

Ressie Jeffries Elementary School

Student/Parent Handbook

2022-2023



Mrs. Nina Helmick
Principal

Mrs. Niki Bradley
Assistant Principal

Welcome to the 2022-2023 school year!!!!

I would like to first say, “Thank You”, for choosing Warren County Public Schools. We are honored to work alongside you to educate your child(ren). Warren County Public Schools offers a wonderful educational experience for all students, and we are ready to be a partner with all families of our community.

The administration along with the staff works endlessly to ensure the safety of all our students. We have put many things into place to ensure the safety of your child as we plan for the beginning of the 2022-2023 school year. Warren County’s mitigation plan in its entirety can be found at

<https://www.wcps.k12.va.us/index.php/coronavirus-update>

The school division will work closely with the Loud Fairfax Health Department and other health professionals in order to provide a safe environment for students and staff.

Welcome Back to Ressie Jeffries Elementary School!!!!

Welcome to an exciting year for our students, parents, and staff. We have many new things happening throughout the year. This handbook will give you a basic overview of our procedures and expectations.

2022-2023 Ressie Jeffries Elementary Staff

Administration

Nina Helmick, Principal
Niki Bradley, Assistant Principal

Pre-Kindergarten

Dallas Smith
 With Jessica Maricle
Millie Adams
 With Jessica Foster
Shawnacee Davis
 With Amanda Stoneberger

Kindergarten

Refa Blakely
 With Kim Freeman
Bonnie White
 With Julie Larivee
Jaime Marion
 With Kathy Shenk
Kirstin Beaver
 With Candy Ferst
Lindsey Orndorff
 With Kathy Fletcher

First Grade

Ashley Wood
Carey Brogan
Brittany Crowe
Kasey Nicholson
Cindy Pellath

Second Grade

Christina Smith
Kelley Higgins
Cathy Harron
Cathy Burrola
Elizabeth Grove

Main Office

Samantha Garrett, Bookkeeper
Diane Stevens, Secretary
Jennifer Brown, RN

Third Grade

Patricia Atkins
Krystle Baldwin
Lauren Vice
Jordyn Beckner

Fourth Grade

Andrea Lewis
Jessica Ryan
Hailey Chadwell
Meredith Miller

Fifth Grade

Mallory Trowbridge
Julie Besecker
Valerie Crawford
Kaitlyn Meyer

Special Education

Jennifer Schraff
 with Brittany Lewis and Ashley
Michele Wilkerson
 with Julie Harper and Tiffany Farmer
Jeanellyn Beatty *with* Melissa Hammond
Kelly Woodward *with* Denise Schurtz
Kristen Updike *with* Valerie Lopez and Theresa Hay

Resource & Specials

Judy Holmes, Reading Coach
 with Ona Massey, Title 1
 with Christina Settle
Crystal Keller, Math Coach

Kim Okland, Music
Paige Herndon, Librarian
 with Carol Vorous
Kathleen Michael, Art
Kristin Frankel, Guidance
Jamie Charles, Guidance
Nick Simmons, P E
 with Tammy Shell
Kim Anderson, OT
Anna Grant, ESL
Katie Grimley, TIC
Amiira Lanterman, TDHHT
Kayla Dill, Preschool IA
Chelsea Lucas, Student Support
Coach
Beth Mason, Student Support
Coach
Gina Rodman, Student Support
Assistant
Kayla Knott, Student Support
Assistant
Cafeteria Manager
Sarah Smith, Manager
Custodian
Larry Shull

Unscheduled Early Dismissals

2022-2023

Whenever inclement weather or any emergency conditions make traveling hazardous, schools in Warren County may close early. To know what is occurring, tune to **television channel 4, 5, 7, 9, 18 or 23 or listen to radio station Q102.5, WINC 92.5 or OLDIES 95.3**. A ROBO call will be sent out to parents who are signed up to receive the call from WCPS. **PLEASE DO NOT CALL THE SCHOOL**. Our school does not make the decision to close school early; this decision is made at the Warren County School Board Office.

