children should not arrive at school before this time, as there is no adult supervision. When dropping students off, please pull into the parking lot and park on the right hand side by the drop-off sign adjacent the sidewalk. Students will be escorted by school personnel from 9:05 am to 9:20 am. Students will lineup in the gymnasium and will be escorted to their respective classrooms by school personnel at 9:20 am.

School starts at 9:20 am. It is essential that children come to school on time and stay in school the entire day in order to learn all that is expected. If your child does arrive after 9:20 am, your child will be considered late. Parents will then be required to come inside to sign-in at the front desk.

Walkers are dismissed at 3:25 pm from the cafeteria door. Please be prompt when picking up your child. Please remember to sign-out your child at dismissal time. Always bring photo ID when picking up your child. It helps to relieve congestion, both inside and outside of the building, when you quickly pick up your child and leave.

If a student who usually takes the bus needs to be picked up, please send in a note in the morning. Please remember to include the name of the person picking up your child (if it is not a parent). This helps teachers get students ready to be dismissed and will ease dismissal procedures. Calling during the day should be a last resort. If we do not receive a note from a parent or guardian, we must put a child on his/her regular bus.

School Closings/Delays

Inclement weather may affect the opening of schools. Under severe weather conditions, it may be necessary to close schools. At other times, rather than close schools for the entire day, the Superintendent may decide to have a delayed opening. The operation of the delayed opening plan entails the following:

- Each school will open one or two hours later than the regular opening time.
- Buses will pick up students one or two hours later than their regular time
- Dismissal times will not be affected by delayed openings.

Whether schools are closed or openings are delayed due to inclement weather, the announcements will be made over News 12 (Cable TV), Connect Ed message, and the following radio stations: WBLI/FM 106.1 & Walk/FM 97.5

Homework

The Jefferson faculty is committed to assigning homework that enhances and extends the school learning experience. Homework can develop good study skills and reinforce skills learned during the school day by practice and repetition. Additionally, homework establishes a connection between the home and school learning environments and develops a sense of confidence and responsibility for students.

Student Homework Responsibilities:

- To know their homework assignments and, in the upper grades, to write down their homework in an assignment book
- To ask questions if they do not understand the assignments
- To bring home necessary materials
- To put forth their best effort showing pride in their work

Parent/Guardian Responsibilities:

- To encourage their child to do their best work independently when possible and to provide support when necessary
- To contact the teacher if their child is experiencing consistent frustration with assignments

Fluency Practice:

In addition to assigned homework, it is necessary for students to practice their fluency in both mathematics and reading daily. When a student has fluent skills, they respond correctly, automatically, and with ease.

To Increase Reading Fluency:

- Students must read or be read to for a minimum of twenty minutes daily at home.
- Students can reread familiar texts placing emphasis on reading accurately, with expression, and at an appropriate rate.
- Students can practice reading the sight words and/or vocabulary being taught in the classroom.

To Increase Mathematics Fluency:

- Students must practice math facts, such as addition, subtraction, multiplication, and division, for a minimum of ten minutes daily at home.

Report Cards and Conferences

Report cards are given four times per year. First quarter report cards will be distributed at the November Parent Teacher Conference. Please log on to the Parent Portal to view report cards for Quarters 2 – 4.

Parent Workshops

We will host an evening of parent workshops on Thursday, October 19, 2017 at 6:30 pm. This will be an opportunity for parents to learn more about the school-wide goals from the principal, select teachers and staff. Please look for the flyer in your child's backpack.

The principal will host several Coffee and Conversation sessions for parents where she will provide opportunities for open discussions related to school-wide curriculum and instruction. Please look for the flyers in your child's backpack.

Meet the Teacher Night

"Meet the Teacher" nights will be held on Monday, September 25, 2017 for grades K – 2 and on Thursday, September 28, 2017 for grades 3 & 4. These nights give parents/guardians the opportunity to meet their children's teachers at the start of the school year and learn about curriculum and activities that take place during the school year.

