

## **ELEMENTARY EDUCATION MISSION AND VISION**

### **OUR MISSION**

Our mission is to meet the diverse educational needs and learning styles of all students within a safe, supportive and challenging learning environment, as they become responsible citizens and contributing members of an ever-changing world.

### **OUR BELIEFS**

- All students can learn and will appreciate that learning is a life long process.
- Each student is a valued individual with unique needs and strengths.
- Students possess core virtues and values that can be demonstrated through social responsibility in all aspects of daily life.
- Teachers, staff, administrators, parents and students can work collaboratively in the decision making process and identify ways to support each child's learning needs.
- Teachers, staff, administrators, parents, students and community members share in the responsibility for providing a supportive, safe learning environment.
- The school community values social responsibility and respect for diversity and multiculturalism.
- Students learn in a variety of ways when provided with hands-on, real life experiences within an inclusionary environment with essential resources, adequate staffing, technological tools, and materials for teaching and learning.
- Character development can be fostered when children are provided opportunities within the curriculum and total school environment.

- Administrators, teachers, staff parents and students share in the responsibility of student learning.
- All students are expected to acquire and master a basic core of knowledge and to develop creative and critical thinking skills.
- Teachers should continually look for cross-disciplinary and interdisciplinary approaches and for the transfer of skills and knowledge from one subject area to another.
- Teachers should regularly communicate with parents about the academic and social/emotional progress of their children.

### **WELCOME TO THE JEFFREY ELEMENTARY SCHOOL**

We look forward to working together to make your child's year a productive one. Please contact us with any questions and/or concerns. We are here to assist you in any way possible. This parent/student handbook serves to communicate important information between home and school. Please become familiar with its contents and keep it handy for future reference. The information printed was the most current information available as of August 2005. Please refer to updates arriving via "backpack express."

#### **SCHOOL HOURS**

<b>Office:</b>	<b>8:00 a.m. – 4:30 p.m.</b>
<b>GRADES 1-4</b>	<b>9:05 a.m. – 3:40 p.m.</b>
<b>Sessions:</b>	
<b>A.M. Kindergarten</b>	<b>9:05 a.m. – 12:05 a.m.</b>
<b>P.M. Kindergarten</b>	<b>12:40 p.m. – 3:40 p.m.</b>

## JEFFREY SCHOOL BEHAVIOR STANDARDS

We believe it is the right of every student and staff member to work in an environment that is safe, pleasant and conducive to learning. Our ultimate goal is to ensure all students a chance for success, and, therefore, we have expectations for positive, cooperative behavior on the part of everyone. Parents, teachers and administrators work together to guide and support children in their development as responsible, caring, and cooperative members of the school community. The following standards have been established to protect the rights of everyone:

- We will be courteous and respectful to adults and other students
- We will respect the property of the school and others
- We will be aware of the safety of others and ourselves
- We will follow all school rules

Students should have a thorough understanding of the following:

**RESPECT**...Treating someone the way you want to be treated

**EMPATHY**...Imagining you are feeling the same feelings as someone else and taking action to show the other person you care

**RESPONSIBILITY**...Showing responsibility for your actions, your homework, your class work. Making appropriate choices about the way you respond and act.

Jeffrey School



A Caring...Respectful...Community of Learners

## STUDENT POLICIES AND PROGRAMS

### YOUR RIGHTS

#### EQUAL EDUCATION OPPORTUNITY

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Civil Rights Act of 1987, and American with Disabilities Act of 1991, the Madison Board of Education has policies to ensure equal educational opportunities for all students at Jeffrey Elementary School.

Students have the right to participate fully in classroom instruction and extra curricular activities regardless of age, sex, race, religion, national origin, color, handicapping conditions or sexual orientation or any reason not related to his/her individual capabilities.

All inquiries regarding the above policy statements including questions of grievance should be directed to the Principal, Jeffrey Elementary School, 245-6460.

#### TITLE IX AND SEXUAL HARASSMENT

No person shall, on the basis of sex, be excluded from participation in, be denied, the benefits of, or be subjected to discrimination under any academic, extra curricular, research, occupational training or any other educational program or activity operated by a recipient of federal funds. – Title IX of the Educational Amendments of 1972.

