

## **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 designed to acquaint you with your school, District and community. Obviously, it cannot 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 and numerous subdivisions, probably including the land 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. In 1951, he was appointed to the Board of Regents of the Universities of Arizona. After his death, his family donated facilities for higher education; they also donated the land for John Jacobs School to the Washington District.

John Jacobs 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."

## **VISION STATEMENT**

Achieving student excellence through commitment, dedication and the willingness to do whatever it takes.

## **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

Head Start Preschool: 602-896-5770

### **School Hours:**

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

Autism Program:

Dismissal at 1:00 p.m. on

7:15 a.m. – 2:15 p.m.

Early Release

Autism Program dismissal at

Wednesdays

12:45 p.m. on Early Release

Wednesdays

### **Office Hours:**

7:00 a.m. to 3:30 p.m.

7:00 a.m. to 2:30 p.m. Wednesday only

## **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.

## Our School

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.

## SCHOOL INFORMATION

### Attendance/Reporting Absences

If your child will not be attending school, YOU MUST 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. Refer to the District portion of this handbook for more specific information on reporting your child's absence.

### Tardiness/Early Outs

Tardiness and early outs, unless excused, are not acceptable because they cause unnecessary disruptions of class. The only excused tardies and early outs 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. Parents must sign their child out in the office **before** the student will be called to the office.

### 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 an Attendance Unit (AU). The AU will work in conjunction with the City Justice Courts to identify students 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 may make a referral to the AU 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 health technician and/or attendance clerk if illness will be a consistent, foreseeable issue.

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

## ID Badges

All students are issued a photo ID badge to be worn at all times while on campus and the school bus. If a student doesn't have his or her ID, a temporary one will be issued for one day only. Students are expected to return the temporary ID the following day. Students must either purchase a new ID for \$2.00 or locate their original ID in order to have temporary ID privileges again. Replacement pouches and lanyards can be purchased in the office for 50 cents each. Students may use their own lanyard as long as it is the "break-away" style. Parents may request a clip rather than a lanyard.

## 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

Breakfast is available for all students at no cost and is served in the classroom daily. Lunches are served daily in the cafeteria and are free to all students. Lunch prices are \$3.50 for adults and \$3.25 for visiting children. Parents and/or grandparents are welcome to join their children for lunch on the patio. We also ask parents to sign in and wear a visitor badge while on the campus. For safety reasons other adult relatives and friends are not permitted to visit with the children during the school day. Students may invite **one** friend to the patio for lunch.

## Dress Code

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

- shorts or pants that have slits or tears;
- short shorts; shorts must be longer than the student's fists when arms are placed at his or her sides;
- 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 over-blouse (undergarment should not be visible);
- tank tops under a three-finger strap width
- T-shirts with inappropriate mottos/slogans;
- sandals/shoes with high heels;
- T-shirts longer than shorts;
- Shirts that bare or expose the midriff;
- hats or hoodies worn indoors;

- tattoos;
- shoes with wheels;
- flip-flops;
- sagging pants; and
- excessive 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 health technician. 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.

### **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 and we will not change the regular way a student goes home unless it is an emergency and approved by the principal.**

### **Dismissal**

The end of the school day is important. Students receive homework and pack up to come home. Students will not be called down to the office during the final 15 minutes of the school day. We cannot change the child's dismissal over the phone. Please send a note to the teacher.

## **EVENTS/ACTIVITIES/PROGRAMS**

### **Student Council**

Student officers are selected from the fourth, 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 10 minutes a day to protect instructional time.

## **Annual Events**

John Jacobs Elementary School hosts several family engagement nights. These events provide opportunities for students to celebrate their learning. We offer a balanced curriculum that includes core content and enrichment. Events are announced on the school marquee and in the JJ Journal.

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

Head Start is offered at John Jacobs Elementary School. Please contact 602-347-4806 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.

## **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**

Students with perfect attendance and no tardies or early outs earn an attendance award 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
- 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 DISCIPLINE/BEHAVIOR**

### **School Discipline Policy**

The staff at John Jacobs believe that relationships, consistency, and social skills are key to the discipline framework. John Jacobs implements Positive Behavior Intervention Supports (PBIS) to shape the student culture. PBIS provides school-wide expectations and supports to ensure the students are safe, respectful, and responsible. The framework includes both positive incentives (intrinsic and extrinsic) and consequences when appropriate.

## School-wide Rules:

John Jacobs School has one motto: JAG: Just be respectful, Act responsible, and Get Safe! Our school-wide expectations include:

- Keep our campus clean and go directly to your destination.
- Use kind and friendly words and actions.
- Walk quietly around the campus.
- Keep Hands, Feet, and Objects to yourself.

## Articles Prohibited at School:

- Weapons of any kind (including toys or replicas)
- Electronic toys or equipment
- Radios/CD players
- Cameras
- Toys of any kind
- 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 can be confiscated.
- Skateboards, rollerblades and shoes with wheels
- Anything of value to you that you would not want lost or stolen (the school cannot be responsible for your private property).
- Anything that would be disruptive to the learning environment.
- Large amounts of cash – this may cause a disruption to the learning process.

## Playground Rules

- Play in designated areas.
- Play games that are not dangerous.
- 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.
- Remain seated in the swings at all times.
- No child pushes, pulls or otherwise interferes with another child on any of the equipment.
- Students may not be on top of the crossbars.
- Play safe, play fair and be a good sport.
- Identify yourself to any staff member when asked.
- Use equipment and facilities properly.
- Keep hands and feet to yourself.
- Follow directions of personnel in charge.

## SCHOOL SAFETY

The safety of all students is our highest priority. Certain behaviors significantly compromise the safety of others and may result in an immediate suspension. This includes

- Rock throwing
- Fighting/horseplay
- Bullying/harassment
- Threats
- Weapons

- Assaults on staff or students

## Walkers

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

## Bicycles

- Students in all grades are permitted to ride bikes to school. Parents should advise students concerning the need for safety when riding to school. **We recommend that your child/ren wear a helmet.**
- Bikes should be ridden on the side of the road with traffic, not on the sidewalk. Bikes are to be walked while on school property.
- 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.**

## John Jacobs Elementary Behavior Expectations

At John Jacobs:	Just be Responsible	Act Respectfully	Get Safe
<b>JJ Campus</b>	-Keep our campus clean -Go directly to your destination	-Use kind and friendly words and actions -Always walk quietly around the campus	-Keep hands, feet and body to yourself
<b>Playground</b>	-Ask for help from adult on duty -When the whistle blows, line-up immediately	-Take turns and share -Practice good sportsmanship	-Use playground equipment correctly -Keep hands, feet and body to yourself
<b>Cafeteria</b>	-Bring ID to cafeteria -Clean up your area and put all garbage in trash can	-Use inside voices -Say “please” and “thank you”	-Stay seated -Eat your own food -Raise your hand if you need something
<b>Restrooms</b>	-Keep restroom clean -Flush toilet once	-Use quiet voices -Keep hands, feet, and EYES to yourself	-Get permission to use the restroom before leaving -Wash your hands with soap and water
<b>Classroom</b>	-Be prepared with materials -Follow directions	-Listen to the speaker	-Use materials correctly