Visitors and Parking

Please use the parking lot if you are visiting the school. Parking is NEVER permitted in the front of the school or in the traffic circle. Parking in the circle can present a safety concern and blocks the bus lane and fire lanes in case of an emergency.

All visitors should report to the front desk to sign-in. Please have a photo ID when visiting our school. Visitors are required to wear a visitor's pass. Parents are a vital part of their child's education and parents are encouraged to participate in school activities. Visitors are not permitted in classrooms unless pre-arranged with a teacher. Showing up unannounced to a classroom is not allowed. Please remember to drop-off all items for teachers and students at the front desk. Additionally, parents should schedule appointments to speak with teachers in advance, as teachers are not always available for conferences.

Physical Education and Health

The Jefferson Primary School Physical Education Program provides students with an opportunity to develop their knowledge, physical skill, and character through sport and physical activity. Students learn and experience health and skill related physical fitness warm-ups, as well as individual and team-sport games and activities. Lessons are developed to include interdisciplinary concepts such as: health, science, math and English language arts. In the fourth grade, students will receive specific health education lessons in the classroom by a health education teacher.

Field Day

Jefferson Field Day is a themed annual extravaganza that will take place on Friday, June 8, 2018 with a rain date of Tuesday, June 12, 2018. It is a showcase for the children to display their physical education knowledge, skill development and sportsmanship characteristics which were gained throughout the school year. Through generous funding from the PTA and activities organized by the physical education staff, the children enjoy a fun-filled day of relays and events.

Class Trips

During the course of the year, classes may go on field trips, which are an integral part of the instructional program. Most trips usually require a fee. If you are unable to cover the cost of a trip, please call your child's teacher or someone at the school you feel comfortable speaking with to discuss the issue.

Written permission is required for students to go on trips. Verbal permission will not be accepted. Parents/Guardians must sign and return the permission slip sent home. Students who do not bring in a permission slip will not be permitted to attend the trip. These students will remain in school to do academic work.

Students' Bill of Rights

1. I have the right to feel safe and secure in my school.
2. I have the right to be treated with respect which means no one should hurt my feelings on purpose.
3. I have the right to hear and be heard in school.
4. I have the right to expect my property will be safe in school.
5. I have a right to be myself in this school. This means that no one should treat me unfairly because I am black or white, fat or thin, boy or girl, tall or short, adult or child, handicapped or because of my religious beliefs.
6. I have the right to travel to and from school in a safe environment.
7. I have the right to feel safe on the playground at all times.
8. I have the right to eat my lunch in a pleasant, orderly and clean atmosphere.
9. I have the right to attend school without being harmed by my classmates. This means that no one should be permitted to hit me, pinch me, kick me, threaten me, push me, or hurt me.
10. I have the responsibility to respect the rights of others. This means I will not hit, kick, threaten, push or hurt anyone.

11. I have the responsibility to treat others with respect which means I will not tease or try to hurt the feelings of others.
12. I have the responsibility to help keep the school calm and quiet. This means I will not yell, make loud noises or disturb others.
13. I have the responsibility not to take or destroy the property of others.
14. I have the responsibility to respect others as individuals and not to treat others unfairly because they are black or white, fat or thin, boy or girl, tall or short, adult or child, handicapped or because of their religious beliefs.
15. I have the responsibility to sit and stay in my seat and listen to the bus driver.
16. I have the responsibility to use the playground area and equipment in the correct way and obey all safety rules.
17. I have the responsibility to eat my lunch and clean up in an orderly manner.
18. I have the responsibility to make the school safe by not hitting anyone, pinching anyone, kicking anyone, threatening anyone, pushing anyone, or hurting anyone.

