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# For Your Information

**Superintendent's Office**

Maureen Sabolinski  
508-541-5243  
355 East Central Street  
Franklin, MA 02038

**Our Principal's Office**

Mrs. Jane Hyman  
508-541-2140  
Jefferson Elementary School  
628 Washington Street  
Franklin, MA 02038

**Attendance Line**

**508-541-2120**

**Internet Email Address:** [www.franklin.ma.us/auto/schools/jefferson](http://www.franklin.ma.us/auto/schools/jefferson)



# Letter from Our Principal



Dear Students of Jefferson School,

If you are just beginning your years at Jefferson, *WELCOME!* We're delighted to have you join our community. If you're a returning student, *WELCOME BACK!* We're glad you're a part of our school. Now that the summer holidays are over and school is beginning, it's important for you and your parents/guardians to take the time to read this booklet together carefully. There is another booklet just for grown-ups that has information your parents will also want to share with you. After you have discussed this important information, please sign the contract at the back of this book and return it to your teacher. That way we will know you understand all the important rules about our school.

On behalf of all the teachers, I wish you a most productive and enjoyable school year! I hope to see you in my office often ... *for good reasons.*

Sincerely,

Mrs. Hyman, Principal



# School Rules

**As a member of Jefferson Community,  
please remember to:**

- **Respect our school and to be kind to others.**
- **Walk in our school building.**
- **Use an indoor voice.**
- **Come to school prepared to do your best.**
- **Work together to make our school, the Jefferson community a happy place to learn.**



# Dining Room Rules

**As a member of Jefferson Community,  
please remember to:**

**➡ Buy what you ordered in the morning.**

**➡ Choose a seat and stay there.**

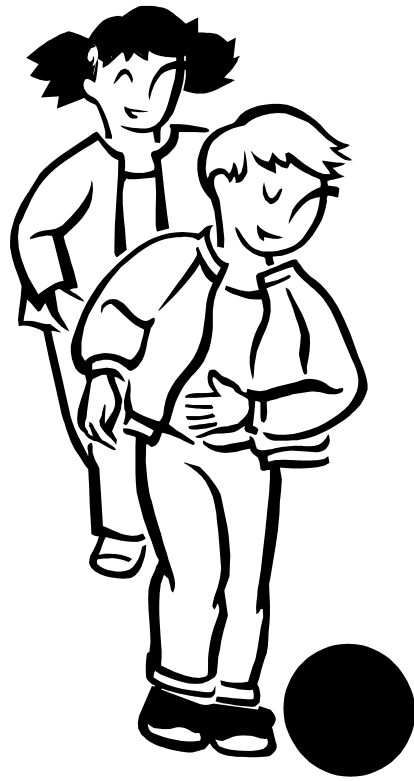
**➡ Only leave the dining room with  
permission from an adult.**

**➡ Keep your groups' dining area clean.  
All food and drinks are to stay in the dining  
room.**

**➡ Use good table manners.**



# Recess Rules

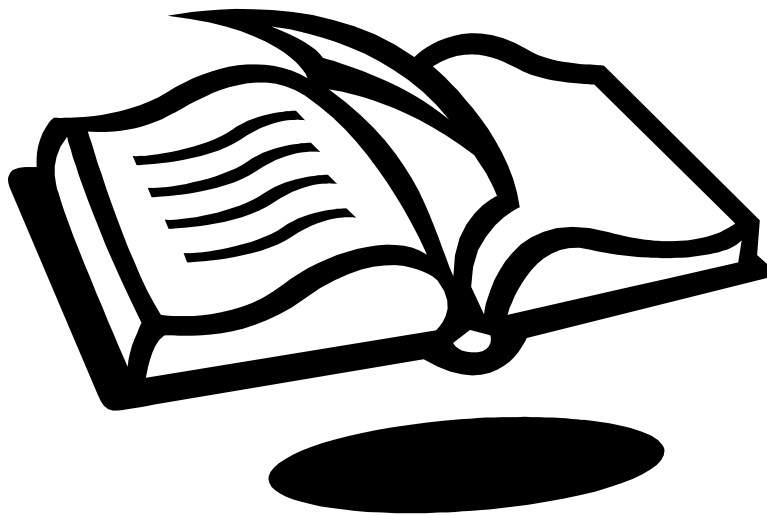


As a member of Jefferson Community,  
please remember to:

