

Jefferson Avenue Elementary School



2026 - 2027 Student/Family Handbook

4895 Jefferson Avenue
Shadyside, OH 43947
Phone: (740) 676-9669
Fax: (740) 671-5002
Dr. Greg Mehlman, Principal

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WELCOME

Hello! Welcome to Jefferson Avenue Elementary School. We plan to provide educational experiences that will successfully meet the social, emotional, physical, and intellectual needs of your child. We support and encourage your involvement with helping us meet these needs. Please read the information contained within this student/family handbook. I have tried to include the most common issues that might be addressed during the course of a new school year. There are many federal, state, and local Board of Education policies that our school personnel adhere to on a daily basis. Concerns can be addressed by contacting the school office at (740) 676-9669. I look forward to working with your child and family this school year!

-Dr. Greg Mehlman, Jefferson Avenue Elementary Principal

IMPORTANT TELEPHONE NUMBERS

Jefferson Avenue Elementary School **(740) - 676 - 9669**

Dr. Greg Mehlman, Principal
Mrs. Becky Brooks, Secretary

Leona Avenue Middle School **(740) - 676 - 9220**

Mr. Kevin Roseberry, Principal
Mrs. Amber Gorrell, Secretary

Shadyside High School **(740) - 676 - 3235**

Mr. John Poilek, Principal
Mrs. Michelle Milhoan, Secretary

Shadyside Superintendent's Office **(740) - 676 - 3121**

Mr. John Haswell, Superintendent
Miss Ashley Visnic, Administrative Secretary

Bus Garage **(740) - 671- 6136**

Mr. Tommy Duncan, Transportation Supervisor

JEFFERSON ELEMENTARY STAFF

Dr. Mehlman	Principal	
Mrs. Brooks	Secretary	
Mrs. Marling	ESC Preschool Supervisor	
Mrs. Hawthorne	Preschool	Room 100
Ms. McClelland	Preschool	Room 104
Mrs. Tice	ESC Preschool	Room 105
Miss Hill	Kindergarten	Room 200
Mrs. Perkins	Kindergarten	Room 101
Mrs. VanCuren	Kindergarten	Room 102
Mrs. Crozier	1st Grade	Room 204
Mrs. Singleton	1st Grade	Room 205
Mrs. Ware	1st Grade	Room 206
Miss Hendershot	2nd Grade	Room 203
Mrs. Kidder	2nd Grade	Room 207
Mrs. Nash	2nd Grade	Room 202
Mr. Joseph	Physical Education	Gym
Mr. Ramsey	Music	Stage
Miss Roseberry	Speech Therapy	Room 208
Ms. Hertler	Intervention Specialist	Room 201
Mr. Merryman	Intervention Specialist	Room 103
Mrs. Hendershot	Title I	Room 208
Mrs. Hammond	Educational Aide	
Mrs. Mehlman	Educational Aide	
Mrs. Rosen	Educational Aide	
Mrs. Kaldor	School Nurse	
Mrs. Ringer	Office Aide	
Miss Kolakowski	Preschool Aide	
Mrs. Persinger	Preschool Aide	
Mrs. Kolvek	ESC Preschool Aide	
Miss Presher	ESC Preschool Aide	
Miss Ruckman	ESC Preschool Aide	
Mrs. Schwertfeger	Student Services	
Mrs. Sansone	School-Based Therapist	
Ms. Crozier	Cook	
Ms. Krupa	Cook	
Ms. Brown	Custodian	
Mr. Gibson	Custodian	

VISITORS AND VOLUNTEERS

PLEASE USE THE BUZZER ON THE FRONT PORCH.

All visitors and volunteers must report to the main entrance and sign in using the front door of the school. **No one is permitted to enter a classroom unless cleared by the office, the teacher, and issued a visitor's pass.** This policy is to prevent interruptions in the classroom and for the safety of our staff and students. All visitors and guests must wear a badge issued by the office. Before each visitor/guest leaves, they must return the badge and sign out in the office. All visitors will be asked why they are arriving to the school before office staff will grant them access into the school. All visitors not staying at the school will remain in the entrance to wait for children being picked up, dropped off, or when dropping off deliveries. This policy is in place to ensure a secure and safe learning environment is established and maintained.

JEFFERSON PARENT ORGANIZATION (JPO)

The Jefferson Parent Organization (JPO) at the elementary school is comprised of a group of parents, teachers, and staff working to enhance each child's school experience. The group will work to sponsor family-oriented, academic, and social events for students and families throughout the year. Additionally, the group will work to organize parent volunteer programs and opportunities throughout the school year. The parent group is made up of current parents of elementary students enrolled at Jefferson. Also working with the organization are teachers and staff members from Jefferson Elementary that wish to offer their time and efforts to support the students and families. The organization will also offer events and plan fundraisers that will support programming and curriculum that will directly benefit the students. Notification of meetings and methods to begin membership with this organization are given out at the beginning of the school year. The organization will meet on the third Thursday of each month. Dr. Mehlman, Jefferson Elementary Principal, will oversee the work and efforts of this organization and must approve all working parts related to this support group.

