

**Student Handbook
2009-2010**



**601 South Oak St.
Falls Church, VA 22046
703-248-5660**

APPENDIX

**THOMAS JEFFERSON ELEMENTARY SCHOOL
STUDENT HANDBOOK**

2009-2010

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THOMAS JEFFERSON ELEMENTARY SCHOOL
INFORMATION FOR STUDENTS

ACCIDENTS/ILLNESS

In case of an accident or illness during the school day, inform your teacher or adult in charge at the time. He or she will see that you are taken care of.

AFTER SCHOOL

You are to go home immediately after school unless you and your parents made arrangements with the school for you to go somewhere other than home.

ANIMALS

Stay away from all strange animals. Do not bring pets to school unless you have permission from your teacher and the principal.

ARRIVALS

If you come on the bus, you should go directly from the bus to your classroom. If you walk, ride a bicycle, or are driven to school, you should not arrive before 8:35 a.m. or after 8:45 a.m.

ASSEMBLIES

At school assemblies, make sure you clap politely; no stamping feet, booing, whistling or howling, please. Always sit quietly and listen politely to the person who is performing or talking.

ATTENDANCE

You are expected to attend school each day unless you are ill. If you cannot attend school, your parent or guardian is required to call school before 9:00 a.m. The attendance phone number is 248-5662.

It is important that you arrive at school on time. When you arrive late, you miss important school work and disrupt class when you enter. Too many tardies could result in a disciplinary action, such as making up the missed time after school.

BEHAVIOR

All students at Thomas Jefferson Elementary School are expected to follow the TIGER Values. T = Treat others the way you want to be treated; I = Include everyone; G = Gain control of your body; E = Exercise good manners; R = Restrain impulsivity; S = See the needs of others. Students will follow the school rules at all times. These school rules apply whenever a student is at school, coming or going to school, or attending a school function. This includes field trips. The breaking of school rules may result in one or more of the following consequences. The principal will decide which of the consequences will be applied to a particular situation.

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Consequences for Misbehavior:

- Apology
- Conference with Student/Parents/Teacher
- Confiscation
- Detention/After School
- Home for the Remainder of the Day
- In-School Suspension
- Letter Home
- Loss of Bus Privileges
- Loss of Lunchroom Privileges
- Loss of Recess
- Out-of-School Suspension
- Parental Contact
- Referral to Guidance
- School/Community Service
- Time Out
- Warning

For more detailed information about your Rights and Responsibilities as a student, you should refer to the Falls Church City Public “Rights and Responsibilities” handbook given to you at the beginning of the school year.

BICYCLES

Students in grades two-four are encouraged to ride their bicycles to school. Students must wear a helmet while riding their bicycles. Please get off your bicycle and walk it to the rack when you approach the school. Always be careful to look out for pedestrians, cars and buses around the school grounds. Bicycles should be locked to the rack in the front of the school. Parents are the best judges of whether their students can independently ride to and from school.

BIRTHDAYS

Student birthday parties may not be held at school. If you wish to share a simple treat with your classmates, your parent should make arrangements with your teacher a few days in advance. No invitations of any kind should be distributed at school.

BUS RIDING

You may only ride the bus to which you are regularly assigned unless special permission is obtained through the school office. Be sure to be at the bus stop on time. Stay in your seat and speak quietly so the driver can do his/her job. Always keep your feet, head and hands inside the bus. Do not eat or drink on the bus.

CAFETERIA

No charging is allowed in the Falls Church schools. **In the event you lose or forget your lunch money, an alternative lunch will be provided for you in the cafeteria.**

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Lunch money will not be lent to students in the office. A fee will be charged for the alternative lunch, and parents will be notified of that charge.

Please have your parent send a check at the beginning of each month, so a lunch account can be opened in your name.

