



2026 - 2027

Scholar & Family Handbook

Jefferson Elementary School
123 E 37th Ave • Spokane, WA 99203
Phone: 354-3200 • Fax: 354-3210
Attendance Hotline: 354-3202
www.spokaneschools.org/Jefferson

Jefferson Elementary School

Scholar & Family Handbook

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24-Hour Attendance Hotline: 354-3202

Principals' Welcome

Dear Families and Friends of Jefferson School,

Welcome to Jefferson Elementary and the beginning of a new school year! We hope that your scholar's school experiences will be pleasurable, rigorous, and worthwhile. To that end, we would like to invite you to join us in a partnership in educating your scholar. Children excel when families and schools work together to support learning and provide caring environment for growth. The Jefferson staff is highly trained and committed to providing educational excellence for all scholars and is excited to work with you to meet the individual needs of your child(ren).

This calendar and handbook have been prepared to keep you informed and involved. Feel free to contact one of us if you have any questions or concerns regarding its contents or other issues involving the school.

Let the learning begin!

Sincerely,



Brent Perdue, Principal



Kim Gage, Dean of Students



About Jefferson School

Jefferson Elementary School was originally constructed at the east end of Hart Field in 1908 and named after the third president of the United States, Thomas Jefferson. Additions were built in 1910 and again in 1948. Portable classrooms were added in 1955 and 1956. In 1993 the relocatable classrooms were added to further increase classroom space.

The site was named the South Manito site in 1908 when the original portable was relocated from the corner of 38th and Hatch. The original portable was eventually moved to the Adams School site in 1948 and demolished in 1950.

The new Jefferson building opened in the Fall of 2013. Located at 37th and Manito Blvd, the school was designed by Madsen, Mitchell, Evenson & Conrad Architecture, and built by T.W. Clark Construction.

Address, Telephone Number(s) & Other Pertinent Information

It is important to keep the school informed at all times of any changes of your child's information, such as address or telephone number at home or work, neighbor to contact, and health information. Changes should be sent to the school office as soon as possible. This information is essential in order to provide assistance to your child in case of an emergency.

TELEPHONE NUMBERS AND ADDRESSES

Main Line 354-3200

Absence Line 354-3202

Fax 354-3210

Jefferson Elementary School 123 E. 37th Ave.
Spokane, WA 99203

Jefferson Website Address: <http://spokaneschools.org/jefferson>

Spokane Public Schools Website Address: <http://spokaneschools.org>

Asbestos Notification

Jefferson Elementary School DOES NOT contain asbestos building materials. AHERA regulations require the Spokane School District to provide an asbestos management plan to all staff, students, and community members. This plan can be found in the custodian's office. If you have any questions or concerns, please call the Spokane School District Asbestos Management Planner at 354-7171.

Attendance

At Jefferson, we believe our school community is stronger when every scholar is here, connected, and ready to learn. *We're Better When You're Here!* is our schoolwide commitment to helping scholars develop strong attendance habits while partnering with families when challenges get in the way.

Regular attendance gives children the opportunity to build relationships, participate fully in classroom learning, develop important routines, and grow academically, socially, and emotionally. Our goal is for scholars to attend at least 95% of school days, which means missing no more than about one day per month when possible.

We also understand that children get sick and that families sometimes face circumstances that make getting to school difficult. When attendance becomes a concern, our first step is to reach out and work with you. We want to understand what may be getting in the way and, whenever possible, help identify solutions. Throughout the year, families may receive updates about their child's attendance, and our staff will celebrate both strong attendance and improvement. Our goal is not perfect attendance. Children who are sick should stay home.

State Board of Education Regulation WAC 180-4C-100 states that students should be punctual and regular in attendance. When your child will be absent, please call our 24-hour attendance hotline at 354-3202 and let us know the reason for the absence. This helps us account for your child's safety and allows us to monitor illnesses that may be affecting our school community. If we do not hear from you, the school will contact you to verify the absence as required by law.

Medical and dental appointments may be excused during the school day. When possible, we encourage families to schedule appointments in ways that minimize missed instructional time.

For safety, scholars may not leave school during the school day without caregiver authorization or permission from the principal. If your child needs to leave before dismissal, please call the office or send written notice. Caregivers should come to the office to sign their child out.

Starting the day on time matters, too. We encourage families to plan for scholars to arrive around 8:15 a.m. This gives children time to connect with friends, get settled, and be ready for learning. Scholars eating breakfast may arrive after 8:00 a.m. Our 8:25 bell means "Get Ready!" and our 8:30 bell means "Go!" as learning begins for the day. These arrival times are part of the schoolwide attendance plan.

At dismissal, scholars are expected to go directly to their planned destination. Families are encouraged to make after-school arrangements with their child before the school day begins.