Sexual harassment is an illegal form of discrimination under Title IX. Title IX protects all aspects of sex equity in education, including equal academic opportunities, athletic opportunities and facilities, financial aid, counseling and advising, etc., in all educational institutions receiving federal funds.

## **NON-DISCRIMINATION POLICY**

It is the policy of the Madison Board of Education not to discriminate on the basis of race, sex, color, religious creed, age, physical disability (in accordance with Section 504 of the Rehabilitation Act of 1973) and national origin, ancestry, marital status or other provisions stated in accordance with Title IX of the 1972 Education Amendments, in any of its educational programs, activities or employment policies. The Madison Board of Education is an equal opportunity / affirmative action employer. Any person wishing to resolve a complaint should contact the Coordinator of Title VI, Title IX, and Section 504, the Director of Student Services at the Madison Board of Education, P.O. Drawer 71, 10 Campus Drive, Madison, CT 06443 or telephone (203) 245-6300.

## **GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, AND SECTION 504**

The Assistant Superintendent is the Coordinator for Title VI, Title IX and Section 504 of the Handicapped Law. Any student or employee of the Madison Board of Education who feels they have been discriminated against on the basis of race, color, national origin, age, sex or handicap, may contact such coordinator at any time there be a complaint. The coordinator is located in the Board of Education offices.

If the coordinator of Title VI, Title IX, and Section 504 is unable to resolve the complaint, the grievance will be taken to mediation. The mediation committee consists of the coordinator and three members of the Title IX Committee who will work within the law and with fairness to find facts and resolve the issue.

The final level for the grievance will be the Superintendent of Schools and the Board of Education.

## **PUBLIC SCHOOL CHOICE IN CONNECTICUT**

Parents and students are encouraged to explore other educational opportunities that are offered in the school district locally and regionally. These options may include magnet, charter, lighthouse, and vocational-technical schools, Open Choice and inter-district programs, and vocational agriculture centers. Contact the Guidance Department for further information on these School Choice options

## **ATTENDANCE**

### **Absences**

Please call 245-6460 no later than 9:15 a.m. and 12:50 p.m. for PM kindergarten students to report your child's absence. Please report any significant illness (strep throat, chicken pox, new medications, etc.) to the School Nurse, Mrs. JoAnn Boulden at 245-6462. If your child is going to be out of school over an extended period, please inform us of this as well. When a child returns to school from an absence, a note from the parent should accompany the child.

### **Tardiness**

If a student arrives at school after 9:05 a.m. or 12:40 pm (for PM Kindergarten) the student and parent should report to the office in order that proper attendance may be recorded. Tardiness is recorded and reported on the report card.

Parents are strongly discouraged from planning vacations that would necessitate students missing school instruction. Also, please schedule medical and dental appointments at times when school is not in session.

After school activities should be scheduled to allow your child to attend a full day of school.

Please remember that excessive absences and tardiness can affect your child's school progress.

### DRESS AND GROOMING

Please try to dress your child according to the day's weather and the student's schedule. Play clothes are most appropriate, especially on art and gym days. Sneakers are required for gym.

During the winter months, students still go outside for recess. Please send them to school with warm clothes, mittens, and boots.

The following items are prohibited from being worn in the public schools during the academic school day:

- Coats, jackets or other attire normally worn outside
- Head coverings of any kind, including but not limited to, scarves, bandannas, masks, kerchiefs, athletic headbands, hats, caps or hoods.
- Footwear which marks or damages the floor or is a safety hazard, such as flip-flops or backless sandals.
- Sunglasses (unless required by a doctor's order)
- Any type of article with spikes and/or studs attached
- Attire or accessories which portray disruptive writing or pictures
- Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages
- Shirts and/or blouses which reveal the abdomen, chest or undergarments
- See-through clothing
- Shorts, miniskirts, or pants which reveal the upper thigh or undergarments
- Backpacks and/or book bags should not pose an obstruction or safe passage in the classroom or in corridors, and should **NOT** have any charms or appendages hanging off them

