

## **PRINCIPAL'S LETTER**

Dear Parents:

Our entire staff invites you to become an active participant in your child's education. Providing your children with a high quality program requires your help and cooperation. Please join us in moving from good to great!

This handbook is the result of input from staff, parents, site council and administration and is designed to acquaint you with your school, District and community. Obviously, it can't answer all your questions or concerns, and we urge you to pick up the phone or come to school when the need arises.

## **OUR PROUD NAME**

Our school is named in honor of John Jacobs, who owned the land on which our school is built, as well as thousands of acres in this area. His holdings included the land where Metrocenter is now located as well as Honeywell, Sperry and numerous subdivisions, probably including where you live!

John Jacobs was born in 1897 near Franklin, Indiana. His family members were farmers, and he worked hard, as did his whole family. He went to Franklin College and then into the service during World War II. He moved to Arizona in 1934 from Colorado after his crops were wiped out by vicious hailstorms.

John Jacobs recognized the farming potential of the desert land in Deer Valley and eventually acquired it. He pioneered modern farming techniques and turned the desert into some of the most productive land anywhere.

He recognized Arizona's need for water and became intensely involved in attempts to secure it by working for the Central Arizona Project and testifying before congressional committees in Washington, D.C.

As Arizona experienced the population boom following World War II, John Jacobs became an outspoken advocate of expanding and improving facilities for higher education. After his death, his family donated facilities for higher education. In 1951, he was appointed to the Board of Regents of the Universities of Arizona. After his death, his family donated the land for John Jacobs School to the Washington District.

As far as community service goes, you name a group or charitable organization, and you'll find that at some time or another, John Jacobs gave to it his time and his ability. He believed firmly that it is every man's duty to contribute to the community life. "Community life," he said, "is only going to be as good as the men who put their time in it. Every man should plow back some of his effort to make the community a better place."

John Jacobs loved children and appreciated the talents of those who worked with them. "Everything I have ever done

successfully," he said, "was achieved because of the people who were there to help me."

Mr. Jacobs died in 1966.

## **GENERAL INFORMATION**

**School Address:** 14421 N. 23<sup>rd</sup> Ave., Phoenix, AZ 85023

**School Web Site:** <http://johnjacobs.wesdschools.org>

### **Important Telephone Numbers:**

Office: 602-896-5700

Health Office: 602-896-5710

Attendance: 602-896-5790

KidSpace: 602-896-5715

### **School Hours:**

7:30 a.m. to 2:30 p.m.,

dismissal 1:00 p.m. on Early Release Wednesdays

### **Office Hours:**

7:10 a.m. to 3:10 p.m.

## **MISSION**

## **STATEMENT/PHILOSOPHY**

The mission of John Jacobs Elementary School is to provide the best possible education for our students, challenging them to be creative, resourceful citizens who have respect for their world, their community and individual diversities.

### **Goals**

1. The common goal of the John Jacobs staff and patrons is to promote students' academic excellence, moral awareness and physical well-being, as well as a high level of respect for individuals and society.
2. All members of the John Jacobs staff will work cooperatively to make the school a harmonious working unit that benefits *all* involved.
3. The staff of John Jacobs Elementary School will recognize parents as an integral part of school and encourage their participation in the educational program. The staff will communicate regularly with parents regarding student progress and school concerns.
4. The students of John Jacobs Elementary School will learn in a positive atmosphere emphasizing academic achievement and personal self-esteem, which is designed to meet individual needs.
5. Problem-solving skills of students will continue to be improved as evidenced by student responses to problem-solving strategies in a variety of settings throughout the curriculum.
6. The principal and teachers, working together with the school Site Council and community, will continue the process of identifying students' needs and then devise and implement strategies to meet those needs. The John Jacobs staff will communicate on a regular basis to address curricular and instructional concerns in order to

ensure a continuum of student concept development from kindergarten through 6th grade.

John Jacobs Elementary School is one of 32 schools in the Washington Elementary School District and is governed by an elected governing board.

## **School Improvement Plan**

Available upon request.

## **Curriculum, Instruction and Assessment**

John Jacobs Elementary School follows all District guidelines regarding curriculum, instruction and assessment. Our curriculum is aligned to the Arizona State Standards. Continuous assessment takes place throughout the school year.

## **GENERAL SCHOOL INFORMATION**

### **Attendance/Reporting Absences**

If your child will not be attending school, PLEASE CALL the attendance office at 602-896-5790 by 8:30 a.m. and let us know the reason for the absence. Provide the child's name, grade and specific reason why the child is absent, such as: sore throat, headache, doctor's appointment, asthma, out of town, etc. A written note is required only if we are unable to verify an absence.

Refer to the District portion of this handbook for more specific information on reporting your child's absence.

