

**Parent-Student Handbook  
2019-20**



6119 Creedmoor Road  
Raleigh, NC 27612  
(919) 881-4910

[www.wcpss.net/jeffreysgroves](http://www.wcpss.net/jeffreysgroves)



August 2019

Welcome to Jeffreys Grove Magnet Elementary School!

Welcome to Jeffreys Grove Magnet Elementary, a Spanish Immersion Magnet school and a proud member of the NC Global Schools Collaborative Network. Our school is focused on providing a high quality education to ALL students while engaging them in the curriculum through a global lens. Our goal is to create an environment in which each and every child can be successful.

**Our Mission:** Jeffreys Grove Magnet Elementary School will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

**Our Vision:** Our vision is to provide students with an equitable educational experience whereby students embrace diversity and become global citizens who can effectively communicate, collaborate, think critically, and creatively in a multicultural world. Spanish Immersion students will become bi-literate while all students will gain global competence by expanding their worldview and perspectives.

We ask that you take a moment to review this handbook for a better understanding of the procedures and expectations at Jeffreys Grove.

In the spirit of cooperation and community, we will continue to make Jeffreys Grove a wonderful place to learn and grow.

Julieta Ventura  
Principal

Julie Scott  
Assistant Principal



## Important Phone Numbers

Please call the Main Office at 919-881-4910 for the following services:

- Change of address or phone number
- Buses/Carpool changes (must be called in prior to 3:00 daily)
- Medications
- Contact a teacher
- Talk with Principal Ventura
- Talk with Assistant Principal Scott
- Questions about Special Education, AIG, Intervention or other education programs

### Other Important Numbers

Cafeteria 919-881-4916  
Counselor 919-881-4909  
Fax 919-881-4911

Wake County Buses – Sanderson Transportation 919-805-3030



## 2019-20 Calendar Dates

First Day of School	Monday, August 26, 2019
Last Day of School	Friday, June 12, 2020

No school on the following dates:

Monday, 9/2  
Monday, 9/30  
Wednesday, 10/9  
Friday, 11/1  
Monday, 11/11

Wednesday – Friday, 11/27-11/29  
Monday 12/23 – Friday, 1/3  
Monday, 1/20  
Wednesday, 1/29  
Monday, Tuesday- 2/17-2/18  
Monday, 3/9  
Monday 4/6- Monday 4/13  
Friday, 5/1  
Monday, 5/25

Interim Report Dates:

9/23  
12/9  
3/2  
5/11

Report Card Dates:

11/12  
2/10  
4/21  
6/12



## **SOARing at Jeffreys Grove**

Jeffreys Grove has developed school-wide expectations and uses positive reinforcement to teach the expectations in the classroom and around the school. Students are taught what it means to SOAR at school. Matrixes with specific expectations for SOARing are posted around the school. Students who do not meet expectations are re-taught, taught replacement behaviors, and if the behavior is of a serious or repetitive nature will be given a discipline referral, referred to an administrator and parents will be contacted. If behavior is of a serious nature and if other attempts at redirecting behavior have failed, the student may be suspended from school in accordance with the WCPSS guidelines.

Show self-control  
Own your actions  
Accept others  
Respect our school

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.



Homework is an important part of the educational experience. Students shall make every effort to complete homework when assigned.

Purpose:

- To reinforce the curriculum
- To provide independent practice
- To review and practice skills
- To develop responsibility, independence, and self-direction

School board policy supports the following daily homework time for elementary schools:

K-2	20 minutes/day
3-5	50 minutes/day

Homework will not be assigned during vacation or over a weekend, unless a student has incomplete work or chooses to work on a long-range assignment. However, optional enrichment or remediation activities may be suggested by the teacher.



## **Inclement Weather**

Early dismissal due to inclement weather:

1. The first notification of early dismissal is made through the media.
2. If you are concerned over your child's well being because of weather you may come to school to pick him/her up.
3. All children remaining at school dismissal time, and who normally ride the bus, will be sent home on the bus.

Early dismissal notification will be made through the media and tweeted out by Jeffreys Grove. Make sure you follow us on Twitter @jeffreysgroves.



Student success is dependent on consistent attendance. Students must be in school every day unless they are ill or there is an emergency. Please make every effort to avoid late arrivals and early pick-ups.