- Electronics, including but not limited to, hand held games, beepers, cell phones, are **NOT** permitted on the bus or in school
- Toys, dolls, trading cards are **NOT** permitted on the bus or in school

### CAFETERIA, PLAYGROUND, AND HALLWAY RULES

The cafeteria, playground and hallways are considered extensions of the classroom, and the same school standards apply in these areas. Students will follow the instructions of all adults, and conform to the following school rules:

#### CAFETERIA

- Students will be polite and courteous to friends, lunch servers, and the cafeteria staff. Kind words to use are, "please", "Thank you", and "Excuse me".
- Students will speak softly while waiting on line or eating
- Students will listen and speak clearly to all adults
- Students will stay seated and raise hands to request assistance
- Students will be silent when indicated by staff so they may hear all directions
- Students will throw away their own trash and return their trays



## PLAYGROUND RULES

- No one is allowed to return to the building without an appropriate pass.
- Students will keep their hands and feet to themselves.
- Gangs or clubs are **NOT** permitted.
- No physical contact is allowed.
- Flag football is the only acceptable football game, and must be played in the designated field area.
- No standing on swings. One child should not push another.
- Chasing activities, unless part of an organized game, are prohibited.
- The throwing of foreign objects, i.e. stones, snowballs, etc. is absolutely forbidden.
- Fences are **NOT** to be climbed.
- Play is prohibited under any area of the big toy.
- Gymnastics activities are **NOT** permitted.

## HALLWAY RULES

- Students will **walk quietly** on the right side of the hallway
- Student will use the right hand door when entering or leaving the building.
- Students will keep their hands and feet to themselves while walking in the hallway.

## DRILLS

### Fire and Safety Drills

Fire drills are held monthly. When a fire drill begins, students will stand by their desks and await their teacher's signal to walk, without talking, to the assigned area for that room. After reaching the assigned area outside, students will silently remain in lines by classes. This is a very serious matter and everyone must leave the building to ensure that all students are accounted for.

At least twice per year, a safety drill will be held. Each classroom teacher will discuss the purpose of the safety drill and the process to be followed by the students. Below is a list of the important points that will be reviewed in the classroom. It would be helpful for each parent to review these points with their child and reinforce the purpose of the drill, just as we discuss fire drills and their purpose with the children.



**Please discuss the following with your children:**

- **One of the jobs of the teacher is to keep each and every student safe and secure**
- **Just as we do with fire drills, it is important to practice our safety drill periodically**
- **During the drill, your teacher or the adult in-charge will tell you what to do**
- **You need to carefully listen to directions and follow them without talking**
- **A teacher will stay with you throughout the safety drill**

Fire and/or safety drills are held monthly. Safety procedures are carefully reviewed in each classroom prior to any drill occurring. The safety of the children is our foremost concern.

## HOMEWORK

Homework assignments are given to reinforce and augment the lessons taught in class as well as to provide exercises in the development of responsibility and of good work and study habits. They are intended to enhance the students' knowledge in the various subject areas. The homework assignments shall be determined by teachers in accordance with the individual needs of the students. Third and fourth grade students receive a Homework Assignment Book at the beginning of the year.

## CAFETERIA

A hot lunch is served each day to all interested students for \$1.75, or milk is available for \$.35 for those students bringing their lunch. Lunch tickets may be purchased in books of 20 tickets for \$35.00, or 10 tickets for \$17.50 and milk tickets in books of 10 for \$3.50. Ice cream may be purchased on Tuesdays and Thursdays only for an additional cost of approximately 50 cents. Menus are available on the district website.

## LOST AND FOUND

The school's lost and found is located in the rear hallway outside the Multipurpose Room. Please check the lost and found promptly after a loss. **Remember to label personal belongings for proper identification.**



## BUS INFORMATION



Students are assigned to a bus and are expected to take that bus to and from school. Children are not allowed to ride any bus other than the one to which they are assigned, except in cases of emergency or special need.

If a child requires transportation to or from a day care provider, a day care transportation form must be completed and given to the school office.