DAILY SCHEDULE

First Bus Arrives	7:15 a.m.
Students Admitted	7:15 a.m.
Teachers' Arrival Time	7:43 a.m.
Students Dismissed to Classrooms	7:50 a.m.
TARDY BELL RINGS (Students must be in rooms)	8:00 a.m.
Preschool Recess	10:30 a.m.
Lunch (1st Grade and 2nd Grade)	11:00 a.m.
Recess (Kindergarten)	11:00 a.m.
Lunch (Preschool and Kindergarten)	11:30 a.m.
Recess (1st Grade and 2nd Grade)	11:30 a.m.
Afternoon Classes Begin	12:00 p.m.
End of Day Bell Rings	2:00 p.m.
Afternoon Announcements	2:10 p.m.
Bus Students Dismissed	2:15 p.m.
Preschool/Kindergarten Walkers & Siblings Dismissed	2:15 p.m.
1st Grade/2nd Grade Walkers Dismissed	2:25 p.m.

TWO HOUR DELAY SCHEDULE

First Bus Arrives	9:15 a.m.
Students Admitted	9:15 a.m.
Teacher Arrival Time	9:40 a.m.
Students Dismissed to Classrooms	9:50 a.m.
TARDY BELL RINGS (Students must be in rooms)	10:00 a.m.
Preschool Recess	10:30 a.m.
Lunch (1st Grade and 2nd Grade)	11:00 a.m.
Recess (Kindergarten)	11:00 a.m.
Lunch (Preschool and Kindergarten)	11:30 a.m.
Recess (1st Grade and 2nd Grade)	11:30 a.m.
Afternoon Classes Begin	12:00 p.m.
End of Day Bell Rings	2:00 p.m.
Afternoon Announcements	2:10 p.m.
Bus Students Dismissed	2:15 p.m.
Preschool/Kindergarten Walkers & Siblings Dismissed	2:15 p.m.
1st Grade/2nd Grade Walkers Dismissed	2:25 p.m.

**** Breakfast will NOT be served when we are operating on a two hour delay. ****

ARRIVAL OF STUDENTS

Bus students will enter the building upon arrival. **All students are to go directly to the gym each morning.** Students walking or riding with parents are not to arrive before **7:15 a.m.** **ALL STUDENTS PK-2nd** will be dropped off in the front of the building. Students being dropped off will not enter the school through any other door other than the front door. Parents are expected to drop off out front and move vehicles promptly to ensure a smooth traffic pattern. Please do not walk students up to the door. Walk them to the bottom of the steps and let them walk up independently. Staff members will monitor the porch each morning.

DISMISSAL OF STUDENTS

At approximately 2:15 p.m., bus students will be loaded, one bus at a time. Buses will be dismissed using the front door. Preschool and kindergarten walkers and their siblings will be dismissed first at approximately 2:15 p.m. followed by 1st and 2nd grade walkers at 2:25 p.m. Parents picking up students must drive vehicles through the north entrance of the school and follow traffic patterns behind the school. Only preschool and kindergarten students and their siblings are dismissed at 2:15 p.m. The gate will be closed until 2:15 p.m. Please do not arrive early as there is no area for parking. Adults picking up students in the walker line or vehicles that may arrive earlier than permitted and get in line, must loop around the block. Please understand that Jefferson Avenue is a one way, running north to south, from 1:45 p.m. until 3:00 p.m.

Early dismissal - If a student needs to leave school early, please send a physical note to the classroom teacher or call the office **2 hours in advance.** All students will be dismissed from the office. Parents must sign the child out in the main entrance before leaving. No student will be permitted to wait outside the building.

Change in routine - **Parents MUST CALL BEFORE 1:00 p.m. if there is a change in your child's dismissal for that day.** **Without a physical note to the teacher or a phone call to the office of a change, your child must do what he/she does on a normal basis.**

If a child is to go to another person's home, they **MUST** bring a note. The name, address, telephone number, and/or the bus number of where your child is going **MUST** be on the note. Bus students are not permitted to have friends ride on the bus without approval from the office.

We are responsible for your child's safety. We need to know where your child is going.

ATTENDANCE POLICY

The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Regular and punctual attendance shall be required of all students enrolled at Jefferson Avenue Elementary School during the hours that school is in session. When in attendance, students are expected to be present, on time, and participate in all classes and activities. Daily attendance of students is of great importance as shown by the fact that prospective employers always check attendance. Student attendance and promptness to school is the primary responsibility of the student and his/her parent/guardian. It is also the responsibility of the student and parent/guardian to use discretion when scheduling appointments, planned absences, and early dismissals.

In accordance with state law, the Superintendent or his designee shall require from the parent of each student or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence.

The Ohio Department of Education (3321.04 ORC) and School Board consider the following factors as reasonable excuses for time missed at school and will be considered excused absences:

- A. Personal illness or medical appointment with an accompanying physician's statement.
- B. Illness in the immediate family that requires the student to stay home as determined by the Principal.
- C. Quarantine of the home.
- D. Death in the immediate family (maximum 3 days).
- E. Religious observation in which a student is personally involved.

- F. Emergency situation in which a parent can work out no other solution as determined by the Principal or for such good cause as may be acceptable to the Principal.
- G. Court appearance for child.

Examples of unexcused absences are employment, oversleeping, missing the bus, car trouble of any kind, running non-emergency errands, shopping, and running out-of-school errands.

Upon returning to school, the student must provide a written excuse to school administration within seventy-two (72) hours to verify the absence. Any absences not verified within the seventy-two (72) hour window will be deemed unexcused, regardless of the nature of the absence. It will be the responsibility of the student to receive make-up work from the teacher and to have such returned by the specified date as set by the school. Teachers have the authority to assign zeros for all work that is not made up by the specified date. With the exception of pre-approved absences, students have the same number of days missed to complete make-up work. For example, if a student misses two days, the make-up work is due on the third day back to school.