Bicycles, Scooters, Skateboards, Skates

Scholars who ride bikes and scooters to school should be governed by the following:

1. Caregivers make the decision as to whether their child may or may not ride a bike to school. It is the recommendation of the school that students in grades K-2 not ride to school unless accompanied by an adult.
2. All bicycles and scooters must be parked in one of Jefferson's bike racks and locked. Scholars may not bring either in the building or ask that they be kept in the office.
3. The school does not accept responsibility for damaged or stolen bikes or scooters.
4. Bikes and scooters must be "walked" across patrolled crossings and on school grounds when coming to or leaving school.
5. Skateboards and skates are not permitted at school since they cannot be locked up outside.
6. Wheels in shoes (Heelys) are not permitted at school.
7. Helmets are highly encouraged.
8. Many children in the Spokane area are treated each year for bicycle-related injuries that are sometimes critical or cause life-long brain damage.



Birthday Announcements

Jefferson announces birthday wishes for scholars during morning announcements. If a scholar, or their family, prefers that their birthday not be announced, please contact the office so that the request can be noted.



Caregiver Visitations

As a caregiver, if you have questions or concerns regarding your child's situation at school, please contact your child's teacher.

A timely conference with the teacher may help both caregiver and teacher better understand the child.

When visiting the school, please remember to check in at the office. Should your child need to leave school during the school day, it will be necessary to sign your child out in the office.

Childcare - Express Program

Spokane Public Schools' Neighbor Schools Express childcare is increasingly the choice of working caregivers who want their child's time away from home before and after school to be full and productive.

Jefferson's Express program provides, inexpensively, a valuable enrichment program for elementary school students before and after school hours, expands the community's use of school facilities, and establishes a new partnership between caregivers and the school district.

Neighbor Schools Express subscribes to the principles which have guided the evolution of the educational process; namely, to provide a safe and secure environment in which the child can grow, learn, and explore his or her potential.



Express programs are designed to provide children with an active, enjoyable agenda of arts and crafts, sports, games, special events, and educational endeavors. These activities foster social interaction, development of motor skills, creativity, and curiosity while promoting sound behavioral development.

Caregivers: Every program has a caregiver group which regularly monitors the program and provides input for program enhancement and resource identification.

Program: Each site has a different program based on the input from the caregiver group and the needs of that particular group of children. General structure revolves around a schedule of energy release right after school (structured and unstructured active play), a nutritious snack, and creative time consisting of a wide variety of games, learning opportunities, tutorial time, and creative outlets.

Staff: A site coordinator does the planning for the Express site and supervises activities. Program aides help provide adult supervision. Staff-to-student ratio is always less than one adult for every 10 children present at the site. Volunteers are used extensively to augment staff and provide unique opportunities for children.

Times: 6:30 - 8:20 a.m.
3:00 - 6:00 p.m.

Rates: Please call 354-7312 for current rates.

Communications with Families

THE JEFFERSON JOURNAL WEEKLY NEWSLETTER

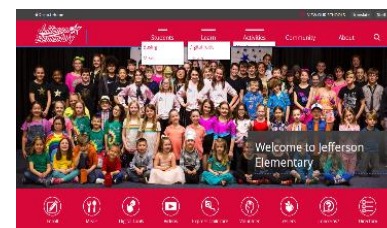
Each Monday, a new edition of the Jefferson Journal newsletter is published. The newsletter is emailed to families and posted on Jefferson's website, on Instagram, and on Facebook.

This weekly newsletter provides families with important information and upcoming dates at school. Families are encouraged to read the [Jefferson Journal](#) together each week and discuss the topics included.



WEBSITE

Jefferson maintains a website with many resources for families. The website can be found at www.spokaneschools.org/jefferson



THRILLSHARE FAMILY COMMUNICATION SYSTEM

A system is used to notify families of important school events, emergencies, and other information. Thrillshare sends messages via email, text message, or recorded telephone message. The phone numbers generated by the system are pulled from the district's electronic record system nightly. Therefore, it is important that caregivers keep the school informed of any changes to contact phone numbers.

FACEBOOK

Jefferson maintains a Facebook page to keep families informed and celebrate the great things their children experience during the school day.



Families are encouraged to visit <https://www.facebook.com/jeffersonelementaryspokane> and give the page a "like."

INSTAGRAM



Jefferson also maintains an Instagram page to keep families informed and celebrate the great things their children experience during the school day.

Families are encouraged to visit <https://www.instagram.com/jeffersonelementaryspokane> and follow Jefferson.

Instagram

PEACHJAR ELECTRONIC BACKPACK

Spokane Public Schools uses a flier distribution service called Peachjar that sends approved fliers about events and activities from school and community organizations to caregiver email accounts.



READERBOARD

The outside reader board highlights current messages and events at the school.