Parents or a parental designee of any kindergarten student must be present at the bus stop when the child arrives home. If a designated adult is not present, the child will be returned to the Jeffrey School.

### Bus Safety Guidelines

#### Boarding the Bus

- When the bus has been sighted, line up in preparation for boarding
- Move toward the bus only after it has stopped
- Do not run to the bus
- Board in an orderly fashion, one at a time
- Be seated; do not block the aisle
- If you cross the road:
  - Wait for the bus to stop
  - Wait for the driver's OK, nod or signal
  - Look both ways before crossing

## Riding the Bus

- Stay in your seat facing the front of the bus
- Remain seated for the entire bus ride
- Do not stand while bus is in motion
- Follow the bus driver's directions
- Do not eat or drink on the bus
- Keep hands and arms inside the bus at all times
- Keep your hands and feet to yourself
- Talk quietly
- Do not throw anything, anytime, either inside or outside the bus

## Leaving the Bus

- Leave the bus only after the bus comes to a complete stop, and the bus driver gives you the okay to exit
- After exiting the bus, move away from the bus to a safe distance until bus has left stop
- If you must cross the road:
  - Walk to the front of the bus and stop
  - Wait for the driver's OK, nod or signal
  - Walk in front of the bus and stop again before crossing the road
  - Look both ways and cross when no vehicles are coming

**Students are encouraged to ride the buses to and from school.**

### MORNING DROP OFF PROCEDURES

Students are encouraged to utilize the transportation provided by the Madison Public Schools.

If, however, a student needs to be dropped off at school in the morning, it should be after 8:50 a.m. or in the afternoon, for PM kindergarten students, after 12:30 p.m., unless the student is enrolled in the Before School Supervised Program sponsored by the Beach and Recreation Department.

Parents should use the regular Staff/Visitor Parking area for the morning drop-off to avoid interfering with the arrival of buses around the Front Circular Driveway. Please follow the traffic flow using a counter-clockwise pattern to provide for the most efficient use of the parking area. A teacher on duty will be on the sidewalk at 8:50, AND 12:30, for PM Kindergarten, to assist your child in entering the building safely.

The front circular driveway is reserved solely for bus arrivals between 8:35-9:05 a.m. daily. **Parents should not use the side delivery/visitor parking area adjacent to the circle for drop-off.** This area must be kept clear of traffic so that the buses can exit in a safe and timely manner.

**Parents are asked to observe the morning drop-off rules to ensure the optimal safety for all students.**

### AFTERNOON PICK-UP PM KINDERGARTEN & GRADES 1-4

If it is necessary for you to pick up your child rather than ride the bus, please send a note to the teacher informing her of this, noting the date and time. If someone other than the parent is picking up the student this must be noted as well. Please be aware that any adult designated to pick-up a student, other than the parent, will require identification. All children dismissed prior to 12:05 for the AM kindergarten, or 3:40 will be noted as "dismissed early." Such dismissals will be noted on the report card.

- Students will not be dismissed from the class, playground or bus line unless authorized by the office.

- Students in grades K-2 will be picked up through the double doors adjacent to the multiage classrooms. Parents should park their cars in the regular parking lot and wait on line to sign out their child(ren).
- Students in grades 3-4 will be picked-up through the rear library exit. Parents should park their cars on the back blacktop, enter the library and sign out their child(ren).

**\*If students are being picked up across these grade configurations, the older sibling (3/4) is asked to wait with the younger sibling in the K-2 pick-up area.**

### **AM KINDERGARTEN PICK-UPS**

The AM pick-up procedures are:

- Students will be picked up through the double doors adjacent to the multiage classrooms. Parents should park their cars in the regular parking lot and wait on line to sign out their child(ren).
- 
- Parents should park their cars in the upper, staff parking lot and wait on line at the middle double doors.
- Staff members will be available to sign the students out.
- Early pick-ups must be signed out in the office. Your child will then be called to the office for dismissal.
- Any change in student pick-up should be arranged prior to the student arriving at school. If end of the day plans change, we request that the parent call the main office in the morning.