- **Stay in the play area.**
- **Line up quickly and quietly.**
- **Play safely and use equipment properly. No contact sports, hardballs, rock or snowball throwing.**
- **Play together. Report *dangerous or destructive* (double d's) behavior to the recess teacher.**

# Learning with Others

***You are a member of the same school community. You are expected to treat others as courteously as you would like to be treated yourself.***



**You are responsible for working together with your teachers and the other children. Your teacher and other school adults are here to help you learn how to work together well. You can always ask them for help with improving your school work, with talking about your feelings, or with getting along with friends.**

# Learning with Others

***All the children in your school are here to learn. As a member of your class and your school, you must *never* interfere with or *disturb* others as they study and learn.***

**Remember that children and adults are all individuals. We share a great deal as people, but we are also different in many ways. Sometimes, something you say or do may hurt others, even when you do not intend to hurt them.**

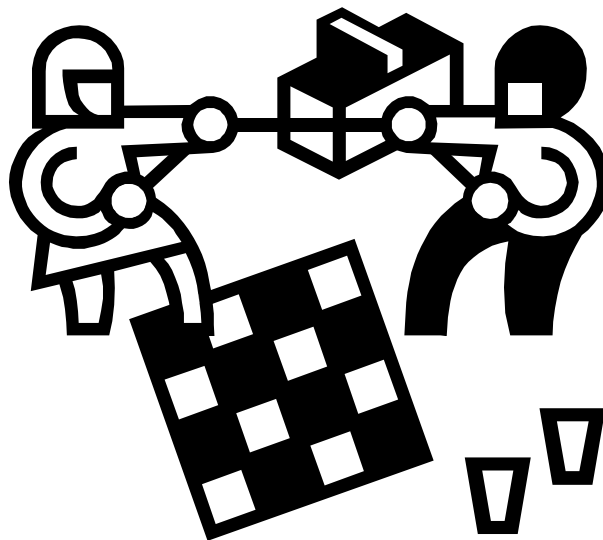
***Always consider the feelings of others as you work and play together.***



# Learning with Others

***People do not always agree all the time. It is important to remember how to disagree without hurting each other with angry words, or with fighting.***

**Name calling and fighting are NEVER allowed in school. It is always better to try to speak to each other calmly, try to understand why you disagree, or ask a teacher to help you resolve a problem.**



# Learning with Others

***At no time is fighting allowed in school, either in the school building or on the playground. Fighting can cause injuries to you and others. If you have a disagreement with someone, please ask the adult in charge to help you solve this problem.***

**You should NEVER bring any sharp or rough objects to school that might hurt you or others. And you must NEVER bring any type of weapon - not even one that is only a toy.**

***These are offenses that may lead to suspension or expulsion from school.***



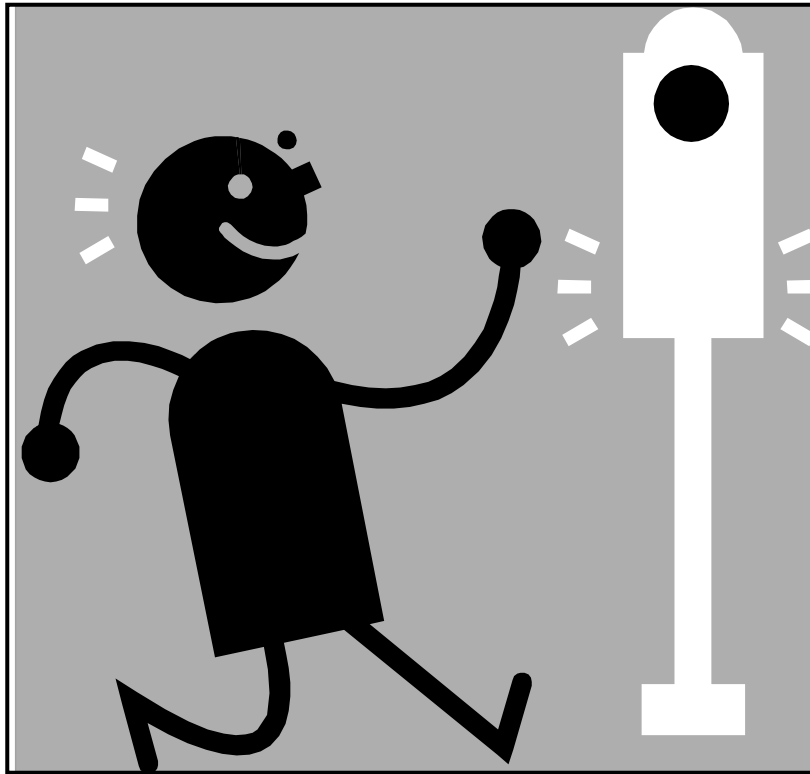
# Coming & Going

*It is important to remember certain safety rules as you come to school and go home from school.*



# Coming & Going

If you must cross a street, *always cross at the crosswalk*. Use a traffic light, if there is one available.