While in the cafeteria, stay in your seat, speak in a quiet voice and obey the lunchroom supervisor. You are responsible for keeping your eating area clean. Carbonated drinks and gum are NOT allowed in the school or on field trips. Healthy box juice drinks are encouraged.

CELL PHONES

Cell phones must be turned off and in the student's backpack at all times.

CHANGE OF ADDRESS

If your family or child moves to a new address, it is the responsibility of the parent/guardian to notify the school about the change of address. If your new address is not within the City of Falls Church, you may apply for your child to continue attending Falls Church City Public Schools on a tuition basis; otherwise, your child's student records will be transferred to his/her new school.

CLINIC

The clinic aide is at TJ to help you when you are injured or do not feel good. Ask your teacher or another adult if you can go to the clinic when necessary. The clinic is located in the back of the office.

DEPARTURES (leaving early or staying late)

In order to leave school early, a parent or guardian must come to the school office to sign you out. **No student will be dismissed early on telephone request or will be allowed to walk home alone. When early dismissal is necessary, a dated written request should be presented to the office on the date of the requested dismissal.** An early dismissal will be documented and recorded as time away from school in official attendance records.

Students must have a written permission slip from their parents in order to stay at school after dismissal.

DRESS

At Thomas Jefferson, you are expected to wear neat, clean clothing. Dress is informal. In physical education, you should wear pants or shorts, and you must wear tennis shoes. For safety reasons, shoe laces must be kept tied at all times and flip flops should not be worn. T-shirts are allowed with the exception of shirts with inappropriate words or pictures. Hats are **NOT** to be worn anywhere in the school building. Girls should not wear halter, tube, tank tops, or tops with spaghetti straps.

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FIELD TRIPS

Be sure to return your field trip permission slip before the day of the field trip. **No one will be permitted to go on a field trip without the official slip signed by a parent or guardian because of the special statement it has concerning emergency medical treatment. A parent note on a plain piece of paper will NOT be accepted.** The slips must be returned at least one day prior to the field trip.

FIRE DRILLS

Students are to leave the school during fire drills quickly, quietly, and orderly via routes designated by the teacher. There is to be no running or talking during a fire drill so that you will be able to hear if there is any change in the regular procedure. Students are to walk with their teachers when returning to the building.

GUIDANCE

Have a problem or just need someone to talk to? See Mrs. Seaver in the Guidance office. She is there to help you.

HALLS

Walk through the halls and on stairs quietly on the right-hand side, so that others who are working will not be disturbed. Do not run. Wait politely for your turn at the water fountain. Never push.

LATE ARRIVALS

It is very important to arrive to school on time. If you arrive at school after 8:45 a.m., you must report to the office for a late slip before going to class. Frequent tardies may result in disciplinary action.

LIBRARY MEDIA CENTER

The Library Media Center is open during school hours for student and teacher use. Materials are checked out for a one-week period of time. Students are responsible for the materials borrowed from the library and will be requested to pay for any items not returned at the end of the school year.

LOCKERS

Students in Grades 4 with homerooms on the 3rd floor are assigned lockers at the beginning of the year. Lockers should be kept clean. Food should not be kept in lockers overnight. Locks are not permitted.

LOST AND FOUND

If you find a piece of clothing or other articles that do not belong to you, please put it in the bins in the hallway going to the gym. If you have lost something, look there.

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MEDICINE AND TREATMENT

Authorization to Administer Medication forms are available online. Information on the School Board's Medication Policy is also available. Parents should bring any medication(s) with the appropriate documentation to the school clinic during business hours. Parents should only bring one month's supply of the medication. Medication cannot be administered unless the authorization form has been completed, and you have spoken to the clinic aide.

Medications must be in the original container when left at the school. For safety, all medicines are locked in the clinic until finished.

PLEASE DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD OR THROUGH THE BUS DRIVERS. Children are not allowed to carry medication with them in school. If you have any questions, please do not hesitate to contact the school office.