**After 3:00 p.m., only emergency calls will be accepted.** These procedures will assist us in minimizing confusion at the end of the day and ensuring the safety and well-being of the children.

### **PROGRESS REPORTS AND PARENT CONFERENCE**

For students in grades 1-4, report cards will be issued on December 2, March 17 and June 20, the last day of school. Kindergarten students receive report cards on March 17 and June 20.

Formal parent conferences will be held on December 7 and 8 and March 22 and 23 which will be early dismissal days. The AM and PM sessions will attend one day only for their regular session. For example, during December conferences, the AM students will attend their regular session on December 7. However, PM students will not attend at all on that day. On December 8, PM students will attend their regular session and AM students will not attend at all.

Students in grades 1-4 will have early dismissal days during conferences. Exact times will be sent home in a timely fashion.

Updates and reminders regarding specific schedules for these days will be sent home via "backpack express." Informal conferences may be scheduled by contacting your child's teacher.

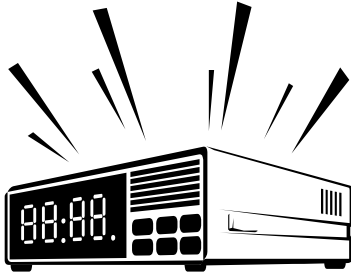
### **SCHOOL CANCELLATION/EARLY DISMISSAL**

In the event of bad weather that prohibits safe arrival of pupils and their return home, school will be canceled. On such days, information regarding the closing of school may be secured from the following area radio stations: WELI-New Haven (960 AM), WAVZ-New Haven (1300 AM), WKCI-Hamden (101.3 FM), and WMIX-Hartford (93.7 FM) beginning at 7 a.m.

Information may also be obtained from Madison Educational TV, channel 19 or by calling the school's voice mailbox at 245-6475, #6460 and the Madison Public School website at:

[www.madison.k12.ct.us](http://www.madison.k12.ct.us)

The Superintendent's Office, Police Department, or Fire Department is not to be called to inquire about the cancellation of school.



In the event of an early school closing due to inclement weather, children may be dismissed at any time during the day. Afternoon kindergarten classes will be canceled completely. An announcement will be broadcast on the above radio stations, and on Madison Educational TV, channel 19.

Information will also be available Madison's website:

[www.madison.k12.ct.us](http://www.madison.k12.ct.us)



**SCHOOL NURSING SERVICES**  
**Joann Boulden, RN, BS, NCSN**  
**Coordinator of School Health Services**

The school nurse, Joann Boulden, is available from 9 a.m. to 3:45 p.m. to provide nursing assessments of Jeffrey students.

In order to minimize interruptions in instructional time, students and parents should be aware of the following information when collaborating with the nurse.

- Routine attendance calls must be reported to 245-6460.
- Please take care of minor injuries that occur at home, **before** coming to school.
- Teachers will have Band-Aids in the classroom for minor scrapes, hangnails, etc.
- Any wound that is bleeding will be assessed in the Health Office.

#### **ASTHMA:**

- **Please provide inhalers for your child in the event that wheezing occurs in school.** Please refer to Medication In School, below.
- Any student whose health status becomes unstable will need to be picked up and monitored by a parent. Ex. – Student who does not respond favorably to inhaler.

#### **EMERGENCY TREATMENTS OR HOSPITALIZATIONS:**

- If your child has been injured at home or has become ill and evaluated by a physician, you must contact the nurse before returning the student to school. Schools must have a plan of safety for these children.
- **FRACTURES – Students must have a note from the treating physician for re-entry. It must specify restrictions or releases for physical activity. Students not cleared for PE are also not cleared for recess participation.**

## SHARING OF HEALTH INFORMATION:

- This is done on a “need to know” basis. All staff need to be aware of a food or insect allergy or a child with Diabetes. PE teachers, classroom teachers, specials teachers need to be aware of a child with asthma.
- Transportation services (dispatcher to drivers) will be informed on this basis also.

## MEDICATIONS IN SCHOOL: CT statute 10-212a

- Medications (oral, inhaled, injectable, topical) must be transported by a parent or other adult. Students may not carry medication of any type. Written authorization from MD, APRN, PA is required for the nurse to administer any medication (prescription or over-the-counter) and this must be signed by the parent. Authorizations are effective for the current school year.