Bus Behaviors

Be Safe

Remain seated at all times

Be Respectful

Use an inside voice

Listen to the bus driver

Be Responsible

Always wear your seatbelt

Hallway Behaviors

Be Safe

Walk on the right side of the hallway

Be Respectful

Walk quietly with your hands to yourself

Be Responsible

Stop at the red line

Bathroom Behaviors

Be Safe

Keep your feet on the floor

Walk

Be Respectful

Give others privacy

Clean up after yourself

Be Responsible

Flush the toilet

Wash your Hands

Return to class quickly

Cafeteria Behaviors

Be Safe

No Running

Be Respectful

Wait your turn / use your inside voice

Be Responsible

Clean up after yourself

Recess Behaviors

Be Safe

Use playground equipment properly

Listen to Adults

Be Respectful

Play Fair / Play Nice

Be Responsible

Have your belongings

Classroom Behaviors

Be Safe

Keep your hands and feet to yourself

Walk in the classroom

Be Respectful

Be nice and polite- use kind words

Look & Listen when others speak

Respect other's personal

Space and belongings

Be Responsible

Focus on your work

Do your best

Jefferson Primary PTA

Jefferson Primary PTA is an active and vibrant PTA with a very clear mission: to support the students of Jefferson Primary while working closely with its faculty to create a welcoming and friendly atmosphere for all who enter Jefferson's front doors. Through the dedication and involvement of the PTA, the students and families of Jefferson enjoy many social activities such as the Back to School Picnic, Family Fun Night, Bingo, Pasta Night, as well as dances and talent shows. We provide a twice annual Book Fair and Picture Day for our students. We support school run activities such as Field Day and PARP (Parents as Reading Partners) and grade level Field Trips. All of these initiatives are made possible with the help of the families who volunteer time and/or donate towards events. Your support is needed each year to create the special learning community that we are so proud of at Jefferson Primary School.

How to get the most out of the PTA? Become a member! By supporting the PTA you will receive regular updates on school policies and activities. You will have opportunities to communicate directly with the principal and teachers when attending meetings. You will be a meaningful participant in discussions regarding concerns and issues at our school. You will be educated on State Education Policies that directly affect your child as well as receive access to resources on parenting, education and technology from both the NYS PTA and the National PTA. We aim to help families develop the skills they need to raise and protect the children. While all of these are great reasons to support the PTA perhaps the best reason is the smile on your child's face when they see you engaged and present in their lives while they are away from home!

Please follow us on our Facebook Page - Jefferson Primary School PTA

President: Jen Biancardo	jbiancardo@gmail.com
Co-VP: Kelly Donovan	kellydonovan@gmail.com
Co-VP: Wendy Naborre	my3blt@yahoo.com
Treasurer: Ken Guandique	kenquandique@hotmail.com
Corresponding Secretary: Stacey Fiore	sfmets@yahoo.com
Council Delegate: Jennifer Carrillo	jennpace.carrillo@gmail.com
Council Delegate: Jasmin Garcia	jgarcia955@gmail.com

Jefferson Primary School is dedicated to providing a respectful, responsible and safe environment for learning. To that end, the Code of Conduct is in place to ensure a consistent understanding of the expected behaviors. These behaviors will be taught and reinforced throughout the school year. Positive behaviors will be commended, praised and acknowledged by staff, faculty and the principal. However, students who willfully or continually disregard the Code of Conduct will need to accept responsibility for their behavior and actions. The consequences for these behaviors will be progressive in manner. For example:

- Conference with student
- Parent contact
- Loss of privileges
- Time in office
- Conference with parent
- Lunch Detention
- Out of School Suspension

Repeated Code of Conduct incidents will be handled at the discretion of the principal, Mrs. Capitulo-Saide and may include:

- Bus suspension
- Out of School Suspension

We feel this policy will have a positive effect on the overall atmosphere in the building. Success in achieving a positive learning environment of all students requires the support of the entire community and your participation and involvement is essential. After you have read and discussed the Code of Conduct with your child, please sign the separate sign-off page with your child and return it to their teacher.

Sincerely,

Valerie Capitulo-Saide, Principal
The Jefferson Faculty and Staff