Please remember when you, or someone you choose, come to pick your child up, a state issued ID is required. **WE CANNOT, UNDER ANY CIRCUMSTANCES, LET YOUR CHILD LEAVE WITH SOMEONE WHOM YOU HAVE NOT LISTED ON THE STUDENT EMERGENCY FORM.**

Please make every effort to ensure your child knows what to do in case of an unscheduled early dismissal. Many children are unnecessarily concerned that their parents will not know that school has been dismissed and will not be home for them when they arrive. In order for the teacher to know how your child will go home, please fill in this letter and return it to your child's teacher immediately. Thank you!

Snowdays may be called virtual learning days.

(Return this page to your child's teacher)

STUDENT'S NAME: _____

IN CASE OF AN UNSCHEDULED EARLY DISMISSAL MY CHILD WILL:

_____ **RIDE BUS NUMBER** _____ **TO** _____

_____ **WILL BE PICKED UP BY:** _____

_____ **OTHER (Please explain):** _____

EMERGENCY CONTACT NAME : _____

EMERGENCY CONTACT NUMBER: _____

NOTICE: Parents are required to contact the school with a written note, phone call, email, Schoology message, DOJO, or in person each time there is an absence, tardy, or a student is picked up early from school.

The purpose of our attendance procedures is to keep frequent, ongoing communication between school and home to ensure students attend school every day for the entire school day. School success is best achieved through prompt, regular attendance. The RJES staff works to provide a rich instructional program so students want to be at school.

Any student who is absent will be allowed to make up work. The school will allow one day for each day absent plus one additional day to turn in all work missed.

Tardies/Early Pickups

Tardies and early pickups are counted together on the student's report card. **Our learning day begins officially at 8:00 AM.** Parents must report to the office and sign their child in on the computer if the student arrives at or after 8:00 AM. Students must have a pass to go to class. Please **DO NOT** drop your child off at the front door and leave. Please make every effort to have your child to school on time each day.

Pre-Arranged Absences

Forms are available in the office for planned absences such as vacation or surgeries. Reminder: SOL tests are scheduled for May. Please do not schedule absences for that period.

Attendance Zones

Warren County School Board has attendance zones that designate which school your children should attend based on your physical address. Only students who live in our zone may attend Ressie Jeffries. If you have an address change or use a PO Box you will be asked to provide proof of residency. Please note the current Virginia State Law regarding misrepresentation of false statements regarding residency.

School Dress Code

All students are expected to dress safely and appropriately for school. Any clothing that interferes with or disrupts the learning environment or compromises safety is not allowed. If students are dressed in inappropriate attire, parents will be called to bring clothes for their child to change into. Sandals with a back strap will be accepted; however, it is preferred that sneakers be worn for comfort and safety during the day and on the playground. Hats are **not** permitted inside the building. Shirts with spaghetti straps or shirts that show the midriff are not permitted.

Articles Brought to School/Cell Phones

Cell Phones: Students may possess a cell phone on school property during the school day; **however, the device must be out of sight, turned off, and used only with authorization from the administration.** IF the rule is broken, the cell phone is subject to confiscation by school officials and returned only to the student's parents or guardian. Students shall not have in their possession a laser pointer.

Release of Students

If a student needs to be dismissed from school earlier than 2:30 PM a note is required by the parent or guardian. When the person arrives to pick up the student, he/she must go directly to the office to sign out the student. The student will be called to the office for dismissal. Students will not be released from the classroom to a parent or any other adult. A **State issued ID** will be required for **ALL** persons coming to pick up a student and the name of the person picking up the student must appear on the emergency contact form. The office staff is very vigilant regarding safety during the early release of all students. **All students must be picked up from school by 2:45 PM.**

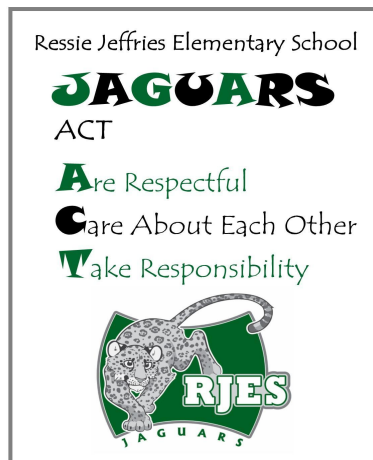
Behavior/Discipline Program/PBIS

Ressie Jeffries is a PBIS School. What is PBIS???