### **Tardiness**

Tardiness, unless excused, is not acceptable because it causes an unnecessary disruption of class. The only excused tardies will be those accompanied with a doctor's note. It is the responsibility of both parents and students to see that students come to school on time, and it is the student's responsibility to make up work missed. **Detention will be assigned for every six unexcused tardies accrued, for third through sixth grade students only.**

If your child is tardy, a parent/guardian will be required to come in to the front office to sign for the child.

### **Truancy**

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has a Truancy Prevention Unit (TPU). The TPU will work in conjunction with the City Justice Courts to identify student and parents of students who are chronically absent or are truant.

When a student reaches five unexcused/unverified truantries or 10 total absences, the school will make a referral to the TPU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

A letter will be sent by the school to the parents/guardians of students who are approaching or pass the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

### **Lost and Found**

The lost and found is located in the cafeteria. Please label your child's belongings. You would be amazed at the number of items that are donated to charitable organizations each year because they are unclaimed and not labeled.

### **Lost and Damaged Textbook Charges**

Textbooks are provided for student use through the school budget. You will be charged for any textbook assigned to your child that is lost or damaged.

### **Breakfast and Lunch Information**

Lunches are served daily in the cafeteria. Payments to your child's account can be made on [www.mylunchmoney.com](http://www.mylunchmoney.com). A la carte items are also available. Please feel free to join your children for lunch. Breakfast is available for all students at no cost and is served in the classroom daily. Lunch prices are \$1.60 for students and \$3.00 for adults.

### **Dress Code**

The experience we have had with student dress at school is excellent, reflecting the fine support we have had from parents. We ask for your continued support. In general, students are encouraged to dress in a manner that compliments their appearance and the standards of our fine school. The emphasis is placed on neatness, cleanliness, good taste and safety. Examples of items that *should not* be worn are as follows:

- glitter/makeup;
- shorts that have been slit or ripped on the sides;
- short shorts;
- shorts that have pockets hanging below the bottom (undergarments should not be visible below the shorts);
- cut-off T-shirts or sweatshirts;
- strapless dresses;
- halter and crop tops;
- tube tops/spaghetti strap and tank tops without overblouse (undergarment should not be visible);
- tank tops under a three-finger strap width
- T-shirts with inappropriate mottoes/slogans;
- sandals/shoes with high heels;
- T-shirts longer than shorts;
- bare midriffs;
- hats worn indoors;
- hair coloring that is beyond the range of the student's natural hair color;
- tattoos;
- shoes with wheels;
- flip-flops;
- sagging pants; and
- perfume/cologne/body spray.

## **Request for Homework**

Homework may be requested for a child who is absent for more than one day. Requests for homework need to be made with a minimum of a 24-hour advance notice to allow the teacher time to prepare the work and send it to the office. When possible, please indicate how many days your child will be absent.

## **Special Area Requirements: PE**

On PE days, students are **required** to wear tennis shoes or rubber-soled shoes, approved by the PE teacher. Students will not be allowed to participate if they wear inappropriate shoes to class.

To be excused from PE, students will need to have a written note from parents, a doctor or the school nurse. For a student to be excused for three days or longer, the note must come from a doctor.

## **COMMUNICATION**

### **Site Council**

The Site Council meets monthly. Meeting dates and minutes are published in the school front office.

### **Teacher Web sites**

Information about your student's classroom activities, homework, events, etcetera is available on the teacher's Web site. Teacher Web sites can be found on the "Staff Directory" page of the John Jacobs School Web site at <http://johnjacobs.wedschools.org>.

### **School Newsletter**

The *Jaguar Journal* is published monthly.

### **Classroom Interruptions**

Parents are urged not to call with messages for students. **Your effort to plan ahead for after school arrangements can save a great deal on interruptions to valuable teaching time. There are to be no classroom interruptions during the school day unless it is an emergency.**

## **EVENTS/ACTIVITIES/PROGRAMS**

### **Student Government**

Student officers are selected from the fifth and sixth grade classes to serve our student body.

### **School Parties/Birthdays**

Each grade level and class determines how or if these functions occur during the school day. Parties will be kept to 30 minutes a day to protect instructional time.

### **Annual Events**

Annual events at John Jacobs Elementary School include: Open House, Back to School Night, Fall Fun Night, Movie Nights, Family Read-ins, Family Fitness Hikes, An Evening of Art, Volunteer Appreciation Breakfast, Talent/Lip Sync Show,

VIP Day, Read Across America, Field Days, Band/Strings Concerts, Vocal Music Concerts, Academic Excellence Breakfast, and Celebration of Excellence. You will be notified of these events.

## **Head Start/Extended Day Programs**

Head Start is offered at John Jacobs Elementary School. Please contact 602-347-2206 for more information.