When a student is absent, the parent or guardian should call the school office between 7:15 a.m. - 8:30 a.m. to inform school officials that their child will not attend school that day. Requests for homework to be prepared/sent home must be made at this time. Any requests for homework made after 11:00AM will be prepared the next school day for pick-up. **As required by law, if the office does not receive a phone call by the completion of attendance, a school representative will attempt to contact the home.** If you message the classroom teacher on Class DOJO - **YOU MUST STILL CALL THE OFFICE.**

TARDINESS

The tardy bell rings at **8:00 a.m.** All students are to be in their classrooms when the bell rings. Students arriving late **MUST** report to the office before going to their classroom. Parents need to sign in their child in the main entrance of Jefferson Elementary.

ABSENCES

Appointments - Doctors, Dentist, etc...

Appointments should be made outside school time. If this is not possible, the student should bring a note from home requesting early dismissal. Students must be signed out in the office upon leaving. When students return to school, they need to provide an excuse from their doctor, dentist, therapist, etc. verifying the appointment date and time. If they return to school the same day, they will have to be signed back in.

EXCESSIVE ABSENCES

Other than specified above as excused absences, all other absences shall be considered unexcused absences. When a student meets the following thresholds, the corresponding actions will be taken by the Shadyside Local School District in accordance with state law.

Habitual Truancy [2151.011(B)(18)] is defined as absence of thirty (30) or more school hours consecutively or forty-two (42) hours per month or seventy-two (72) hours per year without legitimate cause.

1. Excessive Hours Threshold [38 school hours per month or 65 school hours per year] for excused or unexcused absences:
 - a. Send letter home to parent/guardian
 - b. Truancy Intervention Plan may be developed for student/family
2. Habitual Hours Threshold [30 or more consecutive school hours or 42 school hours per month or 72 school hours per year] for excused or unexcused absences:
 - a. Absence Intervention Team and Plan may be assigned
 - b. A complaint will be filed/referred to the Juvenile Court

VACATIONS

We encourage vacations, involving students, to be taken during school vacation time. Students who go on vacation during the school year are marked absent using unexcused absences. If a parent takes/plans for his/her child to attend a vacation during the school year, parents must present a written or verbal communication to the office prior to going and communicate with each of his/her teachers. The child may make up any missed work at the convenience of the teacher and within the guidelines for make up work.

SUMMARY OF HOURS MISSED FROM SCHOOL

Number of Hours Absent Policy

- 1 School Hour - 65 School Hours
 - Parent note required and accepted to validate absences.
 - No discipline assigned.
- 65 + School Hours
 - Official documentation required in addition to parent note to validate absences.
 - If official documentation is not received within 72 hours of returning to school, attendance restitution will be required and further discipline may be assigned.
- 65 + School Hours
 - WITHOUT proper documentation, absences are treated as unexcused.

Methods of Communication with Regards to Attendance Problems

1. Teachers will compile daily attendance and report concerns to the school office.
2. Days absent will be displayed on quarterly report cards.
3. Written correspondence will be sent home when the following thresholds are met:
 - a. A student is absent for thirty-eight (38) school hours
 - b. A student is absent for sixty-five (65) school hours
4. Other informal means of communication such as phone calls may be used as needed.

BUILDING PARKING LOT

Parent use of the faculty parking lot is **prohibited**. This is for the best interest of all staff and students. Please park in the available spaces in **front** of the school only before 1:30pm. **Do not** park in the drop off/pick up zone. If staying at the school or coming after 1:30pm, you must park to the north or south of the front of the school. You will be ticketed by Shadyside Police when in violation of the above parking expectations.

DROPPING ITEMS OFF AT SCHOOL

When delivering items from home (forgotten lunch, homework, money, etc.), please take the items **to the office**. Make sure they are labeled with the student's name and the teacher's name. **DO NOT GO TO THE CLASSROOMS!** The office staff will make sure the items are delivered to your child. Deliveries of gifts, flowers, etc. will remain in the office until the end of the school day.

FEES

Jefferson Elementary requests a school fee of \$40.00 per child in grades kindergarten through second grade each school year. The fee amount allows the teachers to provide additional learning activities and materials that may not be available. It is the responsibility of the parents to pay for all fees owed to the school. We realize that you may not be able to pay the full fee in one payment. Monthly installments are welcomed. All fees **MUST** be paid no later than March 31st of the current school year.

Under HB1, any student who qualifies for free or reduced lunch pricing under the federal standard, may not be charged fees for materials for courses of instruction. You must fill out a fee waiver within the the online or paper free/reduced meal application. This does not include extracurricular and co-curricular activities and associated fees.

Fees can be paid by cash, check (made payable to Jefferson Elementary), credit/debit card, or by accessing your child’s fee schedule using PaySchools Central Parent Portal on the Shadyside Local School District website.

Any unpaid charges or fees that have not been paid by the end of the current school year will result in report cards being held. If you have any questions, please contact Dr. Mehlman.

CAFETERIA

Jefferson Elementary offers a breakfast and lunch program. Students may also bring their lunch to eat in the cafeteria. **Soda is not allowed and will be discarded by school staff.** Milk is available for purchase.

*****The school does not permit parents to bring meals purchased from outside restaurants and/or fast food establishments to the cafeteria for their child to eat during lunch time.*****

Free and reduced lunch forms are available online beginning August 1 of the current school year. They can be accessed using the Shadyside Local School District website. Paper forms are also available in the office; however, the online form is preferred. New forms **MUST** be completed each year. You will be notified when the form is approved.