- Positive behavioral interventions and supports (PBIS) is a way for schools to encourage good behavior.
- With PBIS, kids learn about behavior, just as they learn other subjects like math or science.
- The key to PBIS is prevention, not punishment.

PBIS is a school wide approach to make schools safe and promote positive behavior. It's also a way for schools to decide how to respond to a child who misbehaves. There are a few important principles:

- Every child can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each child is different and schools need to provide many kinds of behavior support.
- How schools teach behavior should be based on research and science.
- Following a child's behavioral progress is important.
- Schools must gather and use data to make decisions about behavior problems.



The Jaguar ACT (PBIS) Program focuses on positive behavior expectations, structure, and support. The PBIS behavior expectation matrix is included in the handbook and teachers will go over the matrix with students several times throughout the school year. At any time, parents may be contacted about work habits, instructional concerns, or behavior issues.

Bully and Harassment Guidelines

To ensure there is understanding and consistency with all faculty and staff, a procedure has been developed and will be implemented in dealing with suspected or reported offenses.

Definition of bullying:

- * Physical, verbal, social, or emotional teasing, or intimidation of a person/group
- * It is deliberate and hurtful behavior.
- * It is repeated behavior, often occurring over a period of time.
- * It is hard for those being bullied to defend themselves.

Types of bullying:

- * Physical (hitting, kicking, taking other student's belongings, defacing property, spitting, pushing/shoving, locking in a closed or confined space, etc.)
- * Verbal (mocking, name-calling, threats, insults, slurs, intimidating phone calls, etc.)
- * Social (gossiping, spreading rumors, ethnic slurs, social rejection, embarrassing/setting up to look foolish, revealing personal information, setting up to take the blame, public humiliation, etc.)
- * Intimidation (graffiti, publicly challenging to do something, taking possessions, defacing property or clothing, extortion, playing dirty tricks, etc.)

Definition of harassment:

- * Emotional abuse including verbal or physical threats, physical assaults, bullying and theft of property.

Expectations and Procedures for prevention:

Prevention:

1. Monthly classroom guidance lessons from school counselors which include the 'Second Step' Program.
2. Staff set the tone of the school climate by modeling positive behavior to students.
3. Posters/bulletin boards
4. Classroom Meetings
5. Social skill lessons/small group counseling

Parents: What you can do to help your child if they are being bullied:

1. Do NOT encourage a physical response.
2. Remain calm.
3. Contact your child's teacher or administrator.
4. Contact your child's school counselor for support and/or resources.
5. Do NOT contact the parents of the child you think is the bully.
6. Keep the lines of communication open with your child and the school.

Cancellations/Closings

Late openings, early closings, or the cancellation of school due to inclement weather or emergency conditions will be announced over local radio stations **Q 102, WINC 92.5, OLDIES 95.3** or television channels **4,5,7,9,18, or 23**. It will also be posted on the WCPS website, the Ressie Jeffries Elementary website, and typically a recorded phone message will be sent to the main emergency phone contacts listed on emergency forms. You may also call the school board office for information: 635-2171. Please refrain from calling the school for decision information as those decisions are made by the School Board Office.

Remember, if you, or anyone else comes to pick up your child, you will need to bring a photo ID. **We cannot, under any circumstances, let your child leave with someone whom you have not listed on the emergency form. Snow days will now be virtual learning days.**

Homework

The purpose of homework is to reinforce skills learned at school. Each grade level and individual teacher will let you know of their specific homework expectations and procedures.

When requesting work for a child who is absent, please allow the teacher a full day to get the work together. You can call the office to make this request or email the teacher directly.