ROOMS (on Spokane Public Schools App)

In the fall of 2025, Spokane Public Schools launched a new one-to-one messaging application called Rooms. This application allows caregivers and teachers to connect directly and for teachers to share the goings on in the classroom. From pictures of class events to reports from MAP testing, Rooms is the place to be to stay informed. Rooms is an opt in platform so caregivers do have to take a few steps to get rolling. Please see the information provided below to get all set up if you are not yet connected.

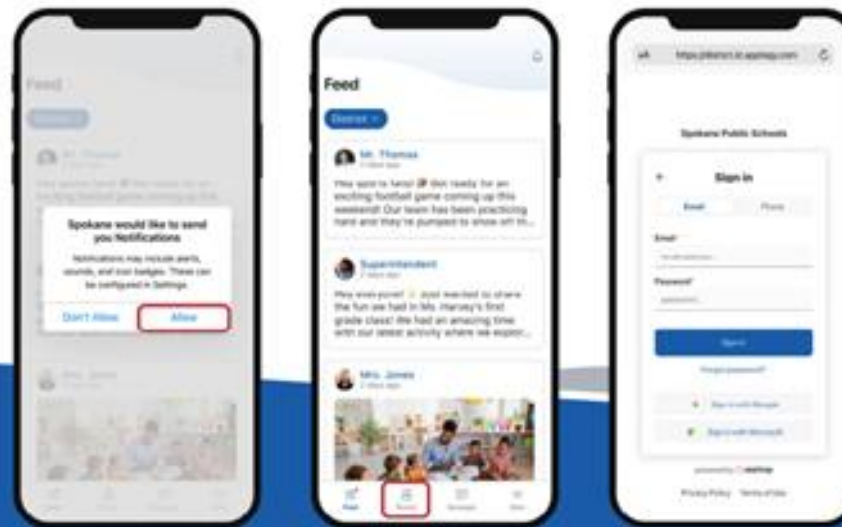


Get the SPS App to access Rooms, the new communication portal that facilitates communication with you and your child's teacher!



Don't miss any updates from Spokane!

1. Search '**Spokane Public Schools, WA**' in your phone's app store and download.
2. Select **Allow notifications** when prompted on initial download to ensure you receive notifications
3. Click on "**Rooms**" or "**Messages**" to Sign-In into Rooms.



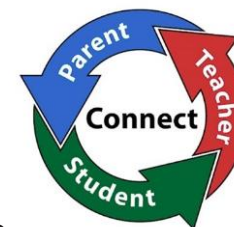
*If you are not receiving Rooms notifications, confirm the **Spokane Public Schools, WA** app notifications are enabled within your phone settings. Once confirmed, logout and back into Rooms.

Conferences

In addition to the launch conferences that take place before scholars are in classrooms in the fall, another set of full-day conferences take place in January.

Many classroom teachers request that scholars attend the conference as well, and in some cases the scholar will be involved in leading portions of the conference.

Caregivers should not hesitate to ask questions about any concerns they might have. Caregivers are encouraged to bring to the teacher's attention any information which may assist the teacher in meeting a child's individual needs.



Crosswalks and Crossing Guards (Safety Patrol) & Noon Supervisors

Crosswalks

The Spokane Public Schools Safety Patrol is an affiliate of the Spokane Police Department. Jefferson has student patrol members and adult crossing guards at several locations approaching Jefferson's school grounds. Please note that patrols are present during limited times before and after school, and if your child arrives at the intersection outside of that schedule, there will be no guards to help them cross these potentially busy streets.

The safety record that our patrols have maintained over the years has been remarkable, but caregivers should understand that Jefferson is limited in our ability to enforce traffic regulations without cooperation. Please help us in safely crossing the students by not blocking the crosswalks or obstructing the safety patrol's view when you drive your scholars to school. Take care also to avoid the bus loading zone on the north side of the school.



Jefferson has four road crossings manned by adult safety patrol. In addition, in cooperation with the Spokane Police Department, Jefferson trains fifth grade scholars to act as safety patrol crossing guards at intersections near the school. Fourth graders often join later in their fourth-grade year once they have turned 10 years old.

Adult and scholar crossing guards are on duty from 8:00 a.m. – 8:30 a.m. (9:00-9:30 a.m. on Mondays) and 3:00 p.m. – 3:30 p.m.

The following intersections are monitored by safety patrol members:

- Grand & 37th
- Bernard & 37th
- Manito & 37th
- Manito and Tekoa

Jefferson Elementary School Adult Monitored Safety Patrol Crossings



Crossing Guards (Safety Patrol) and Noon Supervisors

A great way to become involved in the Jefferson community and ensure the safety of Jefferson students is to consider becoming a crossing guard or noon supervisor. These are paid positions. Crossing Guards staff the numerous crosswalks in the morning for 30 minutes and then again in the afternoon for 30 minutes.

Our noon supervisors work outside during lunch recess. Some of our crossing guards and noon supervisors choose to work a regular schedule each week, but many choose to work on an on-call basis filling in whenever there is a need. Please let the office know if you are interested in helping out in this capacity.