Any student receiving free or reduced lunch must pay **FULL PRICE** for milk when bringing a packed lunch or when getting an extra milk.

Student Breakfast Prices

Student Lunch Prices

(All trays, breakfast and lunch, include milk)

Full price: \$1.50
Free: No Charge
Reduced: No Charge
Extra Milk: \$0.50

Full price: \$3.50
Free: No Charge
Reduced: No Charge
Extra Milk: \$0.50

LUNCH PAYMENT POLICY

A computerized accounting system is used at the schools. Each student has a PIN assigned to them.

Payments can be made on a daily basis or you can put any sum on your child's account and it will remain on the account until he/she buys lunch or breakfast off of their account. When your child goes through the breakfast/lunch line, the appropriate cost will be deducted from your account. Please send in cash, check (made payable to Jefferson Elementary), or call the office to pay over the phone with card. You are also able to pay lunch balances and add funds to student lunch accounts by accessing PaySchools Central Parent Portal on the Shadyside Local School District website.

POLICY ON CHARGING LUNCHES/BREAKFASTS

Charges are allowed per student. After excessive charges and failure to bring accounts current, students will be served a standard lunch (sandwich, fruit, and a milk) until the account is paid in full. The appropriate cost for the sandwich, fruit, and milk is the standard price of \$3.50 and will be deducted from the child's account.

If after one week the parent(s)/guardian(s) fail to provide the student with a packed lunch or lunch money, school district personnel may be asked to intercede on behalf of the student. If the parent(s)/guardian(s) continue to fail to provide the student with a packed lunch or lunch money after school district personnel have interceded on behalf of the student(s), the district will file a report with the appropriate agency.

Lunchbox students may purchase or charge a milk as long as they do not have a negative balance on their account.

No charging allowed two (2) weeks prior to the end of the school year.

Students are not permitted to buy extra milk if they owe for any unpaid charges.

Once the student nears his/her charge limit, the school personnel will provide any of the following reminders in an effort to help the student continue to receive school meals:

- Student receives a verbal reminder
- Parent or guardian receives a written note/letter via the student or in the mail.
- Automated text notification sent to parents.

The Free and Reduced Meal Applications are available for all families! Please contact Dr. Mehlman at (740) 676-9669 with any questions in regard to the online or paper Free and Reduced Meal Applications.

All meal charges must be paid off by the end of the school year.

STUDENT TREATS/BIRTHDAY CELEBRATION

Jefferson Elementary staff and students enjoy celebrating all student birthdays! We recognize each student when their name is called over the school announcements on the day of their birthday. Summer birthdays and birthdays over holiday breaks are recognized throughout the year. Weekend birthdays are announced the week before or after the student's birthday. **Some students have food allergies, therefore it is always best to call the main office or child's teacher first to check if the treat is acceptable. * * NO homemade treats/food! All products must be store bought and/or have product/ingredient labels! * ***

Any birthday deliveries (flowers, cards, etc.) will remain in the office until the end of the school day!

PARTY INVITATIONS

Students are allowed to pass out invitations for birthday parties or other outside events **ONLY** if they are passing them out to the whole class or entire grade. Students must distribute individual invitations outside of the school day. Communicate with your child's teacher to obtain counts needed for invitations that may be sent into the school.

PHYSICAL EDUCATION POLICY

Jefferson Elementary will comply with requests to be excused from physical education due to illness provided that the requests are for a short period of time. Should your child need to be excused from physical education classes beyond two days, we ask that a note from the attending physician accompany the request. The note from you and the doctor should state specifically the reason for the request, the length of time, and any other conditions that will help us provide proper care for your child.

Your child will need **TENNIS SHOES** for their assigned gym days. If your child does not come prepared with gym shoes more than **4** times in a nine week period, they will receive an N or U on their report card for that nine week period. **PLEASE UNDERSTAND IF YOUR CHILD DOES NOT HAVE THE PROPER FOOTWEAR, HE/SHE WILL NOT PARTICIPATE IN GYM! THEY WILL SIT AND WATCH THE OTHERS PARTICIPATE. NO CROCS OR SLIPPER STYLE SHOES WILL BE ALLOWED!**

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Please notify the school office of any change in address or telephone number without delay. Parents/Guardians need to make sure work telephone numbers, as well as emergency telephone numbers, are provided so emergency procedure files are up to date.

CONFERENCES

Parent/teacher conference days are included in the school calendar. Teacher conferences at Jefferson Avenue Elementary will be held on the following 3 days from 3:30pm to 6:30pm.

Thursday, October 29, 2026

Thursday, January 21, 2027

Thursday, April 1, 2027

Conferences may also be scheduled anytime during the year. Parents must plan ahead with appointments outside of these times to be sure the teacher will be available.

TELEPHONE POLICY

Teachers will not be interrupted in the classroom to talk on the telephone unless an emergency arises. You may call the school and ask to speak with a teacher. You will be transferred to the teacher's voicemail. The teacher will call you back when he/she is available, after receiving your voicemail.

Students will not be able to use the office phone or classroom phones for calling home because books, homework, etc. were left at home or for any other reason unless approved by the office.

CELL PHONES/ELECTRONICS/SMART WATCHES

Any child bringing a cell phone, electronic device, or smart watch to school for any use or reason, **MUST** leave the device in their backpacks at all times. If they are found using the phone or device during school hours, the device will be sent to the principal's office and the parent will need to pick the device up from the office.