**PLEASE KEEP CELL PHONES ON DURING THE DAY IF YOU ARE NOT AVAILABLE ON YOUR HOME OR WORK PHONE. In the event of an emergency, we want to be able to reach you immediately.**

## Elementary School Policy for Managed Food

Daily Snacks: A daily snack and drink should be provided. Healthy snacks are greatly appreciated and help to reinforce discussions regarding nutrition.

Due to the increasing number of students experiencing food allergies, the elementary schools adopted the following managed food guideline:

- *Parents will receive prior notification of any activity involving food products.*

- *Parents are expected to notify the school of any allergies/issues related to food products.*
- *Food will not be a part of birthday celebrations. We understand the significance of birthdays, and children will be appropriately acknowledged by the school community.*

## STUDENT INSURANCE

Accident insurance applications are sent home during the first week of school. This insurance provides coverage for accidents that occur on the school premises during the day when school is in session. In addition, it covers any accident suffered by the student while traveling directly to and from school. A 24-hour policy is also available as explained on the application form. Additional forms may be obtained in the school office.



## STEPS IN COMMUNICATION

The following channels of communication have been established in order to avoid any misunderstandings. Concerns or complaints should be addressed in the sequence indicated:

Teacher  
Administrator  
Superintendent  
Board of Education

Please refer to the voice mail information contained in this handbook for easy access to all staff members.

## VOLUNTEERS AND VISITORS

There are many opportunities for parents and other adults to visit the school, whether to volunteer in the classroom, the library, publishing house, or to attend special functions. We welcome all of you. Volunteers and visitors are required to report to the office secretary to sign in and to pick up an appropriate badge. Upon leaving the building, you are required to sign out and leave the badge with the secretary.

Regular classroom volunteers are requested to find alternative arrangements for younger siblings during their volunteer times. Your cooperation is appreciated.

## WEBSITE

Information about Madison Public Schools can be found at the website [www.madison.k12.ct.us](http://www.madison.k12.ct.us) and the Jeffrey school website [www.jeffreyschool.org](http://www.jeffreyschool.org). These sites are updated on a regular basis. Parents are encouraged to visit both Madison Public Schools website and Jeffrey's website to review district policies. While visiting the district website, please access the "Our Schools" link. This link will allow you to visit the Jeffrey School's own web page. We encourage you to access this website on a regular basis for up-to-the-minute happenings at Jeffrey.



## MADISON RECREATION BEFORE/AFTER SCHOOL PROGRAM

Before and After School care is provided for students at Jeffrey School. Before School drop off is 7:00 a.m. and After School pick up is at 6:00 p.m. This program is in session on all early dismissal days.

To register for this program, call the Madison Beach and Recreation Department at 245-5623.

### Registration fees:

<b>Before School:</b>	\$15/child \$30/family
<b>After School:</b>	\$25/child \$40/family
<b>Drop In:</b>	\$28/child \$45/family
<b>Fees:</b>	\$4.00/hour Before School \$4.00/hour After School
<b>Drop-in Pass:</b>	\$120.00 for 30 hours \$60.00 for 15 hours

**(Passes will be sold for only 15 or 30 hours)**

## JEFFREY SCHOOL PTO

### Welcome to Jeffrey Elementary School PTO!

The PTO offers many ways for you to be involved in your child's educational experience. Opportunities include helping in the classroom, going on field trips and participating in the various events & fundraisers throughout the year. Fundraising activities sponsor educational opportunities and enrichment programs for your child and include the Membership Drive, Gift Wrap sale, Thanksgiving Pie sale, School Sportswear, Book Fair, Kids Art Stationary and Plant & Bake sale. Any volunteer efforts for these events will be greatly appreciated!

Jeffrey School has a very active PTO. PTO meetings will be held a minimum of 4 times throughout the year. Please refer to the calendar for exact dates and times of each meeting. Parents are always welcomed and encouraged to attend to stay current on what's happening at school. Please feel free to contact any member of the Board if you have questions or concerns. Your input, ideas, concerns and suggestions can only make for a stronger school community.

