

# 13-14 Parent Information

## Dress Code - Students

In order to provide a safe and professional environment that is conducive to learning and one that will assist in preparing Jefferson's students for the future, we are requiring that all of our students comply with the following dress code.

Students are expected to wear the **SDMC approved** (July 2, 2013) uniform. Every teacher will support these guidelines. Students will be encouraged to participate in Marvelous Monday and dress for success the first day of each week, while still following dress code.

### **1. HATS**

- No hats or caps of any type may be worn on campus
- Hair nets, scarves, bandannas, and sweatbands are not to be worn on campus

### **2. HAIR**

- Must be clean and neat and not a distraction to the learning environment
- No combs/rakes, picks, or sharp hair pins

### **3. SHIRTS**

- Shirts with collar must be white or navy
- College shirts or Jefferson t-shirts are allowed on Fridays only.
- Sweatshirts are allowed
- Oversized shirts must be tucked in at all times

### **4. PANTS**

- Khaki uniform pants, shorts (must be fingertip) or skirts
- No sweatpants
- No jeans
- All pants and shorts should be worn at the waist.

### **5. JEWELRY/ ACCESSORIES**

- No facial piercings except for in ear
- Only girls can wear earrings
- No sunglasses or dark tinted glasses may be worn in the building

### **6. SHOES**

- Students must wear closed toe shoes. Heels area not permitted.
- Tennis shoes are recommended.
- Sandals may not be worn to school.

### **7. COSMETICS**

- Make up, nail polish and perfume/cologne are not allowed on campus.

**The Administration reserves the right to make the final decision regarding the appropriateness of clothing and/or accessories.**

# 13-14 Parent Information

## Electronic Devices

Electronic devices other than cell phones are prohibited. Jefferson Elementary School is not responsible for damaged, lost or stolen electronics.

Cell phones are permitted but must remain off or on silent from 7:30 am – 3:00 pm. If they are used during 7:30 am – 3:00 pm they will be confiscated and returned only to the parent/legal guardian.

## Medications/Clinic Procedures

HISD Board Policy and Procedures state that it is not the function of the public school personnel to administer medical treatment, including over the counter drugs. Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in managing emergencies due to sickness or accident.

Students on long-term medication, which cannot, under any arrangement, be administered other than during the school hours may take medication at school with a written physician's statement and a properly completed medical form (40.3750). All medication will be maintained in the Clinic and administered by the school nurse or other authorized personnel.

## Clinical Procedures

- The school nurse's daily schedule will be posted outside of the door. In the event that a school nurse is not present, an authorized member of the office staff will act in their place.
- When a student becomes ill at school, the teacher or substitute must fill out a clinic form and send the student to the nurse's office or main office.
- If a student is running a fever at or above 101 degrees the student may be excused to go home after the parent or guardian has been notified. The school nurse or Administration only grants such permission.
- The nurse/office designee is not permitted to give children medicine, including aspirin, unless there is a signed form by the parent and the physician, which gives explicit instructions concerning the medicine.
- In order for a student **not** to participate in PE, he/she must have a written excuse from his/her parent and a physician.

# 13-14 Parent Information

## Lost and Found

Clothing will be placed in a box in the nurse's office. Students may check before and after school for lost items with adult supervision.

## Morning and Afternoon Dismissal Routines

Changes have been made to the dropping off and picking up students. There is no parking at all. If you need to sign for a student or are waiting for a student please stay in the right lane. The left lane will be for through traffic only.

## Tutorials

Tutorials will start on Monday, September 9, 2013. They will be on Mondays and Wednesdays. Your child's teacher will send home a permission slip requesting their attendance.

## Teacher Planning/Conference Schedule

1 <sup>st</sup> Grade	8:00 – 8:57
Kindergarten	8:57 – 9:54
2 <sup>nd</sup> Grade	9:54 – 10:51
Ancillary	10:51 – 11:36
5 <sup>th</sup> Grade	12:06 – 1:03
3 <sup>rd</sup> Grade	1:03 – 2:00
4 <sup>th</sup> grade	2:00 – 2:57

# 13-14 Parent Information

## Lunch Schedules By Teacher

<b>10:35 – 11:05</b>	<b>Rivera, A.</b>
<b>10:50 – 11:20</b>	<b>Magee</b>
<b>10:55 – 11:25</b>	<b>Torres</b>
<b>11:00 – 11:30</b>	<b>Mitchell-Hudson</b>
<b>11:05 – 11:35</b>	<b>Rufin</b>
<b>11:10 – 11:40</b>	<b>Newell</b>
<b>11:17 – 11:47</b>	<b>Ivory</b>
<b>11:22 – 11:52</b>	<b>McCain</b>
<b>11:25 – 11:55</b>	<b>Thorne</b>
<b>11:28 – 11:58</b>	<b>Stanley</b>
<b>11:33 – 12:03</b>	<b>Huntington</b>
<b>11:35 – 12:05</b>	<b>Stippel</b>
<b>11:37 – 12:07</b>	<b>Rodriguez, V.</b>
<b>11:42 – 12:12</b>	<b>Orduña</b>
<b>11:44 – 12:14</b>	<b>McGowan</b>
<b>11:46 – 12:16</b>	<b>Ortega</b>
<b>11:55 – 12:25</b>	<b>Turner</b>
<b>12:00 – 12:30</b>	<b>Saizan</b>
<b>12:03 – 12:33</b>	<b>Rodriguez, E.</b>
<b>12:05 – 12:36</b>	<b>Perez</b>
<b>12:09 – 12:39</b>	<b>Sikinger</b>
<b>12:14 – 12:44</b>	<b>Quinn</b>
<b>12:16 – 12:46</b>	<b>Pfeiffer</b>
<b>12:19 – 12:49</b>	<b>Delgado</b>
<b>12:22 – 12:52</b>	<b>Castillo</b>