CUSTODY

Parents have an obligation to inform the school anytime the custody of a child changes. School officials will need to see the original court order and will copy the sections pertaining to the child's custody. It is the parent's/guardian's responsibility to send current paperwork to the school office.

CHILD ABUSE

School personnel are required, by law, to report any evidence or suspicion of child neglect or abuse to Belmont County Children Services. The school will also cooperate with law officials.

SCHOOL TO FAMILY COMMUNICATION

Apptegy is our school-to-family notification service. With the convenience of this service, we can quickly contact all families in a matter of minutes with urgent and non-urgent news. We expect to use the service for school closings, delayed openings, or early dismissals due to bad weather. Additionally, information throughout the year will be communicated through this service.

Families can add additional contact numbers listed for notification. If your contact phone number has recently changed, or you choose not to participate and would like your primary phone number removed, or to add more than one number, please contact the administrative secretary, Miss Ashley Visnic, at the superintendent's office. Personnel at the superintendent's office can be reached at (740) 676-3121. By declining, you **WILL NOT** receive important Parent Broadcast announcements.

Additional methods of communication include the following: Class DOJO, automated text messages and/or phone calls from district administration, letters, and traditional phone calls.

PERSONAL BELONGINGS

Children should learn, at an early age, the value of personal belongings (including money), the responsibility of caring for these items, and respect for other children's belongings. Often during a school year, some children will experience the trauma of having their belongings lost, broken, or stolen. In order to prevent such trauma, keep all valuables at home.

At the elementary school, we will assist as much as possible should your child experience difficulty with personal items. We will not be responsible for any item that is lost, broken, or stolen. Therefore, we ask that you label all of your child's belongings. Please take some time to instruct your child regarding the responsibility of caring for his/her own belongings, as well as respecting the belongings of fellow students.

STUDENT ILLNESS/STUDENT FEVER

If a student comes to the office with a fever, the parent/guardian will be called to discuss the child's illness and your child WILL BE SENT HOME. Your child must be fever free for 24 hours without medication, before returning to school.

MEDICATION

Whenever possible, medication should be administered at home.

1. Children are not allowed to carry medication (prescription or non-prescription) on their person at any time.
2. Children are not allowed to self-medicate. A school staff member must dispense all medication.

Medication authorization forms for prescription and non-prescription drugs are available in the office. Forms expire at the end of each school year, or if there is a change in the prescription. A copy of the medication authorization form **MUST** be on file in the office. Information for medications related to **allergies**, must be on file with the office, as well.

Prescription drugs may be administered at school only if:

1. A signed order from the physician and signed parent permission form is brought to school with the prescription. **No medication can be dispensed unless this is received.**
2. The prescribed medication is in the original prescription container.
3. The pharmacist will provide a container for school if you request it. It **must** be labeled with the following information:
 - Student name
 - Date
 - Name of the drug
 - Dosage and time interval
 - Doctor's name

Nonprescription medication may be administered at school only if:

1. **A medication authorization form** is completed and signed by a parent or guardian. *** **No medication can be dispensed unless this is on file in the office.** ***
2. **Medication is in the original container.**

CONTROL OF COMMUNICABLE DISEASES AND PESTS

The school's professional staff has the authority to remove, isolate, or send home a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, conjunctivitis (pink eye), whooping cough, mumps, measles, rubella, COVID, and other conditions indicated by the Local and State Health Departments.

INDOOR RECESS

Children are sometimes sent to school with minor illnesses and parents request that their child be kept indoors during recess. We will comply with requests of this nature providing that the requests are for a short period of time. Should your child have to stay indoors beyond two days, please provide a note from the attending physician to accompany the request.

STUDENT DRESS FOR OUTSIDE RECESS

Students participate in outside recess during lunch periods daily as long as it is not raining, snowing, or the temperature and wind chill is not too excessive. We will go outside if the temperature is at least 36 degrees and the current "feel like" is 36 degrees. **Students that are not dressed appropriately for the weather WILL STILL be expected to participate during outside recess.** Therefore, please check the weather before sending your child to school so that they are dressed appropriately for recess every day.

PUBLICITY PICTURES

Your child's picture may be taken and used for publicity purposes in the newspaper, on television station(s), and/or websites and social media during events. **If you do not wish for your child's picture to be used, please inform both the classroom teacher and the office.**

DRESS CODE

Anything distracting or detrimental to the educational program cannot be considered appropriate. This will be determined at the discretion of school personnel and addressed by the principal. Parents and school personnel share the responsibility for correcting any situation dealing with inappropriate attire. On the days students have gym, they must wear appropriate clothing and tennis shoes. **Shorts may be worn from the start of the school year until October 31, 2026. NO SHORTS/SKIRTS/SHORT DRESSES are to be worn from November 1, 2026 until April 1, 2027.** Any violation of the dress code will be addressed by the school principal and the parents of the child will be contacted.