Day care is available for students enrolled in kindergarten through sixth grade at John Jacobs Elementary School. Our day care facility is open from 6:30 a.m. – 6:00 p.m. Monday through Friday. Enrollment is limited. Currently enrolled students are given first priority and available space is filled on a first-come, first-served basis. Call 602-896-5715 for more information.

## **Prevention/Intervention Programs**

### **Olweus Program**

We have adopted the Olweus Bullying Prevention Program to meet the requirements of state legislation (ARS 2368) to enforce and prohibit harassment, bullying and intimidation of students.

## **HONORS/AWARDS**

Students perform best when their efforts are recognized and rewarded. The Washington Elementary School District wishes to ensure that student achievement in the areas of scholarship and citizenship are recognized in a manner that will foster continued and increased effort on the part of the student. Citizenship is identified as exemplary behavior, acceptance of responsibility, positive attitude and good work habits. Achievement involves the mastery and/or improvement in the academics.

### **Perfect Attendance**

*(Awarded Quarterly and Annually)*

Students with perfect attendance and no tardies earn an attendance award each quarter and are recognized for their effort and accomplishment.

### **Academic Excellence Award**

This quarterly award is for students in grades 5 and 6 meeting the following requirements:

- grade points in reading, language, science, social studies, and math totaling 5 to 7 points
- no 3s on report card
- exemplary citizenship
- no "Ns" in academic or elective classes, spelling, effort, or conduct

Students with academic excellence awards for all four quarters are honored at an annual Academic Excellence Breakfast in May.

## Student of the Month

(Awarded Monthly)

This award is given to one student in each fourth - sixth grade homeroom who exhibits exemplary behavior and/or academics based on staff recommendation.

## STUDENT DISCIPLINE/BEHAVIOR

### School Discipline Policy

Discipline in the public school is a primary concern of parents, students, teachers and administrators. Good discipline is critical to a strong instructional program. The goal of a school-wide discipline plan is to establish systematic expectations, plans and practices for dealing with behavior both in and out of class.

John Jacobs uses the Responsible Thinking Process. The purpose is to create a safe environment, conducive to learning, free from disruptive behavior, where students develop the ability to become self-disciplined. Please refer to the Responsible Thinking Process brochure for full details.

**The following rules apply to all our students:**

### School-wide Rules:

John Jacobs School has one "Golden Rule" from which all other rules stem: *We will Respect the Learning, Safety, Rights and Feelings of Everybody and Everything.*

1. Keep hands, feet, body and objects to self.
2. Walk quietly with hands behind back.
3. Respect all people and property.
4. Use appropriate language.
5. Follow directions.

### Articles Prohibited at School:

1. Weapons of any kind (including toys or replicas)
2. Electronic toys or equipment
3. Radios/CD players
4. Cameras
5. Cell phones; however, for before- and after-school safety purposes, students may keep cell phones turned off and out of sight in a backpack during the school day. Any student who is caught using a cell phone will be subject to disciplinary actions, and the cell phone will be confiscated.
6. Anything of value to you that you would not want lost or stolen (the school cannot be responsible for your private property).
7. Anything that would be disruptive to the learning environment.

### Playground Rules

1. Play in designated areas.
2. Play games that are not dangerous.

3. No "tackle" football on the playground. Any football game that results in a student being pulled down by another is considered "tackle" and is disallowed.
4. Remain seated in the swings at all times.
5. No child pushes, pulls or otherwise interferes with another child on any of the equipment.
6. Students may not be on top of the crossbars.
7. Play safe, play fair and be a good sport.
8. Identify yourself to any staff member when asked.
9. Use equipment and facilities properly.
10. Keep hands and feet to yourself.
11. Follow directions of personnel in charge.

## SCHOOL SAFETY

Because children get very involved in their play and need frequent reminders of the safety aspects of their behavior, they are supervised at all times when they are on the playground during school hours. All school-wide rules are to be followed. We feel a few basic rules need to be stressed:

1. No rock throwing.
2. No fighting, wrestling, or other unusually rough play.
3. Walk on sidewalks at all times.
4. Students are not allowed to bring toys or other personal sports equipment to school.
5. Learn to settle differences without fighting.
6. No bullying and/or intimidating other students.

### Walkers

It is strongly suggested that students do not walk home alone, especially students in kindergarten and first grade.

### Bicycles

1. Students in all grades are permitted to ride bikes to school.
2. Parents should advise students concerning the need for safety when riding to school. **We recommend that your child/ren wear a helmet.**
3. Bikes should be ridden on the side of the road with traffic, not on the sidewalks.
4. Bikes are to be walked while on school property.
5. When using the crosswalk, students are to walk their bikes across the street when so directed by the crossing guard.

For security reasons, we recommend bikes be locked in the bike area. *We cannot assume responsibility for loss or damage.*

### Wheels

Skateboards, rollerblades, and shoes with wheels are not allowed on campus.