Reading every night is a school wide expectation. Please try to read to your child or have your child read for 20-30 minutes a night.

Visitors

We are excited to once again bring our families back into the schools. All visitors must check in at the front office. Anyone that has not checked in will be asked to leave.

Lost and Found

All items that are found throughout the building are placed in the Lost and Found. The Lost and Found is located in the main office. Parents or students are welcome to come and check the items. Unclaimed items are removed at the end of each semester.

Medication

WCPS personnel may give prescription medication to students **only with a physician's written order and written permission from the student's parent or guardian**. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent/guardian of the student.

Non-prescription medications may be given to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and hand-delivered to the principal, school nurse, or school designee by the parent/guardian of the student. Remember that all medications, prescription or over-the-counter, are **not** allowed to be transported on the bus. See the WCPS Student Code of Conduct for more specific information.

Parties & Celebrations

Each class is permitted to have 3 parties/celebrations during school time. The parties are usually held in the classroom with the help of volunteers. If you are delivering items for a party throughout the year, please drop them off at the office and they will be delivered at an appropriate time. Cupcakes for student birthdays are not allowed according to the WCPS Food Regulations Policy.

Party Invitations

After-school party invitations cannot be distributed at school unless each student in the classroom receives one. The distribution of any invitations needs to be approved by the classroom teacher prior to bringing the invitations to school. The classroom teacher has the final say in how and when the invitations will be distributed so as not to interrupt the classroom instruction and to not exclude any class member.

Snacks

In compliance with the WCPs Food Regulations Policy (JHCF-R), only healthy foods can be delivered for snacks (goldfish, fruits and fruit juices, vegetables, and the like). Cupcakes, candies, sodas, and other similar items are not acceptable snacks but can be included in one of the three classroom parties during the school year. Again, do not drop these off without prior permission from the classroom teacher.

Grading

The highlights of the grading policy are as follows: All Schools:

- Students will only receive credit for assignments, summative or formative, that are attempted.
- Grade Distribution Categories: ○ Summative (e.g., tests, quizzes, projects, writing assignments) equals 70% of a student's overall course grade. ○ Formative (e.g., classwork, homework, benchmarks) equals 30% of a student's overall course grade.
- Retakes or corrections cannot result in a lower grade than the original grade received on the assessment or assignment.
- Students will have at least the school days missed, plus one, to complete any missing work.

Elementary School:

- Students will be given until the week before the end of the quarter to complete any missing summative or formative assessments.
- A recommendation to retain a student will be communicated by May 1st. However, the parent will have the final say on retention.

You may view the full policy by selecting the following link.

<http://go.boarddocs.com/vsba/warren/Board.nsf/goto?open&id=A9ZJF84A0732>

Report cards will be sent home following each 9-week advisory. Interim reports will be sent home at the 4 ½ week point of each advisory. School wide conferences will be formally scheduled one time per school year. Parents may also arrange conferences to discuss the progress of the child as needed. All conferences will be on an appointment only basis.

Arrivals/Dismissals:

Morning:

1. Students will enter the building in a quiet manner no earlier than 7:30 AM.
2. All adults and parents will follow the directions of staff monitoring the school.
3. Classroom teachers will greet students in the classroom.
4. Students will begin morning work activities as directed by the teacher.
5. **8 AM is the official start to our school day.** Students are expected to be settled in class & ready to work at this time.
6. The Morning Announcements will begin at 8:00 AM. Attention will be focused on the Morning Announcements. Classes begin directly afterwards.
7. Students arriving after 7:55 AM must report to the office for a tardy slip.

Car Drop-Offs-

1. Persons on the school grounds will follow the directions of staff members in charge, directing traffic, etc.
2. Students will arrive no earlier than 7:30 AM and no later than 7:55 AM.
3. Automobiles will proceed cautiously in, through, and off the school property following the traffic directions and requests of the teachers on duty.
4. Students are expected to unload on the passenger side of the vehicle for safety.
5. Signs will designate where to drop-off and pick-up students. Drop-Off located between the yellow lines from the corner of the building to the Gym Door ONLY.