The following specific limitations shall be observed:

1. No halter tops, tops without straps, or straps that are thinner than the width of two fingers, and/or revealing backs.
 2. No clothing with inappropriate pictures/sayings, liquor advertisements, sexually suggestive messages, or drug related messages.
 3. **No flip-flops, shoes without heel straps, heelys or unsafe shoes.**
 4. No extreme hair coloring or extreme hair cuts that are a distraction to the academic learning in the classroom.
 5. No hats or bandanas are to be worn in the building.
 6. If the student's dress is deemed inappropriate or could cause injury, the parent will be contacted immediately to correct the situation.
 7. **NO SHORTS/SKIRTS/SHORT DRESSES** are to be worn between November 1st, 2026 and March 31, 2027.
- * * * Any Dress Code violation must be corrected before returning to the classroom. * * ***

BUS TRANSPORTATION

Riding the school bus is a privilege. This privilege can be taken away at anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and **MUST** obey and respect him/her at all times. **If there is a bus transportation problem, please contact the bus garage immediately (740) 671 - 6136.** The school office is not made aware of all bus incidences until the driver submits a written notice to the principal.

A responsible adult needs to be present at the child's bus drop off point. If no adult is present, the child will remain on the bus and return to the bus garage with the driver. The parent will be notified.

BUS RULES

While riding the bus, all students must comply with the following bus rules, the student code of conduct, or any other appropriate rule(s) as determined by the bus driver. **Any violation of these rules will result in disciplinary action, which may include suspension of riding privileges.**

1. Obey and respect the bus driver.
2. No profanity or obscene gestures.
3. No eating or drinking on the bus.
4. Keep the aisles clear at all times.
5. Keep hands, arms, feet, and head inside the bus at all times.
6. Do not leave the bus without the bus driver's permission.
7. Enter and exit by the front door only.
8. Stay seated at all times.
9. Do not move until the bus comes to a complete stop.

DISCIPLINE

It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but also the duty to insist on good behavior. The right of discipline extends to all areas of the school. The building principal is charged with the proper enforcement of discipline in the total school setting. He/She has the discretionary authority to use, or authorize other certificated personnel to use, the following disciplinary measures to correct student behavior:

1. Arrange for a student conference
2. Establish loss of privileges (recess, field trips, etc.)
3. Arrange for a parent conference
4. Recommend/require/refer counseling
5. Implement emergency/immediate removal
6. Assign suspension
7. Notify the police

Violations by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action. These rules are not meant to be all inclusive:

1. **Assault** -Physical, Harassment, and Threats - A student shall not hit, grab, bite, or behave in such a way as to cause physical injury to another person.
2. **Cheating** - A student shall not use any unauthorized information from any source to improve academic or extracurricular performance.
3. **Damage or Destruction of Property** - A student shall not cause or attempt to damage or disfigure school or private property.
4. **Dangerous Weapons** - A student shall not possess, handle, transmit, or conceal dangerous weapons, ordnance, or instruments. This includes, but is not limited to knives, guns, and objects that resemble them and explosives.
5. **Disruption of School** - A student shall not, by the use of violence, force, threat, or noise, cause the disruption of school.
6. **Electronic Devices** - A student must follow school policy prohibiting the use of electronic devices. Electronic games and devices are to be left at home.

7. **Extortion** - A student is not permitted to be involved in the act of extortion.
8. **False Alarms, Arson, or Attempted Arson** - A student shall not make false alarms, including fire and/or bomb threats; nor shall they commit or attempt arson.
9. **Fighting** - A student shall not fight, incite and/or encourage others to fight.
10. **Internet Use** - A student must adhere to policies governing internet usage.
11. **Leaving School Grounds** - A student shall not leave school grounds during the school day without parental and administrative approval and being signed out in the entrance of Jefferson Elementary.
12. **Narcotics, Alcoholic Beverages, and Drugs** - A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, "look-alike" drugs, or any substance that causes physical or mental change.
13. **Profanity** - A student shall not use profane, indecent, or obscene language, messages, or gestures.
14. **Stealing** - A student shall not take property belonging to another person.
15. **Truancy and Tardiness** - A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. **Repeated tardiness is also considered a serious offense.**
16. **Unauthorized Touching** - A student is prohibited from unauthorized or inappropriate touching, hitting, grabbing, pushing, etc.

BEHAVIORAL EXPECTATIONS WITH CHARTS

Jefferson Elementary will utilize a building wide behavior management system and have consistent expectations from preschool through second grade. Each classroom teacher has been provided with materials to ensure consistency between classrooms and grade levels. Each day your child comes to school, he/she will start the day on green. Dependent on behavior following the description below in the leveled boxes, your child will remain on green or be asked to change their color to yellow, red, or blue. For exceptional behavior, your child may be asked to move up to orange. Please reference the information below as a snapshot of the process.

Orange:

Way to go! Exceptional behavior in the school/classroom. This is a step up from green that may be earned throughout the day.

Green:

All students begin each day on green while being on task and ready to learn.

Yellow:

Make better choices.
(Level 1 behaviors)

Red:

Stop! Think about choices.
(Level 2 or Repeated Level 1 behaviors)

Blue:

Sent to the Principal and parents contacted.
(Level 2, Repeated Level 1, or other/severe behaviors not listed)

Students remaining on all green/orange will earn school wide incentives for positive behavior each nine week period. Each teacher plans monthly incentives in their individual classrooms for rewarding all green/orange behavior.

Level 1: Minor Behaviors

DEFINITION: Behaviors that...

- Do not require administrator involvement
- Do not appear chronic/consistently

EXAMPLES: (not limited to)

- **Out of seat:** leaving the work area without permission
- **Physical disruption:** excessive noise, touching others, horseplay
- **Verbal disruption:** talking out, crying, yelling, making noise, speaking loudly
- **Minor verbal aggression:** taunting, teasing
- **Non-compliance:** doing opposite of what is asked, refusal to follow adult directions

PROCEDURE:

- 1st time - inform student of expectation violated
- 2nd time - Move clip on color chart to yellow
- 3rd time - Loss of recess or clip to red

Level 2: Major Behaviors

DEFINITION: Behaviors that...