Some busy streets may have a crossing guard there for your safety. Remember that a crossing guard is there to protect you, so always follow the crossing guard's directions.

*If you must cross a street without an adult, remember to stop, look both ways, and listen before you cross.*

# Coming & Going

*If you walk to school from your home, you should always try to arrive on time. Try not to walk by yourself. Find a friend to join you.*



*Remember that you should **NEVER** get into a car with someone who you do not know. You should enter the building only when a teacher directs you to come.*

*If you come late, remember to check in with the school secretary at the office.*

# Coming & Going

***If you ride a bike, you must have permission from a parent or guardian and wear a helmet. Bikes should not be ridden on the playground. Bikes should be locked at the bicycle rack using your own lock.***



# Coming & Going

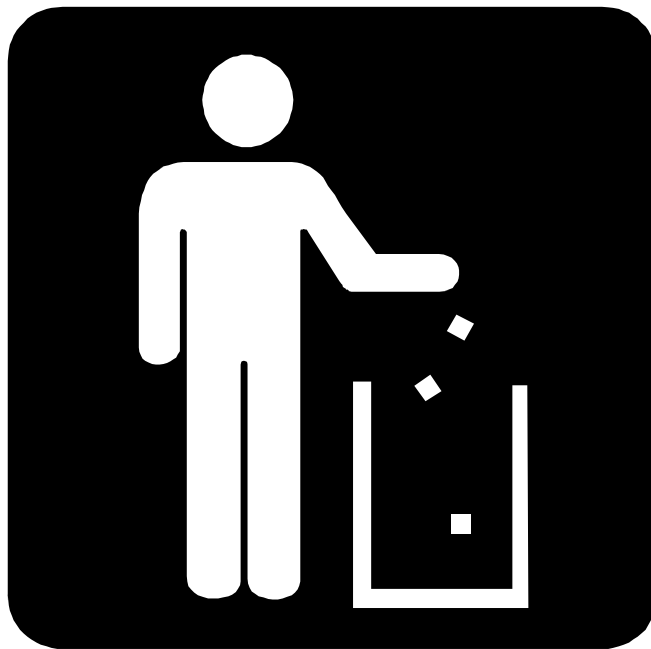
***When you leave school at the end of the day, you should go directly to your bus or begin your walk home. You should not return to the school building after school. If you forgot something and need to return to school, you must check in the school office first.***



***Sometimes your parent may want you to go to a friend's house, to after-school day care, or to a baby-sitter's house after school. It is very important that your parent inform your teacher with a note about any change from your normal dismissal destination.***

# Coming & Going

**Remember Franklin is your town, and you want it to remain *clean and beautiful*.**



**Always carry your papers home and throw away any trash when you arrive home.**

# Our Mission Statement

***Our mission, in partnership with Jefferson families, is to promote academic excellence through appropriate educational experiences in a safe and healthy environment that is conducive to developing a life long learner. We will promote social competency by encouraging a sense of self-esteem, teamwork, a respect for human diversity, and an appreciation for the importance of community involvement.***



Jefferson Elementary School  
Washington Street  
Franklin, MA 02038

# Student Contract

I have read this booklet, The Jefferson Elementary School Student Handbook, with one of my parents or a guardian. I understand what is expected of me as a student at this school.

I promise to do my best to learn and grow together with others at Jefferson Elementary School.

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(Please write your name on this line)

I have read the **Conduct Code** section of The Jefferson Elementary School Parent Handbook and reviewed its contents with my son or daughter. I understand that the rules and school policies outlined in the conduct code are an integral part of my child's participation in school, and he or she is expected to conform to the conduct code. ***I understand that disciplinary action will be taken against students who fail to observe the conduct code.***

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(Parent's/Guardian's Signature)

Teacher's Initials \_\_\_\_\_

Date \_\_\_\_\_