Dangerous Weapons/Threats

Policy and Procedure 4210 states it is a violation of district policy and state and federal law for any person to carry a firearm or dangerous weapon pursuant to state and federal law on school premises including school provided transportation. This also applies to non-school facilities when being used for school activities.

Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to caregivers and law enforcement. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

A threat to bomb or injure property is a violation of RCW 9.61.160. Intervention and corrective actions for students violating this policy are reflected in Policy and Procedures 3240.

Directory Information

Federal law allows a school district to identify certain information as “directory information” that may be publicly released without permission of caregivers/guardians.

What is it?

Spokane Public Schools identifies this information as: name, address, listed telephone number(s), date and place of birth, major field of study, photograph or video/audio tape, participation in officially recognized activities and/or sports, weight/height of members of athletic teams, dates of attendance, awards received, most recent previous school attended, or other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

Who gets it?

Spokane Public Schools does not deliberately give directory information to solicitors who want the information for commercial purposes. Directory information may be released to caregiver organizations, the media, colleges and universities (and names, addresses, and telephone listings may be released to military recruiters) unless a student’s caregiver or guardian lets the school office staff know, in writing, that they do not want this information released.

The school registration form contains a box caregivers or guardians can check, or they can simply submit a written request at any time during the school year. Caregivers and guardians reserve the right to ask a school to withhold or not withhold directory information as they wish.

What happens if I decide to withhold it?

The decision to have directory information withheld has several implications. Schools will not add a scholar’s name to a printed athletic roster. The scholar will not appear on a posted class list, honor roll list, or in the yearbook. He/she will not be included in the band/orchestra/choir/drama performance program. His/her name will not be announced at graduation. Generally, scholars’ names cannot be listed or pictures shown anywhere that would allow the student’s name or picture to be viewed by the public.

Non-Discrimination

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate in the admission, treatment, employment, or access to its programs or activities on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, to the use of a trained guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer.

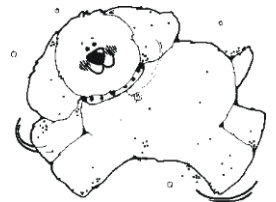
The following Civil Rights Compliance Coordinators have been designated to handle questions and complaints of alleged discrimination:

- Civil Rights Coordinator and Title IX Coordinator: Jodi Harmon, 509-354-5901
- Section 504 Coordinator: Becky Doughty, 509-354-7771

Dogs

Even the friendliest dog can cause problems on a playground full of children. If it is necessary to bring your dog to school, please make sure it remains on a leash at all times and please be courteous in picking up after your pet.

Only service animals are allowed inside the school without advanced written permission of school administration.



Dress Code

Jefferson's expectations for clothing and appearance are shown below and are built around the schoolwide Positive Behavior Interventions and Supports (PBIS) expectations of Peace, Respect, Integrity, Diligence and Empathy. The school will maintain the dignity of any scholar who wears an article of clothing that may be contrary to these expectations as it helps the scholar make adjustments to their attire.

Peace

- Clothing should not interfere with the educational process. School staff will work with scholars and families if an item of clothing is deemed inappropriate, provides a distraction, or interferes with the educational process.
- Scholars should wear clothing that allows for safe movement throughout the school.
- Scholars should wear shoes appropriate for P.E. and play. Due to tripping hazards with loose-fitting shoes, we encourage scholars not to wear "flip-flops" or backless shoes/sandals.

Respect

- Jefferson is a positive and supportive learning community. Clothing that advocates for a position counter to the mission of the school district is prohibited. This includes words, symbols, or pictures that depict drug/tobacco/alcohol use, inappropriate language, illegal activities, racial/cultural insensitivity, etc.
- Clothing must not state, imply, or depict hate speech or imagery that target groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other classification.



Integrity

- Scholars should wear only their own clothing. Clothing, shoes, and hats should not be shared.

Diligence

- Scholars are encouraged to solve problems before they occur by wearing clothing to school that is appropriate for the weather and that allows freedom of movement.

Empathy

- Clothing and other items worn to school should be positive towards the educational process and towards all who call Jefferson home.

Extracurricular Activities

At Jefferson, we believe that after-school activities play an essential role in supporting the whole child. Our extracurricular programs provide meaningful opportunities for students to build social-emotional skills, foster a sense of belonging, and stay engaged—while spending a little less time on screens! We aim to offer a diverse selection of activities throughout the year, including athletics, STEM, and the arts.



All school-sponsored classes are free of charge, unless facilitated by an outside organization. When space is limited, enrollment will be determined by a lottery system and previous enrollment in other offerings. Keep an eye on your email for sign-up opportunities—your scholar will have plenty of chances to explore, learn, and grow beyond the school day.