- Require administrator involvement
- Are chronic/consistent level 1 behaviors

EXAMPLES: (not limited to)

- **Repeated level 1 behaviors**
- **Throwing self to ground, tantrums**
- **Continuous non-compliance and/or insubordination:** refusal to follow adult direction after level 1 discipline procedure has been implemented
- **Dishonesty:** cheating, lying, omitting facts or details
- **Verbal aggression toward peers:** making fun of another student, name calling, screaming at peers or teachers, disrespect to adults, profanity, obscene gestures or pictures, threats
- **Physical aggression:** hitting, biting, kicking, grabbing, head butting, hair pulling, physical bullying, throwing objects that do or do not result in physical harm
- **Stealing**
- **Out of area:** running away from school, leaving without adult supervision, skipping class

PROCEDURE:

- 1st time offense all will occur:
 - Inform student of expectation violated
 - Describe expected behavior
 - Teacher communication to parent
 - Documentation of discipline
 - Send student to administrator
 - Move clip on color chart to blue
 - Administrator contact if needed
 - Loss of recess or extra curricular activities during school hours

BULLYING POLICY

Please read the information regarding bullying in the box below:

Bullying Policy

DEFINITION: Behaviors that...

- Are aggressive or passive aggressive in nature and intend to offend, harm, or embarrass the victim
- Occur repeatedly overtime
- Have a realized or perceived imbalance of power or status
- Interfere with the education or educational environment of another

EXAMPLES: (not limited to)

- **Verbal Bullying:** name-calling, threatening, harassing
- **Physical Bullying:** hitting, kicking, punching, spitting, or any other physical contact intended to cause harm
- **Indirect Bullying:** intimidating someone with physical gestures, spreading false rumors
- **Cyber-Bullying:** name-calling, spreading rumors, harassing via electronic device

PROCEDURE:

- Inform student of the bullying
- Call for assistance from an administrator to remove student from the area
- Complete a discipline and/or student services referral

PROMOTION/RETENTION POLICY

Promotion - A student will be promoted to the next grade level when he/she has:

1. completed the course and state-mandated requirements for the present grade.
2. in the opinion of the professional staff, achieved the instructional objectives set for the present grade.
3. demonstrated sufficient proficiency to permit the student to move ahead in the educational program at the next level.
4. demonstrated the degree of social, emotional, and physical maturation necessary.

***** A student may be transferred to the next grade level when retention would no longer serve as a positive intervention or recommended retention is refused by parents. *****

Retention - Guidelines

1. Parents will be informed in advance of the possible retention of a student.
2. Efforts will be made to remediate a student's difficulties.

PROGRESS BOOK

Parents of first and second grade students will have internet access to access their students academic progress throughout the year using Progress Book. A notification of your student's username and password will be sent home at the beginning of the school year so that you can access their grades throughout the year. Please call the office if you have any questions.

REPORT CARDS

Report cards will be sent home at the end of every 9 weeks/grading period. They will be sent home in an envelope. It is expected that all parents/guardians review the report cards and sign the front of the envelope. After receiving and reviewing the report card and signing the front of the envelope of the report card for each nine week period, please return the signed envelope for your child's teacher to use in the upcoming nine week period. This also allows your child's teacher to understand that you have received the report card each period.

Grading Scale

A	100 - 94
B	93 - 87
C	86 - 78
D	77 - 70
F	Below 70

Title I Federal Programs

Date: Monday, August 17, 2026

RE: Every Student Succeeds Act (Public Law 114-95), Section 1112 (e)(1)(A)

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- III. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
- IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may ask for the information by contacting Mr. Kevin Roseberry, Leona Middle School Principal, by phone at (740) 676-9220 or email using kevin.roseberry@shadysidelocal.org. The address for Leona Middle School is 3795 Leona Avenue, Shadyside, Ohio 43947.

CHILD FIND

Child Find is the process of identifying, locating, and evaluating all children from age three to twenty-one who may have a disability and may be in need of special education and related services, regardless of the severity of the disability. The district seeks to identify through child find, all children in the Shadyside Local School District who attend a public or non-public school within the district or who are homeless or wards of the state, and who may be in need of special education and/or related services. The Individuals with Disabilities Education Act (IDEA) is a federal law that assures children and youth with disabilities a free appropriate public education (FAPE) in the least restrictive environment (LRE). The Shadyside Local School District provides a continuum of special education programs and services for preschool and school-age students with disabilities. A child with a disability is a child having a cognitive disability (e.g. developmental delay), hearing impairment (including deafness), visual impairment (including blindness), a speech or language impairment, a serious emotional/behavioral disturbance, an orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities. Parents, relatives, public, private agency employees, and concerned citizens are asked to help the Shadyside Local School District find any child who may have a disability and who may need special education and related services. If you are aware of a child who may have special needs, please notify Dr. Greg Mehlman, Jefferson Elementary School Principal, Dr. Angela Hicks, Special Education Director, Dr. Renee Marchese, Assistant Special Education Director and School Psychologist, or notify the office at Jefferson Avenue Elementary School at (740) 676-9669.

