



Jefferson Elementary School

Character Building Handbook



“Leading the Way for Life-Long Learners”

Dear Parents,

It is the partnership formed between home and school early in the education career of your children that ensures their learning success. It is our mission here at Jefferson School to provide an environment that allows a safe place for your child to come each day and feel secure. To set the tone for such we encourage and demand respect for self and others. To create an atmosphere where all are comfortable to grow and learn, all students must maintain a level of awareness that allows for the highest opportunities for growth in all areas: academically, as well as socially.

This Character Building Handbook (Code of Conduct) provides for all students, parents, teachers, staff members and administrators the basic rules and regulations that set the stage for the well-being of our school community. Building good character is contagious; the way the student behaves at school will result in good behavior at home and vice-versa. Also, having respect for self is as important as having respect for others.

We ask that you take the time to review the information stated here with your child; teachers will review the handbook with their students in class. When you complete the review, please sign the back page together with your child and return the signed form to the classroom teacher.

I am personally thanking you in advance your cooperation and support in this endeavor.

Sincerely,

Stephen Droske
Principal

Character Education Building Blocks: Code of Conduct

- ❖ All students and staff should be respected and treated fairly.
- ❖ All students are responsible for their own behavior.
- ❖ All students who work hard and do their best are successful.
- ❖ Working together leads to an environment that is safe and nurturing.

What is Expected of Students in School

- ❖ School begins at 8:45 a.m. ... be on time.
- ❖ School is home away from home...respect our building and property.
- ❖ Respect yourself...respect others.
- ❖ Obey the *no touch rule*...keep your hands and feet to yourself.
- ❖ Be responsible...complete all assignments and class work.
- ❖ Hallway behavior requires your full attention...move quietly.
- ❖ Hallway behavior should reflect your respect for other people and your respect for their work displayed on the bulletin boards and walls.

What is Expected of Students at Lunch Time – In the Cafeteria

- ❖ First and foremost, follow the directions of the lunch staff.
- ❖ When ordering school lunch, wait for your table to be called to pick up your lunch.
- ❖ Always use your inside voice, no shouting or screaming.
- ❖ Keep you hands and feet to yourself.
- ❖ Never run in the cafeteria; walk at all times.
- ❖ All food must be consumed in the cafeteria.
- ❖ Always raise your hand and ask permission to use the bathroom, go to the nurse or leave the room for any reason.
- ❖ Be neat; clean your area at your table, and be sure to place all garbage in the can when the custodian comes your way.
- ❖ You must stay seated until it is time to go outside and line up when directed to do so.

What is Expected of Students at Lunch Time - at Recess

- ❖ First and foremost, always follow the directions and instructions given by the staff.
- ❖ Be respectful to others at all times. If there is a dispute between you and another student which can not be resolved between the two of you, go and speak to one of the adults on duty.
- ❖ Always remain on the playground and/or within sight of the adults on duty when playing on the grassy areas.
- ❖ Play safely; no rough play. This is dangerous, and someone could get hurt.
- ❖ Include all those students who would like to play a game that you and your friends are playing.
- ❖ Follow the rules for playing with the playground equipment.
- ❖ Be mindful of those students around you and be careful when playing.
- ❖ Always ask permission to use the bathroom, go to the nurse or leave the playground for any reason.
- ❖ When the whistle blows to signal the conclusion of recess, put all equipment away and line up to enter the building.

Consequences: If necessary, teachers and staff will use this method of disciplining students, who break the rules of our Code of Conduct during our lunch/recess period:

First Offense:	Warning
Second Offense:	Time out by sitting on the wall
Third Offense:	Discipline referral form
Fourth Offense:	Loss of recess privileges

What is Expected of Students During an Assembly

- ❖ First and foremost, be respectful and always enter the all-purpose room in a quiet and orderly fashion, following the directions of your teacher as to where to sit.
- ❖ Sit quietly and patiently, being respectful to the entertainers, and show your appreciation for their performance by applauding at appropriate times.
- ❖ When the assembly has concluded, await instructions from your teacher for dismissal from the all-purpose room.

Student Dress Code: Our Appearance Builds Character

Dressing in an appropriate manner provides for the students' safety as well as for the safety of others; and is appropriate for the learning environment. It is recommended and encouraged that the students:

- ❖ Do not wear open back shoes, open toe shoes or flip-flops. If you can not wear them to gym, you can not wear them on the playground (including Big Toy) and participate in running games.
- ❖ Go outside for recess throughout the year. Therefore, students must dress for the weather: jackets, hats, gloves, scarves....
- ❖ No inappropriate footwear such as "Heelies".

What is Expected of Students on the School Bus

- ❖ First and foremost, sit quietly, use inside voices when speaking, and obey the bus driver and bus aide.
- ❖ Stay seated with seat belts fastened.
- ❖ Always use appropriate language and have respect for all passengers, the bus driver and bus aide.

Any inappropriate behavior - fighting, teasing, hitting, spitting, bullying - will result in the loss of bus and/or other school privileges.

Staff-Student Relationships and Good Character

- ❖ Respect for oneself and respect for all adults - teachers, paraprofessionals, nurse, secretary, custodians, lunch ladies and the principal - are expected from all students.
- ❖ Good manners and courtesy to all are expected.
- ❖ Obeying class rules and regulations are a must.

Hawthorne District Hands-Off Policy

Students must always keep their hands and feet to themselves.

Courtesy must be shown to all students, faculty and staff.

Respect for school property is expected.

It is the law... bullying, teasing, and harassing are not allowed or tolerated.

Student Code of Conduct

In order to impress upon the importance of our mission to build and maintain good character and ensure a safe environment for all students, a ***Student Discipline Referral Structure*** is stated below.

To maintain uniformity and consistency, the staff will follow this progression of discipline, keeping in mind that student behavior development must be individualized and must show specific objectives and applied performance.

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|-----------------------|--|
| 1. Level One | Student and teacher |
| 2. Level Two | Student, teacher and parent (phone call) |
| 3. Level Three | Student, teacher , principal and parent (call) |
| 4. Level Four | Student, teacher, parent, and CST member |

Before a student is sent to the office, staff member must notify the office and follow up by completing a discipline referral form explaining the offence.

For Disciplinary Action

When an offense is ***not*** related to a student/staff safety issue or vandalism of school property, the following steps are to be followed:

1. Verbal warning
2. Loss of recess privileges
3. A phone call home to parent
4. Parent conference

HIB (Harassment, Intimidation and Bullying) situations, offenses related to student safety and well-being and/or the vandalism of school property will follow this procedure:

1. Referral to School Anti-Bullying Specialist. Please follow HIB guidelines.
2. Referral to principal
3. Loss of recess/school privileges (field trips, assemblies.....)
4. In-school suspension
5. School suspension

Student/Parent Signature Page
We have read and reviewed the
Jefferson School Character Building Handbook



Student's Signature

Parent's Signature

Homeroom/Teacher

Date