Field Trips

During the year, field trips may be planned by individual teachers or as part of district-wide events. Only scholars with signed permission slips are allowed to participate. Caregivers participating in their child's field trip must complete and clear the Washington State Patrol screening in advance.



It is the expectation that during field trips scholars will conduct themselves according to Jefferson's school-wide expectations.

First Aid

In addition to Jefferson's full-time school nurse, many school personnel are trained to handle first aid for minor injuries. In case of serious injury or illness, caregivers will be contacted and 911 may be called. It is imperative that the Jefferson office have current caregiver/guardian contact numbers and back up emergency numbers on file.



Gum

Jefferson is a gum-free school due to difficulty in removing it from carpets and other surfaces.



Harassment, Intimidation and Bullying (HIB)

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and Policy and Procedure 3207 defines harassment, intimidation, or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics when an act physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Right Officer, Jodi Harmon 354-5901.

Procedure 3207 provides the reporting and investigation process. Further information and compliant forms may be found [here](#).

The Office of Superintendent of Instruction requires all school handbooks in Washington State to include specific language on HIB. That language can be found at the end of the handbook beginning on **page 29**.

Head Lice

There are many myths that exist when thinking about head lice. Here are a few facts to help dispel some of these myths:

- Anyone with clean or dirty hair can get head lice.
- They spread from person to person but do not spread disease.
- They are a nuisance but not considered a health risk.
- Head lice need human blood to live. They'll die within 48 hours if they can't get it.
- They are dependent on a person's body temperature and moisture.
- Lice do not jump or fly, but they are fast crawlers.
- They only live on humans. Pets do not carry human head lice.
- They are almost always transmitted by head-to-head contact.
- It can be hard work to get rid of them.
- An itchy scalp is the most common symptom of having head lice and may continue for a while after treatment.
- Families are encouraged to contact Jefferson's School Nurse for resources or information.

A scholar who is found to have nits and/or live lice is not required to be picked up from school. Caregivers/Guardians will be notified when nits and/or live lice are found on their student.

Health Services

A school nurse is available to assist in planning for your scholar's health care needs while at Jefferson. This includes medication questions and consultation or referral regarding health-related issues. If your scholar experiences any changes to their health that affect their school day, it is vital that you fill out a new Health Record Form, which is available in the school office. Care plans and medication forms must be renewed yearly.

Scholars in grades K, 1, 2, 3, and 5 will be screened for vision and hearing during the school year.

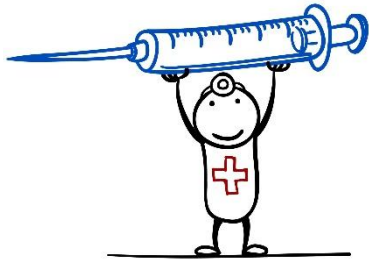
Illnesses: When to Keep Your Child Home from School

Scholars should stay home if they have any of the following:

- A fever of 100 degrees or higher in the last 24 hours. Your child should be fever free (without the use of fever reducing medicines) for 24 hours.
- A consistently goopy, runny nose.
- Drainage from the eye and/or redness of the eyelid or skin around the eye.
- A bad cough--one that you wouldn't want your well child to be around.
- A sore throat, especially with fever or swollen glands in the neck.
- Shortness of breath or other problems with normal breathing.
- Is unusually tired, pale, or difficult to awaken, headache or body aches, seems confused or irritable, and/or lacks normal appetite.
- A rash that is associated with fever or severe itching.
- Vomiting with/without diarrhea within the last 24 hours. Your child should be free of vomiting or diarrhea for 24 hours before returning to school. NOTE: A child who has one episode of bloody diarrhea or two episodes of diarrhea at school must be sent home and cannot return until the diarrhea has resolved. Some diarrhea may be associated with bacteria or virus. If your child has severe diarrhea, you should contact your health care provider.
- Has begun taking an antibiotic within the past 24 hours.
- Any contagious disease such as chicken pox, influenza, whooping cough, or gastroenteritis.
- As directed by your health care provider.



Immunizations



Washington state law requires that children attending kindergarten through twelfth grade **MUST** be properly immunized in order to attend school. You must present on or before your child's first day of school, proof of:

1. full immunization, or
2. initiation of the schedule of immunization, or
3. a certificate of exemption (religious, personal, or medical).

Proof constitutes a completed Certificate of Immunization Status Form approved by the Washington Department of Health and your signature.

Insurance

Special accident insurance is made available through a commercial agency as a service to school families. An informational brochure will be sent home early in the school year explaining coverage and price.

Lost and Found

Caregivers are requested to mark all backpacks, lunch boxes, and articles of clothing with the child's first and last name. We always have an accumulation of unclaimed articles which could have been returned if properly marked.

The Lost and Found is located near the northeast doors of the school, by the cafeteria. Adults wishing to look for their child's lost items will need to sign in at the office and obtain a visitor's badge.