Dr. Greg Mehlman, Principal
greg.mehlman@shadysidelocal.org

Dr. Angela Hicks, Special Education Director
angela.hicks@ecoesc.org

Dr. Renee Marchese, School Psychologist
renee.marchese@shadysidelocal.org

PUBLIC'S RIGHT TO KNOW (BOARD POLICY)

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is to be coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records, and all other public records are open for inspection in the Treasurer's office during the hours when the administration offices are open.

Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the Treasurer, Superintendent, or other persons responsible for the custody of confidential files. Only that information deemed "directory information" may be released from an individual student's file and only after complying with the regulations prepared by the administration for the release of such information. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Any individual who wants to obtain a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium the Superintendent/ his designee determines that the record can reasonably be duplicated as an integral part of normal operations.

The District may ask that the request be put in writing. However, the District must notify the requester that it is not mandatory to do so.

The District provides an opportunity for a records requester making an ambiguous or overly broad request to revise the request by informing the requester of the manner of which records are maintained.

If a public records request is denied, the District provides an explanation with legal authority as to the reason for the denial of the request.

If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District. A fee may be charged for copies. The District may require the fee charged for copies be paid in advance.

The person making a mail request pays the cost of postage and other supplies in advance. The number of mail requests sent to any one person is limited to 10 a month, unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District.

BOARD ADOPTED: June 27, 2007

LEGAL REFS: Family Educational Rights and Privacy Act; 20 USC,
 Section 1232g
 ORC 121.22
 149.43
 3319.321
 OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions
 BDDG, Minutes
 GBL, Personnel Records
 GBS, Health Insurance Portability and Accountability Act
 (HIPPA)
 IGBA, Programs for Students with Disabilities
 JO, Student Records
 KA, School-Community Relations Goals
 KKA, Recruiters in the Schools

NOTE: The cross references are codes in the OSBA coding system where a district's manual may have statements relating to the public's right to see district records.

Shadyside Local Schools 2026-2027 Calendar

No School (Break) No School (Holiday) End of Grading Period PTC (3:30 PM - 6:30 PM) Professional Day First day of School Last Day of School Graduation	July2026 SMTWTFS 1234 567891011 12131415161718 19202122232425 262728293031	January2027 SMTWTFS 12 3456789 10111213141516 17181920212223 24252627282930 31	1 No School (New Years Day) 13 End of 2nd Grading Period 18 No School (MLK Day) 21 Parent/Teacher Conf. (All Buildings - 3:30 to 6:30) Instructional Days: 19 2nd 9 week (45 Student Days)
17 Professional Day Parent/Teacher Conferences/ Open House(All Buildings - 3:30 to 6:30) 18 Professional Day 19 First Day Students Instructional Days: 9	August2026 SMTWTFS 1 2345678 9101112131415 16171819202122 23242526272829 3031	February2027 SMTWTFS 123456 78910111213 14151617181920 21222324252627 28	15 No School (Presidents Day) **First make up day after ~30+ hours of missed instruction time (5 scheduled days)** Instructional Days: 19
7 Labor Day - No School Instructional Days: 21	September2026 SMTWTFS 12345 6789101112 13141516171819 20212223242526 27282930	March2027 SMTWTFS 123456 78910111213 14151617181920 21222324252627 28293031	18 End of 3rd Grading Period 24-29 No School (Easter Break) Instructional Days: 19 3rd 9 week (44 Student Days)
12 Professional Day 21 End of 1st Grading Period 29 Parent/Teacher Conf. (All Buildings - 3:30 to 6:30) Instructional Days: 21 1st 9 week (44 Student Days)	October2026 SMTWTFS 123 45678910 11121314151617 18192021222324 25262728293031	April2027 SMTWTFS 123 45678910 11121314151617 18192021222324 252627282930	1 Parent/Teacher Conferences (All Buildings - 3:30 to 6:30) Instructional Days: 22
3 Professional Day 25-30 No School (Thanksgiving Break) Instructional Days: 16	November2026 SMTWTFS 1234567 891011121314 15161718192021 22232425262728 2930	May2027 SMTWTFS 1 2345678 9101112131415 16171819202122 23242526272829 3031	24-25 Exams 26 End of 4th Grading Period 26 Last Day of School 27 Professional Day 30 Graduation Instructional Days: 18 4th 9 week (45 Student Days)
21-31 No School (Christmas Break) Instructional Days: 14	December2026 SMTWTFS 12345 6789101112 13141516171819 20212223242526 2728293031	June2027 SMTWTFS 12345 6789101112 13141516171819 20212223242526 27282930	Total Student Days: 178 Total Teacher Days:.....185 Instructional Days:.....178 Professional Days: 5 Parent/Teacher Conference Days: 2

JEFFERSON STAFF EMAIL ADDRESSES

Mrs. Brooks	becky.brooks@shadysidelocal.org
Mrs. Crozier	tiffany.crozier@shadysidelocal.org
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Miss Hendershot	julie.hendershot@shadysidelocal.org
Mrs. Hendershot	lyn.hendershot@shadysidelocal.org
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Mrs. Singleton	tennille.singleton@shadysidelocal.org
Mrs. Tice	kayla.tice@ecoesc.org
Mrs. VanCuren	morgan.vancuren@shadysidelocal.org
Mrs. Ware	heidi.ware@shadysidelocal.org

Acknowledgement of 2026/2027
Jefferson Avenue Elementary Student/Family Handbook



Please sign and return this page.

I have read the expectations and policies of Jefferson Avenue Elementary School as outlined in this handbook. I, along with my child and family, will follow all the expectations and policies outlined in this handbook.

Student Name

Parent/Guardian Signature

Date