Absences: If a child is going to be absent, an email to the teacher is acceptable as an excuse note. Please do not call the front office to report an absence.

Upon returning to school, a written note from parents (or email) must be sent to the teacher. The note should include:

- The students' name
- The dates he/she was absent
- The reason for the absence
- The parent's signature

Absences not explained by notes will be recorded as unexcused.

A student attending only part of a school day must be here for at least half of the day to be marked present. (12:30 p.m. is considered the half-day mark).

To request an excused absence due to special educational experience, a form must be submitted, IN ADVANCE of the absence to the principal for approval. Per policy, planned vacations (or visits to Grandma) that include an educational experience will NOT be approved.



## Arrivals

Our school day begins at 8:45 am. Students are not considered tardy until 9:15, but important classroom activities take place between 8:45 and 9:15 so we strongly encourage all students to arrive as close to 8:45 as possible. Students may NOT be dropped off prior to 8:45, as there is no adult supervision and this poses a safety concern. Students may enter the building at 8:45. It's important for your student to be able to unpack and be ready to learn prior to the 9:15 bell. Arriving after 9:10, doesn't allow them to be "ready" and can cause the day to start off with a rushed feeling.

### Tardies

Students entering the building after the 9:15 bell are considered tardy. If students are tardy, they must report to the office to receive a pass prior to going to class. Parents must accompany their children to the office to sign them in. Excessive tardies or early checkouts will result in contact with our school social worker to assist the family with a plan to increase their child's time in school.



## Dismissal

The dismissal bell rings at 3:45 pm. Students may not be checked out early after 3:15 pm. Teachers are instructing until the very end of the day. Students should only be checked out early due to exceptional circumstances. Parents are asked to make appointments for students after 3:45, whenever possible. Valuable instructional time is lost due to early checkouts.



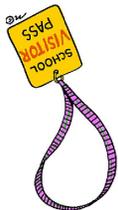
## **Birthdays**

The school recognizes students' birthdays. If a parent wishes to bring a birthday treat, it must be commercially made and may only be distributed to the entire class during snack time in the classroom. Please contact your child's teacher to make arrangements for this. Birthday parties are not held at school so do not bring in birthday hats, goodie bags, or balloons. Birthday party invitations cannot be distributed from school.



## **What to Bring/Not to Bring to School**

Students should be prepared each day with paper, pencils and other school supplies. Lunch money, picture money and book money should be sent in a sealed envelope with the child's name and teacher's name on the front. Students should not bring extra money to school. Students may not bring toys or athletic equipment to school. The school cannot be responsible for lost or damaged personal items. Cell phones are allowed only with prior approval from an administrator with the intention they are used solely in the event of an emergency. If a cell phone is permitted, it must remain off during the school day. If students do not follow these cell phone expectations, the phones will be taken away from the students and parents will be asked to pick them up from the office.



## **Visitor and Volunteers**

We welcome visitors and volunteers to our campus but we require that you sign in on the computer in the main office. The first time you sign in you will be required to provide your driver's license. For the safety of our children, it is required that you

wear a visitor badge while in the building. Any person not wearing a badge will be asked to sign in at the front office. Please sign out upon completion of your visit.

Volunteers must be “cleared” each year in order to volunteer in the classroom, around the school, or go on class field trips. You may register to volunteer on a computer in the office or media center and the county will conduct a background check. Parents must update their registry as a volunteer each year.



## Lost and Found

Students often lose clothing at school. Please label all belongings on the inside with a permanent marker. Every month all unclaimed items will be donated to a charitable organization. The “Lost and Found” closet is on the main hallway of our building.



## Dress Code

Research shows that students who are dressed comfortably and neat in appearance feel better about themselves, do better academically and behave better in school. Our students should also dress ready to participate in physical education either in the gym or on the playground. The WCPSS dress code lists several examples of inappropriate dress such as sagging pants, exposed undergarments, “spaghetti straps” on shirts, excessively short or tight garments, and bare midriff shirts. In addition, jewelry that can be played with and is distracting to self or others is not permitted. Students who violate the dress code will be asked to change clothes or may be sent home. Please refer to the WCPSS handbook for more information.