MEET THE TEACHER

During the week before school begins each year, Mount Daniel and Thomas Jefferson welcome children and parents to “Meet the Teacher” which is an opportunity for students in grades PK – 4 to visit their new classrooms and say hello to their teacher. Each grade level is given approximately 30 minutes for this brief, informal visit to greet children in the class. If you would like to talk with your child’s teacher at length, please call or e-mail them at your convenience with any questions you may have about the school program.

NOTICES TO GO HOME

Take home all notices given to you by your teachers, so that your parents may be informed about our school.

PERSONAL PROPERTY

If you bring personal things such as money, jewelry, or games to school, you are responsible for them. Be sure your name is on all of your property. Make sure your property is kept in a safe place. No toys, trading cards, balls, electronic games or unnecessary accessories are permitted.

PLAYGROUND

1. Students will follow the TIGER rules.
2. Students are not to leave the school grounds without permission. Students need to tell an adult if a ball leaves the playground and receive permission before retrieving it.
3. Students may not reenter the school building without permission.
4. Students who need to go to the clinic must have permission.
5. Students are not permitted to leave the line moving to or from the playground without permission.
6. Students will respect the trees by not hanging on the branches.
7. Students will use the equipment safely:

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- Slides – one person at a time; once you have gone down, get off so someone else may have a turn; do not run up any of the slides.
 - Swings – sit in an upright position; do not twirl or wind up the swings; do not jump off while the swing is in motion; do not run in front of or behind swings that are in use.
 - Jumping – do not jump over railings or playground equipment; do not do gymnastic stunts.
 - No chase games of any kind are allowed on the equipment, including tag, chase, and hide and seek.
 - Jump ropes are to be used only for jumping rope; do not play tug of war or take the ropes on the slides or other equipment.
8. Students are not permitted to throw snowballs.
 9. Students will line up promptly when their class's designated color is shown and the whistle is blown.

RESTROOMS

Use the restroom properly - the next person will appreciate it! (so will the custodians). The sinks are for washing hands. Keep the water off the floors. Let us all work to have clean restrooms. Students are not to use the adult restrooms at TJ.

SCHOOL SUPPLIES (if lost or used up)

Your teacher sent you a list of supplies you will need for school. If you lose any during the year, replace them. Keep them in your personal property box or locker. Put your name on everything.

SCHOOL WORK MISSED DUE TO ABSENCE

When you are absent due to illness, it is your responsibility to contact a friend for the day's assignment. If you are absent two consecutive days, your parent may call the school and request school work.

School work will not be provided before the absence when the absence is not due to an illness. You are encouraged to read independently as much as possible while absent and to keep a daily journal which will be reviewed by your teacher upon your return. Work that needs to be made up will be provided when you return to school.

TECHNOLOGY

The technology equipment at Thomas Jefferson is meant for your education. Users of technology equipment are responsible for the appropriate and responsible use of this equipment. Any deliberate misuse or destruction of school technology equipment will be considered vandalism and could result in disciplinary measures.

TELEPHONE

Students are not called to the phone except in a serious emergency. Students may use telephones only during cases of emergency. This means that you will not be permitted

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to use the phones to call home for forgotten homework assignments, field trip permission slips, etc.

WALKERS

All street crossings should be made at intersections or where marked. Look both ways at street crossings and obey the crossing guards. Remember to respect other people's property and always stay on the sidewalk and follow the Tiger Trail. Be sure you do not arrive at school before 8:35 a.m. each morning.

STUDENT ORGANIZATIONS

BAND - BEGINNING

Fourth grade students are eligible to participate in the elementary band program. Beginning and advanced band students meet in the morning before school to practice.

The elementary band performs at an assembly program during the school year.

CHESS CLUB

2004-2005 was the first year for the Chess Club and it was a wonderful success. Students interested in this after-school club should watch for the Chess Club flyer.