After staying in the Lost and Found for a month, unclaimed items are donated to a community agency.



Meal Program

Breakfast and lunch are free for all scholars in Spokane Public Schools. Monthly breakfast and lunch menus can be found on the SPS website at www.spokaneschools.org/page/menus.

Caregivers are welcome to join their scholars for lunch. Please check in to the office, and if wishing to purchase a meal, pay for your meal with cash or check.



Supers:

Both breakfast and lunch at Jefferson are part of a federally subsidized program to feed children across the United States. There are strict nutrition and portion size guidelines that schools must follow as part of being reimbursed for costs associated with the program. While all school meals are free again this year, the portion size may not be enough for all scholars.

Families are permitted to add money to their child's lunch account for them to order extra milk or an additional entrée. It is easy to add money by visiting the [My School Bucks](#) website and setting up an account. There must be money on the account before a super can be requested.

Scholars ordering "supers" are asked to be discreet about the practice, as there are families who do not wish for their scholar to have this option or who may have challenges funding this extra expenditure.

Medication at School

According to state law and district policy, if it is necessary for a child to receive ANY medication (prescription or non-prescription) during school hours, a medication request form must be filled out and signed by both the physician and caregiver. These forms are available in the school office. All medication must be in a current pharmacy container and will be kept in the school office. To ensure safety, an adult must deliver the medication to the school office. The medication must be administered to the scholar by a designated staff member (either a registered nurse or a staff member who has documented medication administration training by a registered nurse).

To self-carry ONE day's dose of medication, the scholar must be able to self-administer without any assistance or reminders AND the scholar must have a note from a caregiver in his/her possession. The note must contain the following information:

- * Date(s) the scholar will be carrying medication
- * Name of the medication
- * Caregiver signature and caregiver contact information
- * Licensed health provider name and contact information



The note can be used to cover an entire week/month/year for medication use "as needed."

Sunscreen: State law regarding the administration of medication at school does not apply to topical sunscreen products regulated by the FDA for over-the-counter use. Any person, including scholars, caregivers, and school personnel may possess topical sunscreen products to help prevent sunburn while on school property or at a school-related event or activity. The sunscreen must be supplied by a caregiver or guardian. Scholars are not allowed to share their sunscreen with others, nor is the school or staff able to supply and/or apply sunscreen for scholar use.

Mobile Technology (wireless devices)

School district policy 3245 states that wireless devices, including wireless (cell) phones, smartwatches, ear buds, and the like are not permitted to be accessed during the school day, including the lunch period. If items are on campus, they will be stored in the scholar's backpack. If the scholar is without a backpack, the teacher and scholar will create a plan for storage for the duration of the day.



Parent Teacher Group (PTG)

The Jefferson Elementary Parent-Teacher Group is dedicated to fostering a strong, inclusive school community where every child thrives. The PTG advocates for the well-being and education of all students, focusing on what they need to succeed academically, socially, and emotionally. Through collaboration and active engagement, the PTG uses their collective voice and resources to support and enhance the educational experience for every student at Jefferson Elementary.

PTG BOARD:

- President: Amanda Jones
- Vice President: Megan Dimeling
- Treasurer: Kyle Riggs
- Secretary: Brittane Brown
- Inclusion Chair- Alicia Jones
- Volunteer Coordinator: Shandi Skiffington
- Hospitality Committee: Christa Logan and Christine Hauck



The PTG Board meets monthly in the library and on Zoom. Check the Jefferson Journal or the PTG website for the date and time of each month. You can get in touch with board members by sending an email message to: JeffersonPatriotsPTG@gmail.com.

Follow the PTG on social media for regular updates on meetings and volunteer opportunities! Facebook: [JeffersonPTG](https://www.facebook.com/JeffersonPTG), Instagram: [@jeffersonpatriotspg](https://www.instagram.com/jeffersonpatriotspg). Check out jeffersonpatriotspg.net for info on upcoming events, fundraisers and more.

Personal Items

Personal or valuable items should be left at home. This includes video game players, athletic equipment, trading cards, toys, etc. The school cannot take responsibility for loss or damage of personal or valuable items brought to school.

Jefferson provides playground and athletic equipment for recesses.

Please see the [mobile devices \(wireless technology\)](#) section in this handbook for Jefferson's wireless phone policy.



Phones

Office & Classroom

Because a school is served by business phones only, it is necessary to limit pupil use of the phones to emergencies. After school plans should be made at home prior to arrival at school.

It is possible for us to deliver a message to your child during the school day. These messages should be limited to those important in nature. If necessary, your scholar may be asked to come to the phone.