## SCHOOL CAFETERIA



Parents may pay for meals by check/cash to the cafeteria or use the online payment option, [www.myschoolbucks.com](http://www.myschoolbucks.com). All checks for student lunches are to be made payable to Jeffreys Grove cafeteria. Include your child's student ID# and teacher's name. Students should take checks to the cafeteria in the morning, prior to 9:15. For more information and menus please visit [www.wcpss.net/school-meals](http://www.wcpss.net/school-meals).

Breakfast - \$1.25

**Lunch - \$ 2.75 (this is a change from last year)**

Free or reduced breakfast and lunch is available to students who qualify. Contact the office for more information.

The school system allows students to choose unlimited fruits and vegetables, along with water, if their funds have been depleted. Parents will be given notice in advance of their child's lunch fund depletion so that they may replenish the account.

Visitors are welcome to come and eat lunch in the cafeteria with their student. Visitors, their student, and one friend may sit at the special visitors' table in the cafeteria. If you are coming to enjoy lunch with your student, we ask that you also support our SOARing behaviors in the cafeteria. If your child is having difficulty with another student, please refer to a school staff member to provide assistance, rather than confronting the other student.



## Carpool Procedures

Parents may register their children for carpool and obtain carpool tags in the front office. Parents who register for carpool will be given a handout of carpool procedures. We ask that all parents comply with these procedures to ensure safety and orderliness. An adult on carpool duty will supervise drop off in the morning until 9:15. Students will assemble in the lobby for carpool dismissal each afternoon. Parents **MUST** go through the carpool line in order to pick up their children and are not permitted to walk into the building in the afternoon to pick them up from the lobby. All cars should enter the parking lot/carpool loop by turning right. This helps prevent blocking the flow of cars leaving carpool and ensures safety for all.

Carpool parents are asked NOT to park in the neighborhood or on the side of our bus loop to attempt to bypass the carpool line. **It is imperative that you are on time to pick up your student and model respect for our dismissal procedures.**



## Walkers

Parents may register their children as walkers so long as they live within our “walk zone” of 1.5 miles. Walkers will be tagged for easy identification. If your address is not within our “walk zone”, your child will be dismissed as a “car rider” and parents will need to follow carpool procedures to pick up their child. **We do not expect to see any vehicles parked on the side of our bus loop picking up students that claim to be “walkers”.** 2<sup>nd</sup>-5<sup>th</sup> grade students will be called down at 3:45 to be escorted each afternoon across the crosswalk and to the corner of Eddystone Road and Jeffreys Grove School Road. Kindergarten and first grade walkers will be called to the cafeteria a few minutes before the dismissal bell. School staff will dismiss these students as parents arrive and present themselves to school staff on duty. Parents who wish to meet their 2<sup>nd</sup>-5<sup>th</sup> grade student(s) to walk home with them should assemble across the street from the school. Students will only be released to authorized adults. K and 1<sup>st</sup> grade walkers should be picked up from the cafeteria by 3:55.



## Bus Procedures

The bus loop is located in front of the cafeteria. In the classroom, students are asked to pay attention and watch the television for their bus to be “called”. All bus riders will be tagged and are expected to keep their tags on their backpacks all year long. Students in Kindergarten and 1<sup>st</sup> grade will not be permitted to exit the bus without a parent or authorized person picking them up from the bus stop. Riding the bus is a privilege, not a right. At no time are parents allowed to board a

school bus. Bus procedures and rules will be sent home and signed off on at the beginning of each school year.

## Change of Transportation Plans

If a student is carpooling home with a friend, both students must bring in notes from their parents.

Students are not permitted to ride any school bus other than the one to which they are assigned. This means that students may not bring friends home on the bus. Bus riders are only allowed to get on and off of the bus at their assigned bus stop. The bus stop will be listed on the student's bus tag.

If a child does not have a note, he or she will not be permitted to change their transportation.

Parents should call the school with any last-minute transportation changes not later than 3:00pm.



## Communication

At Jeffreys Grove, we utilize several forms of communication. Staff are easiest to reach via email. Teachers will email weekly or biweekly newsletters to parents and/or post them on their websites. The principal sends out a school message every one to two weeks. The PTA utilizes Member Hub to communicate to all families. All families will be automatically subscribed to Member Hub.

During the fall of 2019, the district is piloting a software tool called **Talking Points**. It allows Jeffreys Grove teachers to communicate with parents via text messages easily. The software will sync directly to parent contact information in PowerSchools. Additional information will be shared with families as we begin using the software.