CIRCLE OF FRIENDS

This is a club for anyone in the school. The Circle of Friends has a second and third grade group and a fourth grade group. Circle of Friend members participate in many fun games and activities both during and after school. Students looking forward to meeting old friends and making new friends should keep an eye out for the Circle of Friends application.

DRAMA CLUB

This very popular after-school activity is for 4th graders. Two separate casts are formed for the two plays presented each year for students, staff and parents.

ECOLOGY CLUB

Fourth grade students meet to work on projects that help protect and restore the local environment. Examples of activities include planting a schoolyard butterfly garden, caring for trees on the school grounds, constructing birdhouses, exploring local streams, and learning about wildlife in the Falls Church area. Students interested in having fun outdoors will enjoy this club that runs from October through June. (Sponsored by the Education Task Group of the Falls Church Recycling and Litter Prevention Council)

LIBRARY HELPERS

Fourth grade students may volunteer to be library helpers and may obtain an application form from the librarian. Library helpers work in the library on a

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scheduled basis and are responsible for shelving books, straightening shelves, and other miscellaneous duties.

ODYSSEY OF THE MIND

An extra-curricular creative problem-solving activity will be available to interested students if parent volunteers are located to help work with groups outside of school hours. OM helps students build skills in problem-solving, risk-taking, and cooperative ventures.

SAFETY PATROLS

The Safety Patrols is a group of fourth grade students who assist in moving students from classrooms to where they board their buses and keeping hallways safe. Their duties are to help prevent accidents and to give warning of dangerous practices.

SCHOOL STORE

Participation in the School Store is limited to fourth grade students. Students are involved in all aspects of the operation of the store including ordering, sales, inventory, and advertising.

STUDENT COUNCIL ASSOCIATION

SCA is a student government organization that helps carry out your suggestions for improving our school and sponsors special events. Each class elects a representative.

Arrival and Dismissal Information

Thomas Jefferson Elementary School

TJ Tiger Trails for walkers:

As indicated on the attached map, there are several sidewalks leading to TJ that have been designated as TJ Tiger Trails. Whenever possible, students should walk on sidewalks and follow a Tiger Trail to school and home from school. Students should always use caution when crossing streets. The Tiger Trail signs will be posted during the first month of school.

PAWS (Parents Arriving With Students) by car:

- **Oak Street PAWS Area (Front of the Building):** During arrival and dismissal times, vehicle traffic is limited to school buses on S. Oak Street in front of the school. Also during arrival and dismissal times, a new, one-way traffic pattern will be created to increase safety and ease congestion along S. Oak St., Parker Ave., and Timber Lane. (see attached map). Vehicles may turn left from Parker onto Oak St. and drop off students or pick up students in the PAWS Area by the trailers on the school side of Oak Street. It is very important that no vehicles park in the PAWS area so that the traffic flow is not interrupted and so that the school buses will not be delayed. If your child is not in the PAWS area for pick-up, please circle the block so that traffic will continue to flow smoothly.
- **Seaton Lane PAWS Area (Back of the Building):** For arrival and dismissal a single lane of traffic will be established in the PAWS area, the traffic circle in the back of the building. A new traffic pattern will allow only right turns onto Seaton Lane from the PAWS area following drop-offs or pick-ups.

Dismissal Procedures:

Only bus riders are dismissed through the front doors.

For children who walk or are picked up, please be sure that they know, or your child's teacher knows, whether they should be escorted to the Oak St. or the Seaton Lane dismissal area.

Students walking or being picked up on the Oak Street (front) side of the building will be dismissed from the doors on the lower level by the gym near the trailers. Students are escorted from their classrooms to that location and parents or siblings can meet walkers there. Students being picked up in the Oak Street PAWS Area will be escorted to Oak Street where an adult will supervise as parents pick them up.

Students walking or being picked up on the Seaton Lane (back) side of the building will be dismissed from the rear doors. Students are escorted from their classrooms to that location and parents or siblings can meet walkers there.