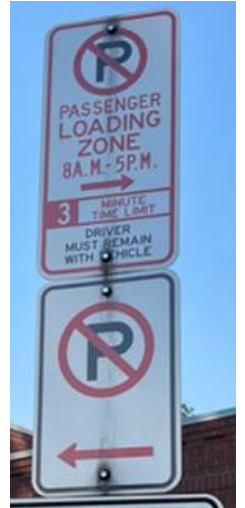
Wireless (cell) Phones

For information on wireless technology, including phones, smartwatches, wireless headphones/ear buds, etc., please visit the [Mobile Technology](#) section earlier in this document.

Pick Up and Drop Off

For the safety of all children, families are expected to abide by the following expectations before and after school.

Passenger Loading Zones: Cars are not allowed to park in the front pickup/drop-off passenger loading zones. If an adult feels they need to exit their vehicle to meet or drop off their young scholar, they must park in the visitor's parking lot or along the surrounding streets of 37th Avenue or Manito Boulevard. Double parking in any location is prohibited.



No-Idle Zone: The pickup/drop-off loop on the south side of the building is a no-idle zone. Carbon monoxide, nitrogen oxides, and volatile organic compounds released in vehicle exhaust are particularly harmful to children. Their respiratory systems are still developing and exposure to pollution can lead to a variety of health issues. Please turn off your vehicle as you wait to pick up your Jefferson scholar.



Crosswalks: Adults are expected to use designated crossings to and from school property and in the direct front of the school to travel to the parking spaces across from the pickup and drop-off loop. Children watch what adults do more than what they say, so adults are asked to please be a safe role model for not only their own children, but for all children.



Pictures

Both individual and class pictures will be taken during the school year. Pictures are regarded as a service to caregivers and children, and the school does not require purchase of the pictures. Sale of pictures is organized in such a way as to allow the caregiver and photographer to deal with each other as directly as possible in order to take away as little school time and effort as possible. Written notice will always be sent home with each child announcing when the pictures will be taken. You will also receive cost information from the photographer.

Younger siblings are welcome to have individual pictures taken on the same day as their older brothers and sisters.

Each year we also have special group pictures taken of unique groups like Safety Patrol, Leadership Club, and all the scholars who have been at Jefferson for all six years. These may be ordered as a special memento for the scholars in those groups and their families.



Dates:	Individual Portraits	Tuesday, October 6, 2026
	Individual Re-takes	Thursday, November 5, 2026
	Class Pictures	Thursday, March 4, 2027

Playground (Before and After School)

Jefferson's playground **is closed before school each day**. However, the playground is open after school for children and families to enjoy. A few guidelines for access include:

- Children must have caregiver permission to stay after school. The school is unable to provide supervision.
- Certain parts of the playground may occasionally be closed when our Express childcare program is using the space or when extracurricular activities are taking place.
- The school building itself will remain closed to students—students staying after school will not have access to classrooms, hallways, or restrooms.
- Accessing the playground is a privilege, not a right. Any child making inappropriate choices while on school grounds could be asked to leave and may lose the ability to be on school grounds at all outside of school hours.



Preschool

Jefferson has a PreK program that serves scholars who turn 4 years old on or before Aug. 31 and who will be kindergarteners the following year. The program runs four days a week, Tuesday through Friday, from 8:15 a.m. to 3 p.m. For more information, contact Jefferson's Eligibility & Enrollment Specialist, Gwen Cracroft at 509-354-2774 or GwenC@spokaneschools.org

Safe Schools Hotline

If you have information regarding weapons, drugs, alcohol, or other criminal behavior in or around Spokane Schools, please call 509-.354-SAFE (7233). All calls are completely anonymous 24 hours a day, year-round. Thank you for your continued cooperation and support in keeping our schools safe.

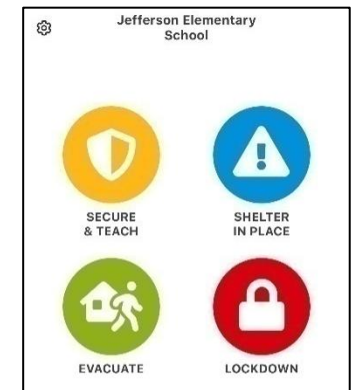


Safety

Crisis Drills: Schools are required to have monthly crisis drills throughout the school year. The types of drills practiced include: Evacuation (fire), off-site evacuation, lockdown, and shelter in place. Families will be made aware of the weeks in which Jefferson is planning to have a drill. To help staff be best prepared for an emergency situation, the type of drill is not communicated ahead of time.

Spokane Public Schools uses the [Raptor Technologies](#) system during emergencies. Raptor allows for the quick launching of emergency procedures and the accounting for all scholars, staff, and visitors in a building. Information communicated within Raptor is directly relayed to district leaders and first responders.

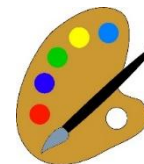
Doors: All doors at Jefferson remain locked at all times. A single point of entry system requires that all visitors be buzzed in at the front entry by the office. Staff have proximity badges that allow them to buzz themselves and their scholars through other exterior doors. Families are asked to help reinforce the safety protocol of never opening an exterior door for anyone with their scholars at home. Caregivers are also asked not to attempt to enter the building through other doors.