6. All vehicles are to proceed in one, single-file lane, without passing through the car rider area. Traffic will be directed by a faculty member on duty.
7. Drivers will remain with their vehicles at all times unless you are parking in a designated parking space to enter the building.
8. If any assistance is needed, please contact a faculty member on duty.

Walkers-

1. Parents will want to discuss safety issues of walking to and from school with their children.
2. Students will enter the building after 7:30 AM and until 7:55 AM through the gym doors.
3. Walkers are to go directly home after school. Walkers are dismissed from the building at 2:25 PM.

Afternoon:

1. Students will prepare for dismissal in a quiet and orderly manner as directed by the teacher.
2. Students will be packed up by 2:20 PM
3. Students will walk in a single file line to all destinations as they will be escorted by teachers.
4. Students using a different mode of transportation than usual **MUST** have a signed note by parent or guardian or a note from the office otherwise the student will be sent home according to their usual schedule.
5. **Student dismissal is at 2:30 PM**
6. The Bell Schedule is:

2:30 Car Riders/Pickups dismissed to gymnasium

2:30 First Bell Bus Students

2:25 Walkers

PARENT PICK-UP:

****Always park in a visitor space when coming to the school – no matter how short your visit, you may not park in the fire lane or in a handicapped or reserved space.**

Car Rider Pick-up Outside

1. Afternoon line formation begins at 2:15 PM.
2. Automobiles will proceed cautiously in, through, and off the school property in one single-file lane. Students are expected to load on the passenger side of the vehicle for safety.
3. Always display your car rider number prominently on your mirror. Please see the school office if you do not have a number...one number per family please. Each family will receive 2 car tags.
4. Drivers will remain in their vehicles at all times.
5. If any assistance is needed contact a faculty member on duty – please be respectful to the staff members on duty at all times.
6. Students will wait in their classrooms. Parents will report the number of the student he/she is picking up to a faculty member. The faculty member will call the student from the classroom and escort them into the driver's side of your vehicle. Please be patient because the child is coming from the classroom, it will take longer to dismiss students.


****If your child does not report to the car loading area in a timely manner or if pick-up arrives after 2:45 PM, then the person picking him/her up must park and come into the lobby to pick up the student.**



Are Respectful

Care About Each Other

Take Responsibility

	<p>Are Respectful</p>	<p>Care About Each Other</p>	<p>Take Responsibility</p>
<p>Classroom (regular classroom, specials classroom, etc.)</p>	<ul style="list-style-type: none"> • Ask for help • Raise your hand 	<ul style="list-style-type: none"> • Listen carefully • Keep hands, feet and objects to self 	<ul style="list-style-type: none"> • Follow directions • Participate
<p>Hallway</p>	<ul style="list-style-type: none"> • Always quiet 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self 	<ul style="list-style-type: none"> • Always walk • Face forward
<p>Bathroom</p>	<ul style="list-style-type: none"> • Do your business quickly • Respect privacy 	<ul style="list-style-type: none"> • Clean up after yourself 	<ul style="list-style-type: none"> • Go • Flush • Wash
<p>Playground</p>	<ul style="list-style-type: none"> • Respect others • Take turns 	<ul style="list-style-type: none"> • Be safe • Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> • Use equipment properly • Line up quickly when recess is over
<p>Bus</p>	<ul style="list-style-type: none"> • Talk quietly 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> • Face forward • Stay seated
<p>Cafeteria</p>	<ul style="list-style-type: none"> • Raise hand for help • Inside voices 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Do not share food 	<ul style="list-style-type: none"> • Clean up after yourself • Eat your food
<p>Cafeteria Line</p>	<ul style="list-style-type: none"> • Remain Quiet 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> • Face forward • Choose your lunch option quickly
<p>Assembly</p>	<ul style="list-style-type: none"> • Listen to presenter 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> • Stay seated (bottoms on floor)