The PTO newsletter is another way to keep up with current events at Jeffrey. Maintaining an active link between home and school is a very important goal of the Jeffrey PTO. It truly is a team effort between parents, teachers and administration. We look forward to a productive, fun and rewarding year!

Jaynie Waterfall	Co-President	421-7046
Susan Wivell	Co-President	245-1746
Sue Buckley	Vice President	421-7039
Lisa Hilton	Vice President	245-5728
Kris Moss	Vice President	245-2314
Nancy Banasiak	Secretary	421-8692
Debbie Orlando	Treasurer	245-3052
Cory Driscoll	Kindergarten Rep	318-1009

## MISSION STATEMENT

The goals of the Jeffrey PTO are to create a closer relationship between home and school, to enhance the learning environment, to provide and maintain an open network of communication between school and community, and to foster parent/guardian involvement in the educational process.

## BULLETIN BOARD & PTO BASKETS

The PTO maintains two bulletin boards in the school lobby and main hall. News flashes, photos, event calendars, and other noteworthy items will be posted.

There are baskets on the lobby table for collecting PTO forms, order sheets, envelopes, etc.

## MEMBERSHIP DUES

Membership dues are \$10 per child for the 2005-06 school year. Dues are collected during Orientation Days, the first week of school and at Open House Night. In addition, various fundraisers have been scheduled throughout the year to help support many PTO enrichment programs, including the field trip stipends, cultural arts programs, school newsletters, and the "student's own" hard cover books.

## INVOLVEMENT & VOLUNTEERS

The Jeffrey PTO needs involvement from ALL of its members. Volunteers are the backbone of the PTO. Your ideas, suggestions and talents are much needed and appreciated. We want to thank everyone who has already agreed to chair positions. We welcome those who might agree to chair an open position as well as serve on committees.

Please check the list to see which positions are still available. Any committee that you are interested in can always use another volunteer! We are looking for helpers, both long and short term, to work in the school with the children and to help out with special projects. Please fill out the Volunteer Form that has been sent home with your child and return the form to school during the first week of classes. To find out more about an open chair position, please contact one of the Co-Presidents.

### **ROOM COORDINATORS**

The Principal will anonymously make room parent selections on a lottery basis on Friday, September 9, 2005. Forms are sent home to parents in the August mailing and MUST be returned to school by September 8th. Additional forms are available on the lobby table.

Room Coordinator duties include:

- ◆ regular attendance at the PTO meetings
- ◆ assisting in the classroom per the teacher's request  
organizing special classroom or PTO events
- ◆ recruiting classroom volunteers for special events,  
field days, etc.
- ◆ arranging for chaperones on field trips
- ◆ scheduling parent/teacher ◆ collecting PTO dues during  
Open House

#### **SAVE THE DATES! PTO MEETING DATES**

**All meetings will be held at the Jeffrey School Media Center  
From 7:15-9:00 pm:**

**Thursday, October 20th  
Thursday, November 17th  
Thursday, February 16th  
Thursday, April 20th  
Thursday, May 18<sup>th</sup>**

# **IMPORTANT TELEPHONE NUMBERS**



### **SUPERINTENDENT OF SCHOOLS**

Dr. H. Kaye Griffin  
245-6300

### **ASSISTANT SUPERINTENDENT OF SCHOOLS**

Ms. Anita Rutlin  
245-6323

### **DIRECTOR OF SPECIAL EDUCATION**

Ms. JoAnne M. Panicek  
245-6340

### **ADMINISTRATIVE DIRECTOR OF FACILITIES**

Mr. Stewart MacMillan  
245-5610

### **MANAGER OF FACILITIES**

Mr. William McMinn  
245-6470

### **DURHAM SCHOOL SERVICES**

Ms. Magda Grayson  
318-0777  
Terminal Manager

### **JEFFREY ELEMENTARY SCHOOL**

Mrs. Mona Goodman, Principal  
Mrs. Nicole Rinehardt  
245-6460