Specialist Classes

Art

Scholars in kindergarten through second grade receive art instruction from a specialist for one 45-minute session each week.



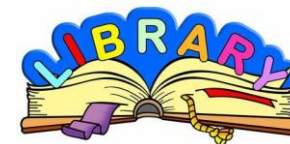
Fitness and Health



All scholars attend Fitness and Health classes twice per week for 30 minutes. Fitness and Health is a required part of the curriculum in Washington State, and scholars are required to participate unless they have a doctor's excuse. Families are asked to take note of the schedule for each child so they will have appropriate clothing to wear for class or for extracurricular sports-related activities. Tennis shoes without black soles are recommended.

Library

Each scholar at Jefferson attends Library for 45 minutes each week. In addition to checking out books and learning about library science, Jefferson's Library periods have an extra focus on STEM (Science, Technology, Engineering, and Mathematics).



Music

Scholars in grades K-5 have two 30-minute sessions each week with a music specialist.



Technology

At Jefferson, our focus on utilizing technology is directly linked to grade level content and technology standards. When used as a tool for learning, various technologies can provide scholars with research resources, communication avenues, and word processing capabilities to enhance the writing process and a broad array of software support systems for learning purposes.

Jefferson scholars have access to the internet for research and projects. The Spokane School District has an internet filter to prevent scholars and staff from going to inappropriate web sites, chat rooms, or other unacceptable areas.

While Jefferson has a filter in place, it may not block all content. Jefferson scholars are expected to use technology only for school purposes and to visit websites only connected to classroom content. It is important for families to recognize that this filter DOES NOT work on student laptops once they leave the school. Families will need to monitor usage at home at all times or provide a filter on their home network.



Jefferson maintains a school website to keep caregivers and the community informed about the school. You are invited to visit the site at www.spokaneschools.org/jefferson.

Tobacco/Electronic Smoking Devices

Policy and Procedure 3240 explains that the use and/or possession of any and all tobacco/electronic smoking device products in/on property owned or leased by Spokane Public Schools is prohibited. Please note that Washington state law prohibits minors from possessing any tobacco/electronic smoking device products regardless of how the minor obtained them.

Violation of this policy will subject students to intervention as well as disciplinary action referenced in Policy and Procedure 3240.

Weather

When the weather is severe, please be careful to ensure that your child arrives at the regularly scheduled time. To avoid after-school confusion, please have a foul weather plan if your child walks or rides a bike. This helps keep your child safe and keeps our phone lines free in emergencies. Please check our district website for information on school closures or listen to major radio and TV stations beginning around 5:30 a.m.

Fresh air and exercise are important parts of a child's development. We make every effort to provide this to scholars each day while they are at school. Scholars should come dressed appropriately for the weather and be prepared to be outside for recess. During cold weather, the principals will assess current conditions and review weather charts to ensure that it is safe for scholars to be outside. As a general rule, scholars will be kept inside when "feels like" temperatures move into the single digits.



Harassment, Intimidation and Bullying (HIB), (continued from **page 17**)

The Office of Superintendent of Instruction requires all school handbooks in Washington State to include specific language on Harassment, Intimidation, and Bullying (HIB). That language is found below.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property.
- Has the effect of greatly interfering with another student's education.
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, Becky Doughty, 509-354-7771 RebeccaDo@spokaneschools.org, that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation.
- A determination of whether the HIB is substantiated.
- Any corrective measures or remedies needed.
- Clear information about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB or the district's HIB Policy 3207 and Procedure 3207.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

Review the district's Nondiscrimination Policy 3210 and Procedure 3210.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Review the district's Sexual Harassment Policy 3205 and Procedure 3205.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Becky Dougherty, Director, Student Services, 509-354-7771

Concerns about sex discrimination, including sexual harassment:

24-Hour Attendance Line: (509) 354.3202

Title IX Coordinator: Jodi Harmon, Chief Human Resources officer, 509-354-7344

Concerns about disability discrimination:

Section 504 Coordinator: Becky Doughty, Director, Student Services, 509-354-7771

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Becky Doughty, Director of Student Services, 509-354-7771

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective measures or remedies needed.
- Notice about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to Becky Doughty, Director, Student Services, 509-354-7771 and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210 and Sexual Harassment Procedure 3205.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the

complaint using both the Nondiscrimination Procedure 3210 and the HIB Procedure 3207 to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment) Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>

- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K- 12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov

- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change.
- Change a student's gender designation and have their gender accurately reflected in school records.
- Allow students to use restrooms and locker rooms that align with their gender identity.
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity.
- Keep health and education information confidential and private.
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender.
- Protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211, visit the Spokane Public Schools website. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Becky Doughty, Director of Student Services, 509-35